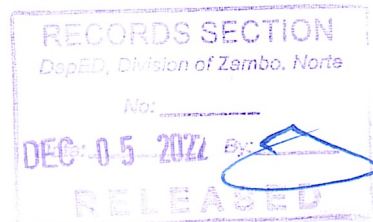




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 209, s. 2022

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL OTHERS CONCERNED

FROM : **VIRGILIO P. BATAN, JR., CESO VI**
Schools Division Superintendent

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : November 21, 2022

1. With the approval of the **renewal of provisional teachers in senior high**, the appointees listed hereunder are hereby advised to submit his/her pertinent papers for renewal of appointment SY 2022-2023 to the Personnel Unit of this division on or before December 9, 2022.

C/N	Name	Position Title	School Assigned
1	Lydia D. Baguio	Teacher II	La Libertad NHS
2	Leofer L. Nicolas	Teacher II	Polanco NHS
3	Ellizer T. Edeza	Teacher II	Julian Soriano Memorial ComprehensiveHS
4	Jonathan B. Samante	Teacher II	Situbo NHS
5	Bertillo R. Penaso, Jr.	Teacher I	Rizal NHS
6	Edmil L. Rebollos	Teacher I	Liloy NHS
8	Ryan G. Acebes	Teacher II	Seres NHS
9	Mary Joy M. Baguio	Teacher II	Tampilisan NHS
10	Jaime M. Quisel	Teacher II	Julian Soriano Memorial Comprehensive High School
11	Prudencio D. Bayawa	Teacher II	Bacungan NHS
12	Pablito G. Baling, Jr.	Teacher II	Dohinob NHS
13	Arnel C. Alia	Teacher II	Siayan NHS
14	Eleazar P. Ensil	Teacher II	Doña Natividad NHS
15	Joel A. Soreño	Teacher II	Liloy NHS
16	Jenecil O. Tomada	Teacher I	Godod NHS
17	Jerthele Ruth E. Albon	Teacher I	Piñan NHS



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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18	Kennette Ray T. Subingsubing	Teacher II	Salug NHS
19	Kyla Sol M. Micubo	Teacher II	Siocon NHS
20	Sherwin N. Tolero	Teacher II	Ponot NHS
21	Niel Jacob D. Banquirigo	Teacher II	Mutia NHS
22	Arnold P. Colanggo	Teacher II	Tinuyop NHS
23	Rio M. Regencia	SPST 1	Silawe NHS-Senior High
24	James S. Abitona	SPST 1	Polanco NHS
25	Reynaldson E. Boyan	SPST 1	Liloy NHS
26	Jay Marie Xilca G. Balasabas	SPST 1	Salug NHS
27	Claire L. Uttoh	SPST 1	Tampilisan NHS
28	Maryrose T. Gandilan	SPST 1	Tampilisan NHS
29	Jeremae A. Siangco	SPST 1	Ubay NHS-Lawigan Annex
30	Mara S. Doydora	SPST 1	Bacungan NHS
31	Jumar B. Hamac	SPST 1	Bacungan NHS

- For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 or email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
- For information and guidance.

PERSONNELbry/Division Advisory to Submit Pertinent Papers for Appointment/A00021/11212022



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REQUIREMENTS FOR NEWLY HIRED AND RENEWAL
(Senior High)
Revised Oct. 2022

Directions:

- Please submit documents fastened in one (1) paper folder according to the sequence indicated below with **Alphabetical TABBINGS and TABLE OF CONTENTS**.
- Please **DO NOT** attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph

Label: CSC Documents

- A. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **2 copies** Original Work Experience Sheet
- C. **2 copies** Original Authenticated PRC License (must be certified by e PRC)
- D. **4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018)** Open Date, if possible.
- E. **2 copies** Original PDF (Position Description Form) Revised 2017
- F. **1 photocopy** TESDA National Certificate II (If TVL)
- G. **1 photocopy** TESDA Teaching Methodology Certificate (TMC) (If TVL Track)
- H. **1 copy** Original or Certified True Copy Certification on Units Taken or TOR or Evaluation Sheet (Master's Degree)

Label: DIVISION Documents

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **1 copy** Work Experience Sheet
- C. **2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. **2 copies** Marriage Contract (if married woman)
- F. **3 copies** Valid NBI Clearance
- G. **1 copy** PSA Birth Certificate
- H. **2 copies** PRC License
- I. **2 copies** PRC Rating
- J. **2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018)** Open Date, if possible
- K. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- L. **3 copies** BIR Form 1902
- M. **1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- N. **1 copy** Filled out GSIS Membership Form
- O. **1 copy** PhilHealth Membership Data Record
- P. **1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺



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