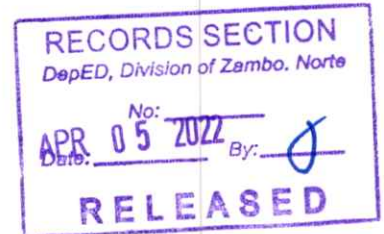




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum:  
No. 126, 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 : CALL FOR APPLICANTS FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN DEPED ZAMBOANGA DEL NORTE DIVISION

DATE : April 04, 2022

1. 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
TEACHER III (Elementary)	TCH3-571177-2019	SIOCON DISTRICT	4	<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
	TCH3-570202-2012	SIBUTAD DISTRICT		
	TCH3-570092-2015	SIBUTAD DISTRICT		
	TCH3-570214-2013	PONOT II (DIONGAN ES)		
TEACHER II (Secondary)	TCH2-570271-2014	SIBUTAD NHS	1	<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
TEACHER II (Elementary)	TCH2-572068-1998	SINDANGAN SOUTH II (TALINGA ES)	2	<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
	TCH2-572192-1998	SIAYAN III (GONAYEN ES)		





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TEACHER I (Secondary)	TCH1-571861- 2012	SIRAWAI 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)	TCH1-570233- 2014	KALAWIT I DISTRICT	4	<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
	TCH1-589943- 1998	KALAWIT I DISTRICT		
	TCH1-589943- 1998	KALAWIT I DISTRICT (KALAWIT CS)		
	TCH1-595139- 1998	SIOCON II (CANDIZ ES)		
ADMINISTRATIVE ASSISTANT II	ADAS2-570107- 2017	PIÑAN NHS (RE PUB)	3	<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
	ADAS2-570106- 2017	JUAN BUGARIN CS (RE PUB)		
	ADAS2-570113- 2017	KALAWIT I DISTRICT (KALAWIT CS)		

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 15, 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 20-22, 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/DivisionMemo\_PubSheet10/03282022*





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Region IX, Zamboanga Peninsula  
**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.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	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.





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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><b>2. Introduced any of the following which has been ADOPTED or USED by the school or district.</b></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><b>3. 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.</b></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><b>4. 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.</b></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><b>5. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</b></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><b>6. 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.</b></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><b>7. Organized/managed an in-service activity or other similar activity at least on the school level.</b> (Note: <i>pax</i> should be teachers or other school personnel)</p>		





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<ul style="list-style-type: none"> <li>Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures)</li> </ul>		
<p><b>8. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</b></p> <ul style="list-style-type: none"> <li>Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or</li> <li>Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers.</li> </ul>		
<p><b>9. Authorship</b></p> <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 LRMS 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>		
<p><b>DEMONSTRATION TEACHING</b></p> <ul style="list-style-type: none"> <li>Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc)</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 this \_\_\_\_ 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 MT \_\_\_\_ 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: \_\_\_\_\_  
Applicant's Signature Over Printed Name

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

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.

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"

<p>performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</p>		
<p><b>c. Research and Development Projects</b></p> <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>		
<p><b>d. Publication/Authorship</b></p>		

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Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
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Republic of the Philippines  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
**Request for Publication of Vacant Positions**

RECORDS SECTION  
DepEd, Division Office - Zamboanga, Norte  
MAR 28 2022  
RELEASSED

Electronic copy to be submitted to  
the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

RECEIVED  
CSCFO-ZAMBOANGA DEL NORTE  
Dipolog City  
Date: 3/29/22 Time: 1:23  
BY: ATTY. JERRY N. MANORANITA

VIRGILIO P. BATAN, JR., CESO VI  
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE  
DATE: 03/28/2022

For the Schools Division Superintendent:

JUDITH V. ROMAGUERA, CESO VI  
Assistant Schools Division Superintendent  
In-Charge of Office

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	TEACHER III	TCH3-571177-2019	13	29,798	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		SIOCON DISTRICT
2	TEACHER III	TCH3-570202-2012	13	29,798	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		SIBUTAD DISTRICT
3	TEACHER III	TCH3-570092-2015	13	29,798	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		SIBUTAD DISTRICT
4	TEACHER III	TCH3-570214-2013	13	29,798	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	2 YEARS REL. EXP.	PBET/LET		PONOT II (DIONGAN ES)
5	TEACHER II	TCH2-570271-2014	12	27,608	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SIBUTAD NHS
6	TEACHER II	TCH2-572068-1998	12	27,608	BEED/BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SINDANGAN SOUTH II (TALINGA ES)
7	TEACHER II	TCH2-572192-1998	12	27,608	BEED/BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	1 YEAR REL. EXP.	PBET/LET		SIAYAN III (GOMAYEN ES)
8	TEACHER I	TCH1-571861-2012	11	25,439	BEED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	PBET/LET		SIRAWAL NHS

9	TEACHER I	TCH1-570233-2014	11	25,439	BEDD OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	KALAWIT I DISTRICT
10	TEACHER I	TCH1-589943-1998	11	25,439	BEDD OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	KALAWIT I DISTRICT
11	TEACHER I	TCH1-589943-1998	11	25,439	BEDD OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	KALAWIT I DISTRICT (KALAWIT CS)
12	TEACHER I	TCH1-595139-1998	11	25,439	BEDD OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	SIOCON II (CANDIZ ES)
13	ADMINISTRATIVE ASSISTANT II	ADAS2-570107-2017	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.	PIÑAN NHS (REPUB)
14	ADMINISTRATIVE ASSISTANT II	ADAS2-570106-2017	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.	JUAN BUGARIN CS (REPUB)
15	ADMINISTRATIVE ASSISTANT II	ADAS2-570113-2017	8	18,998	COMPLETION OF 2 YEARS COLLEGE STUDIES	4 HRS. REL. TRAINING	1 YEAR REL. EXP.	CS SUB PROF.	KALAWIT I DISTRICT (KALAWIT CS)

Interested and qualified applicants to include persons with disability (P/W/D'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:

**CERTIFIED BY**

*Imagynette*  
**Atty. JERRY N. MAYORMITA**  
 DIRECTOR II  
 2/20/17

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

[zambonibates@zshs.gov.ph](mailto:zambonibates@zshs.gov.ph)

**VIRGILIO P. BATAN, JR., CESO VI**  
 SCHOOLS DIVISION SUPERINTENDENT  
 SCHOOLS DIVISION OF ZAMBONANGA DEL NORTE  
 CAPITOL DRIVE, ESTAKA, DIPOLOG CITY