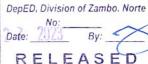


Department of Education



RECORDS SECTION

REGION IX SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

March 24, 2023

Division Memorandum No. 100 , s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

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

- 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.
- 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.
- 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.
- Immediate and widest dissemination of this memorandum is desired. 4.

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

Tei. No.: (065) 212-5843

Website: www.depedzn.net



Department of Education

REGION IX Schools division of Zamboanga del Norte

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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Department of Education

REGION IX Schools division of Zamboanga del Norte

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 è CSC); PRC License if LET, etc. (must be certified by è 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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Department of Education

REGION IX SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

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.
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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 è 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
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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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