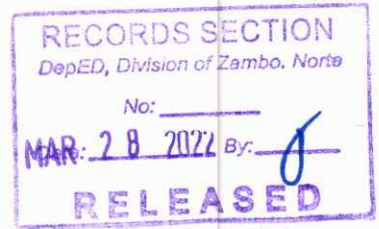




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**




Division Memorandum:

No. 114, 2022

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

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

For the Schools Division Superintendent:

  
**JUDITH V. ROMAGUERA, CESOVI**  
Assistant Schools Division Superintendent  
In-Charge of Office

SUBJECT : CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN DEPED ZAMBOANGA DEL NORTE DIVISION

DATE : MARCH 25, 2022

- The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions:

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
MASTER TEACHER I (Elementary)	MTCHR1-570055-2012	KALAWIT I DISTRICT	2	<b>Education:</b> BEED/BSED or Bachelor's Degree plus 18 prof. units in Educ. w/ appropriate major; & 18 units for Master's Degree in Education; <b>Experience:</b> 3 Years Relevant Experience; <b>Training:</b> None Required; <b>Eligibility:</b> RA 1080
	MTCHR1-571697-1998	PIÑAN DISTRICT		
HEAD TEACHER III (Elementary)	HTEACH3-570393-1998	MUTIA DISTRICT	1	<b>Education:</b> At least 36 MA units in the field of Administration, Supervision, Leadership/Management <b>Experience:</b> Head Teacher for 2 yrs.; <b>Training:</b> 32 hrs. Relevant Training <b>Eligibility:</b> RA 1080
HEAD TEACHER II (Secondary)	HTEACH2-570012-2008	BACUNGAN NHS	1	<b>Education:</b> At least 24 MA units in the Field of Administration, Supervision, Leadership/Management;





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				<b>Experience:</b> HT for 1 year; <b>Training:</b> 24 hrs. Relevant Training <b>Eligibility:</b> RA 1080
TEACHER III (Secondary)	TCH3- 570315-2019	PIÑAN NHS	3	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 2 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
	TCH3- 570021-2004	POLANCO NHS		
	TCH3- 570569-2016	SINDANGAN NHS		
TEACHER III (Elementary)	TCH3- 570118-2015	TAMPILISAN DISTRICT	4	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 2 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
	TCH3- 570251-2013	POLANCO I DISTRICT		
	TCH3- 570396-2014	SALUG III DISTRICT		
	TCH3- 570350-2014	KATIPUNAN I DISTRICT		
TEACHER II (Secondary)	TCH2- 570271-2014	SIBUTAD NHS (JR HS) (REPUBLIC)	2	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
	TCH2- 570284-2012	BALIGUIAN NHS		
TEACHER II (Elementary)	TCH2- 570347-2013	MUTIA DISTRICT	1	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
TEACHER I (Secondary)	TCH1- 570572-2016	KATIPUNAN NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
TEACHER I (Elementary)	TCH1- 594955-1998	SINDANGAN CENTRAL II DIST	1	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> RA 1080
LEGAL ASSISTANT I	LEA1- 570014-2014	DIVISION OFFICE(OSDS)	1	<b>Education:</b> Bachelor's Degree <b>Experience:</b> None Required <b>Training:</b> 4 hrs. relevant training







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				<b>Eligibility:</b> CS PROF. (2 <sup>ND</sup> LEVEL)
SENIOR BOOKKEEPER	SRBK-570001-2007	PIÑAN NHS	1	<b>Education:</b> Completion of 2 Years College Studies; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 hrs. Relevant Training <b>Eligibility:</b> CS Sub Prof
ADMINISTRATIVE ASSISTANT III	ADAS3-570090-2017	ROXAS I DISTRICT (ROXAS CS)	3	<b>Education:</b> Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 hrs. Relevant Training <b>Eligibility:</b> CS Sub Prof
	ADAS3-570071-2018	DIVISION OFFICE (ACCTG UNIT)		
	ADAS3-570096-2017	BACUNGAN I DIST		
ADMINISTRATIVE ASSISTANT II	ADAS2-570027-2004	PIÑAN NHS	1	<b>Education:</b> Completion of 2 Years College Studies; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 hrs. Relevant Training <b>Eligibility:</b> CS Sub Prof

2. Teacher I and Teacher II (Senior High) positions are still subject to follow ranking in the RQA or facilitate transfer of teachers within the DepEd.

3. All documents of interested applicants must be submitted to the respective School Selection Committee (for secondary) and District Selection Committee (for elementary) for assessment of authenticity, completeness and veracity and submit to the Division Office - Personnel Section on or before **April 20, 2022**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).

4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).

5. The skills test and interview will be on **April 26-28, 2022**. Applicants are required to bring original copies of documents submitted during the interview and skills test (Skills test and interview schedule may change without prior notice).

6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

7. For information, guidance and compliance.

PERSONNELsgbv/Division Memorandum/03252022





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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure No. 1 of DM No. \_\_\_\_\_ s. 2022

**CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL**  
**(Reference: DO No. 42, s. 2007)**

Name of Teacher: \_\_\_\_\_ School/District: \_\_\_\_\_  
Item Number: \_\_\_\_\_ Vice: \_\_\_\_\_

**Instruction:** Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

<b>BASIC REQUIREMENTS</b>	<b>Mark a check (/) on the appropriate column</b>	
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>REQUIRED DOCUMENT/S PER CRITERION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>• Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>• Latest Service Record signed by HRMO</li> <li>• Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>• Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>• Report of the innovation duly approved by superior DepEd Official/s corroborated by at least 3 Department Heads/Master Teacher teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</li> </ul>		
<b>c. Research and Development Projects</b>		
<ul style="list-style-type: none"> <li>• A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b>		
<ul style="list-style-type: none"> <li>• A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or</li> </ul>		







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<ul style="list-style-type: none"> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D.a Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>		
<b>D.b Training, any of the following</b> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**C (Complied)** – documents meet the requirements in terms of veracity, authenticity and completeness.  
**NC (Not complied)** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

**AGREEMENT**

All lacking/required documents shall be submitted on or before \_\_\_\_\_. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 Signature over Printed Name of Applicant

\_\_\_\_\_  
 Signature Over Printed Name of DSC/SSC  
 Chair or Representative

**CERTIFICATION**

**To the HRMPSB:**

This is to certify that the documents of the above-named applicant for HT\_\_\_/SP\_\_\_ have been screened by this committee and have been forwarded as:

\_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE (failed to comply on the agreed date)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 DSC/SSC Chairperson

Members:

\_\_\_\_\_  
 \_\_\_\_\_

Conformé: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.





Republic of the Philippines  
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 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure No. 2 of DM No. \_\_\_\_\_ s. 2022

**CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS**  
 (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

Name of Teacher: \_\_\_\_\_ School/District: \_\_\_\_\_  
 Item Number: \_\_\_\_\_ Vice: \_\_\_\_\_

**Instruction:** Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

<b>BASIC REQUIREMENTS</b>	Mark a check (/) on the appropriate column.	
	C	NC
A. Omnibus Certification		
B. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
C. One (1) Authenticated PRC License		
D. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)		
E. Latest Service Record signed by HRMO		
F. Duly Authenticated Copy of Transcript of Records		
G. Approved General School Program or SF 7		
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>		
<p><i>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</i></p> <ul style="list-style-type: none"> <li>Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.)</li> </ul>		
<p><i>b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years.</i></p> <ul style="list-style-type: none"> <li>Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser)</li> </ul>		
<p><i>c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently.</i></p> <ul style="list-style-type: none"> <li>Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc)</li> </ul>		
<p><i>d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</i></p> <ul style="list-style-type: none"> <li>A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<p><i>e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.</i></p> <ul style="list-style-type: none"> <li>Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc.</li> </ul>		
<p><i>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</i></p>		







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<ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMSD or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b>		
<ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D.a Education</b>		
<ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>		
<b>D.b Training, any of the following</b>		
<ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**C (Complied)** – documents meet the requirements in terms of veracity, authenticity and completeness.

**NC (Not complied)** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

**AGREEMENT**

All lacking/required documents shall be submitted on or before \_\_\_\_\_. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 Signature over Printed Name of Applicant

\_\_\_\_\_  
 Signature Over Printed Name of DSC/SSC  
 Chair or Representative

**CERTIFICATION**

**To the HRMPSB:**

This is to certify that the documents of the above-named applicant for T \_\_\_\_ have been screened by this committee and have been forwarded as:

\_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE (failed to comply on the agreed date)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 DSC/SSC Chairperson

Members:

\_\_\_\_\_

Conformé: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

PERSONNELsgbv/Division Memorandum/03252022

N-avigating  
 O-pportunities to  
 R-eengineer for  
 T-ransformation&  
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
 Tel No.: (065) 212-5843  
 e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day  
 with a  
 Sense of Urgency"



RECORDS SECTION  
MAR 17 2022  
RELEASED

CIVIL SERVICE COMMISSION  
Electronic copy is submitted to the  
CS Form No. 9  
MUST BE IN MS EXCEL FORMAT

Republic of the Philippines  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepEd ZN) in the CSC website:

VIRGILIO R. BAYAN, JR., CESO VI  
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE  
DATE: 03/17/2022

3 | 1422  
11:00

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	MASTER TEACHER I	MTCHR1-570055-2012	18	45,203	BSED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; & 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT		NONE REQUIRED	3 YEARS REL. EXP.	RA 1080 (TEACHER)		KALAWIT I DISTRICT
2	MASTER TEACHER I	MTCHR1-571697-1998	18	45,203	BSED/BSED OR BACHELOR'S DEGREE PLUS 18 PROF. UNITS IN EDUCATION; & 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT		NONE REQUIRED	3 YEARS REL. EXP.	RA 1080 (TEACHER)		PINAN DISTRICT
3	HEAD TEACHER III	HTEACH3-570393-1998	16	38,150	AT LEAST 36 MA UNITS IN THE FIELD OF ADMINISTRATION, SUPERVISION, LEADERSHIP/MANAGEMENT		32 HRS. REL. TRAINING	HT FOR 2 YRS/TEACHER FOR 5 YRS	RA 1080		MUTIA DISTRICT
4	HEAD TEACHER II	HTEACH2-570012-2008	15	35,097	AT LEAST 24 MA UNITS IN THE FIELD OF ADMINISTRATION, SUPERVISION, LEADERSHIP/MANAGEMENT			HT-1 FOR 1 YEAR	RA 1080 (TEACHER)		BACUNGAN NHS
5	TEACHER III	TCRH3-570315-2019	13	29,798	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	PRET/LET		PINAN NHS
6	TEACHER III	TCRH3-570021-2004	13	29,798	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	PRET/LET		POLANCO NHS
7	TEACHER III	TCRH3-570569-2016	13	29,798	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	PRET/LET		SINDANGAN NHS
8	TEACHER III	TCRH3-570118-2015	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	RA 1080 (TEACHER)		TAMPULISAN DISTRICT
9	TEACHER III	TCRH3-570251-2013	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	RA 1080 (TEACHER)		POLANCO I DISTRICT
10	TEACHER III	TCRH3-570396-2014	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	RA 1080 (TEACHER)		SALUG III DISTRICT
11	TEACHER III	TCRH3-570350-2014	13	29,798	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION			2 YEARS REL. EXP.	RA 1080 (TEACHER)		KATTUPUNAN I DISTRICT

30-201440



12	TEACHER II	TCH2-570271-2014	12	27,698	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBT/LET	SIBUTAD NHS (JR HS) (REPUB)
13	TEACHER II	TCH2-570284-2012	12	27,698	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		1 YEAR REL. EXP.	PBT/LET	BALIGUAN NHS
14	TEACHER II	TCH2-570347-2013	12	27,698	BSED/BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBT/LET	MUTIA DISTRICT
15	TEACHER I	TCH1-570572-2016	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION		NONE REQUIRED	PBT/LET	KATIPUNAN NHS
16	TEACHER I	TCH1-594955-1998	11	25,439	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)	SINDANGAN CENTRAL II DIST
17	LEGAL ASSISTANT I	LEA1-5700142014	10	22,190	BACHELOR'S DEGREE	4 HRS. RELEVANT TRAINING	NONE REQUIRED	CS PROF. 2ND LEVEL	DIVISION OFFICE(OSDS)
18	SENIOR BOOKKEEPER	SRBK-570001-2007	9	18,784	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SLB PROF.	PIÑAN NHS
19	ADMINISTRATIVE ASSISTANT III	ADAS3-570090-2017	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SLB PROF.	ROXAS I DISTRICT (ROXAS CS)
20	ADMINISTRATIVE ASSISTANT III	ADAS3-570071-2018	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SLB PROF.	DIVISION OFFICE (ACCTG UNIT)
21	ADMINISTRATIVE ASSISTANT III	ADAS3-570096-2017	9	20,402	COMPLETION OF 2 YEARS COLLEGE STUDIES INCL. OR SUPPLEMENTED W/ 12 UNITS IN ACCOUNTING	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SLB PROF.	BACINGAN I DIST
22	ADMINISTRATIVE ASSISTANT II	ADAS2-570027-2004	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SLB PROF.	PIÑAN NHS

Interested and qualified applicants to include persons with disability (PWD's), persons with limited mobility (PLB), pregnant women and members of the LGBT should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last three (3) rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Certificate of Employment and/or Service Record; and
6. Photocopy of Certificate of Trainings and awards.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**VIRGILIO P. BATAN, JR., CESO VI**  
 SCHOOLS DIVISION SUPERINTENDENT  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
 CAPITOL DRIVE, ESTAKA, DIPOLOG CITY  
[zambonord@deped.gov.ph](mailto:zambonord@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**CERTIFIED BY**

*James M. Jeryn*  
**Atty. JERRY N. MAYORMITA**  
 DIRECTOR II  
 5/18/17