



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No. _____	By: _____
Date: <u>MAR 27 2023</u>	
RELEASED	

Office of the Schools Division Superintendent

March 24, 2023


Division Memorandum
No. 100, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: PSDSs and PICDs
Identified School Heads
Section/ Unit Heads
Identified SDO Personnel

1. With the approval of the **comparative assessment result of newly promoted employees (Natural Vacancy)**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before March 31, 2023.
2. Attached herewith also is the list of requirements that needs to be complied before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09661571283 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.

For the Schools Division Superintendent:


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

Encl: As stated

PERSONNEL/ brg/DM- SubmitPertinentPapersforAppointment
00017-2023/ 03242023



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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Attachment to Office Memorandum No. ____, s. 2023

S/N	Name of Appointee	Promoted to	School/ District
1.	Roel Pujanes	School Principal II	Labakid ES, Ponot District
2.	Nestor P. Tatad	Head Teacher II	Liloy I District
3.	Cecille L. Laput	Head Teacher I	Roxas II
4.	Wilmera D. Elviña	Head Teacher I	Bacong NHS
5.	Jeanette Y. Bael	Master Teacher I	Roxas II
6.	Shirley T. Albiso	Master Teacher I	Labason
7.	Ronilo D. Alpuerto	Master Teacher I	Gutalac NHS
8.	Rennalyn Gonzales	Master Teacher II	Godod District
9.	Glyn D. Tagulob	Master Teacher I	Godod District
10.	Cherry D. Baculina	Master Teacher I	Kalawit District
11.	Faith Mikee J. Embol	Guidance Counselor I	Sibutad NHS (newly-hired)



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REQUIREMENTS FOR NEWLY HIRED

(Non-teaching)

Revised March 2023

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 CSC Eligibility (must be certified by e CSC); PRC License if LET, etc. (must be certified by e PRC)
- D. **2 copies Oath of Office (Revised 2018)** Notarized by Private Atty., if Elem *Open Date, if possible.*
- E. **2 copies** Original PDF (Position Description Form) Revised 2017
- F. **1 photocopy** each Certificate of Employment (if newly hired)
- G. **1 photocopy** each Certificate of Trainings (if newly hired)

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. **Oath of Office (revised 2018)** *Open Date, if possible*
- K. **1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- L. **3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 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 Form
- P. **1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺



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REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

Revised Oct. 2022

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- 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

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)
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- F. **2 copies** PRC License
- G. **2 copies** PRC Rating
- H. **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
- I. **1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- J. **1 copy** Latest IPCRF
- F. **2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺



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