



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



Division Advisory
 No. 102 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 : MAY 23, 2022

1. With the approval of the **evaluation sheet for non-teaching Level 2 (natural vacancy)**, the appointees listed hereunder are hereby advised again to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before May 30, 2022.

| NAME | POSITION | SCHOOL/DISTRICT ASSIGNMENT |
|-----------------------------------|----------|----------------------------|
| 1. Melogin P. Regencia | Nurse II | San Isidro NHS |
| 2. Theresa Mae Kristyl M. Jacinto | Nurse II | Roxas I |

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

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A00022/05232022

N-avigating
 O-pportunities to
 R-engineer 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"



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

**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
Revised Feb 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

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated CSC Eligibility (must be certified by è CSC); PRC License if LET
- 4 copies Oath of Office (Revised 2018)** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor, if Elem *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy each Certificate of Employment (if newly hired)
- 1 photocopy each Certificate of Trainings (if newly hired)

Label: DIVISION Documents

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 1 copy** Work Experience Sheet
- 2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 2 copies** PRC License
- 2 copies** PRC Rating
- 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*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! 😊

