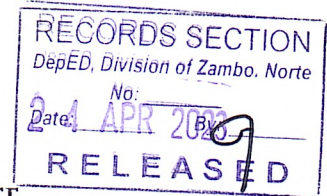




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



April 20, 2023

Division Memorandum

No. 121, 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 **complete assessment result of Administrative Officer II (New Items)**, 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 April 27, 2023.
2. Attached herewith also is the list of requirements that needs to be complied before the deadline. Late submpission 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.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Encl: As stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00030-2023/ 04202023



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



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Office Memorandum No. ____, s. 2023

S/N	NAME	POSITION TITLE	SCHOOL ASSIGNMENT
1	Karen C. Gomera	Administrative Officer II	Princesa Freshia ES, SERGIO OSMEÑA II
2	Kenny Jera Maye A. Hibaya	Administrative Officer II	New Rizal ES, SERGIO OSMEÑA II
3	Ramil A. Pamatong	Administrative Officer II	Sapa Ralum ES, Katipunan I
4	Jenelyn D. Cabaless	Administrative Officer II	Mawal ES, Sindangan South
5	Grace B. Aprecio	Administrative Officer II	Dipodog ES, Sindangan South
6	Dexter Paul S. Gumahad	Administrative Officer II	Banganon ES, Kalawit
7	Larry A. Descallar	Administrative Officer II	San Francisco ES, Sergio Osmeña II
9	Jarren A. Leones	Administrative Officer II	Carupay ES, Katipunan I
10	Cassius Rey B. Racelis	Administrative Officer II	Sapa Naga ES, Katipunan I
11	Irene S. Iran	Administrative Officer II	Dagum ES, Sindangan Central
12	Ivy M. Lagudas	Administrative Officer II	Canuto Enerio ES, Gutalac I



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**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
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**.
- 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
- D. 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*.
- 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. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018)** *Open Date, if possible*
- K. 4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- 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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