



Republic of the Philippines  
**Department of Education**  
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION  
 DepED, Division of Zambo. Norte  
 No. 0  
 Date: 09 MAY 2023 By: [Signature]  
**RELEASED**

May 9, 2023

Division Memorandum

No. 674 - s. 2023

**CALL FOR APPLICANTS FOR VACANT SCHOOL ADMIN, TEACHING AND, NONTEACHING POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
 School Heads for Elementary and Secondary Level  
 All Others Concerned**

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
<b>School Admin Positions</b>				
School Principal-IV (Elementary)	OSEC-DECSB-SP4-570007-2018	Division Office-Elementary	1	<b>Education:</b> Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units + 6 units of Management <b>Training:</b> 40 hours of relevant training <b>Experience:</b> 3 years as Principal <b>Eligibility:</b> RA 1080 (Teacher)
School Principal-II (Elementary)	OSEC-DECSB-SP2-570008-2013	Division Office-Elementary	3	<b>Education:</b> Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units + 6 units of Management <b>Training:</b> 40 hours of relevant training <b>Experience:</b> 1-year as Principal <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-SP2-570017-2012	Division Office-Elementary		
	OSEC-DECSB-SP2-570001-2012	Division Office-Elementary		



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [sdos@deped.gov.ph](mailto:sdos@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.deped.gov.ph](http://www.deped.gov.ph)



Republic of the Philippines  
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 REGION IX  
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Head Teacher-V (Elementary)	OSEC-DECSB- HTEACH5-570020- 2020	Katipunan II District	1	<b>Education:</b> Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 professional units in Education; and Completed Academic requirements in the field of administration, supervision, leadership or management <b>Training:</b> 40 hours of relevant training <b>Experience:</b> HT IV for 2 years <b>Eligibility:</b> RA 1080 (Teacher)
Head Teacher-V (Junior High School)	OSEC-DECSB- HTEACH5-570001- 2014	Polanco National High School	2	<b>Education:</b> Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization <b>Training:</b> 24 hours relevant training <b>Experience:</b> HT for 4 yeras;or MT for 3 years <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB- HTEACH5-570187- 2016			
Head Teacher-III (Elementary)	OSEC-DECSB- HTEACH3-570393- 1998	Mutia District	1	<b>Education</b> Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units <b>Training:</b> 24 hours of relevant training <b>Experience:</b> HT for two (2) years; or TIC for two (2) years; or Teacher of five (5 ) years <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB- HTEACH3-570360- 1998	Labason District	2	
	OSEC-DECSB- HTEACH3-570372- 1998			
	OSEC-DECSB- HTEACH3-570403- 1998	Katipunan I District	1	
	OSEC-DECSB- HTEACH3-570418- 1998	La Libertad	1	
	OSEC-DECSB- HTEACH3-570395- 1998	Sibuco District	1	



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Department of Education

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Head Teacher-III (Junior High School)	OSEC-DECSB- HTEACH3-570022- 2012	Tampilisan National High School	1	<b>Education:</b> Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization <b>Training:</b> 24 hours relevant training <b>Experience:</b> HT for two (2) years; or Teacher 5 years <b>Eligibility:</b> RA 1080 (Teacher)
Head Teacher-II (Elementary)	OSEC-DECSB- HTEACH2-570056- 2020	Labason District	2	<b>Education:</b> Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units <b>Training:</b> 24 hours of relevant training <b>Experience:</b> HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB- HTEACH2-570021- 2021			
	OSEC-DECSB- HTEACH2-570059- 2021	Mutia District		
Head Teacher-II (Junior High School)	OSEC-DECSB- HTEACH2-570032- 2022	Piñan National High School		<b>Education:</b> Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization <b>Training:</b> 24 hours of relevant training <b>Experience:</b> HT for one (1) year; or Teacher for 4 years <b>Eligibility:</b> RA 1080 (Teacher)
Head Teacher-I (Elementary)	OSEC-DECSB- HTEACH1-570007- 2013	Sindangan South District	2	<b>Education:</b> Bachelor's Degree in Elementary Education; or Bachelor's Degree
	OSEC-DECSB- HTEACH1-570012- 2017			



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**Department of Education**  
 REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

	OSEC-DECSB-HTEACH1-570141-2020	Roxas II District		with 18 professional education units <b>Training:</b> 40 hours of relevant training <b>Experience:</b> 1-year as Principal <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-HTEACH1-570020-2018	Baliguian District	2	
	OSEC-DECSB-HTEACH1-570066-2008			
	OSEC-DECSB-HTEACH1-570044-2008	Roxas II District	1	
	OSEC-DECSB-HTEACH1-570064-2008	Sindangan North District	1	
	OSEC-DECSB-HTEACH1-570052-2008	Polanco II District	1	
	OSEC-DECSB-HTEACH1-570039-2008	La Libertad District	1	
Head Teacher-I (Junior High School)	OSEC-DECSB-HTEACH1-570197-2020	Kalawit District-Pianon National High School	1	<b>Education:</b> Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent. <b>Training:</b> None required <b>Experience:</b> 3 years relevant experience <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-HTEACH1-570075-2016	Polanco I District, Lingasad Integrated High School	1	
	OSEC-DECSB-HTEACH1-570014-2004	Liloy I District-Liloy National High School	1	
	OSEC-DECSB-HTEACH1-570076-2019	Sindangan North-Siari John H. Rhoemer Memorial National High School	1	
<p>For guidance as to the criterion and computation of points:  <b>School Admin Reference: DO 42 s.,2007 THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEAD</b></p>				
<b>Teaching Positions</b>				
Master Teacher-III (Elementary)	OSEC-DECSB-MTCHR3-570018-2021	Sindangan Central District	1	<b>Education:</b> Completion of Academic Requirements for a Master's degree in Education or its equivalent <b>Training:</b> 8 hours of relevant training <b>Experience:</b> 1 year as Master



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 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

				Teacher II r 5 years as Teacher III <b>Eligibility:</b> RA 1080 (Teacher)
Master Teacher-II (Elementary)	OSEC-DECSB-MTCHR2-570009-2012	Sindangan South District	1	<b>Education:</b> BEED or Bachelor's degree plus 18 units in Education; and 18 units for a Master's Degree in Education or its equivalent <b>Training:</b> None required <b>Experience:</b> 1 year as Master Teacher II r 5 years as Teacher III <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-MTCHR2-570463-1998	Sindangan Central District	1	
	OSEC-DECSB-MTCHR2-570451-1998	Roxas II District	2	
	OSEC-DECSB-MTCHR2-570013-2008			
	OSEC-DECSB-MTCHR2-570017-2002	Manukan II District	1	
	OSEC-DECSB-MTCHR2-570007-2012	Roxas I District	2	
	OSEC-DECSB-MTCHR2-570450-1998			
	OSEC-DECSB-MTCHR2-570440-1998	Polanco I District	1	
	OSEC-DECSB-MTCHR2-570060-2022	Sibuco District	1	
	OSEC-DECSB-MTCHR2-570420-1998	Katipunan I District	1	
Master Teacher-II (Junior High School)	OSEC-DECSB-MTCHR2-570779-1998	Sindangan National Agricultural School	1	<b>Education:</b> Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major; and 24 units for a Master's Degree in Education or its equivalent <b>Training:</b> 4 hours relevant training <b>Experience:</b> 1 year as MT-I or 4 years as Teacher III <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-MTCHR2-570075-2018	Manukan National High School	1	



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**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Master Teacher-I (Elementary)	OSEC-DECSB-MTCHR1-570074-2011	Kalawit District	2	<b>Education:</b> BEED or Bachelor's degree plus 18 units in Education; and 18 units for a Master's Degree in Education or its equivalent <b>Training:</b> None required <b>Experience:</b> 3-years relevant experience <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-MTCHR1-570068-2012			
	OSEC-DECSB-MTCHR1-571697-1998	Piñan District	1	
	OSEC-DECSB-MTCHR1-570063-2012	Labason District	1	
	OSEC-DECSB-MTCHR1-571579-1998	Sindangan South District	1	
	OSEC-DECSB-MTCHR1-571569-1998	Sindangan Central District	2	
	OSEC-DECSB-MTCHR1-571511-1998			
	OSEC-DECSB-MTCHR1-571651-1998	Liloy I District	1	
	OSEC-DECSB-MTCHR1-571735-1998	Roxas II District	1	
	OSEC-DECSB-MTCHR1-570059-2012	Godod District	4	
	OSEC-DECSB-MTCHR1-570030-2012			
	OSEC-DECSB-MTCHR1-570051-2013			
	OSEC-DECSB-MTCHR1-570058-2012			
	OSEC-DECSB-MTCHR1-571601-1998	Tampilisan District	1	
	OSEC-DECSB-MTCHR1-571706-1998	Polanco I District	1	
	OSEC-DECSB-MTCHR1-571748-1998	Sibuco District	2	
	OSEC-DECSB-MTCHR1-570082-2011			



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REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

	OSEC-DECSB-MTCHR1-571707-1998	Siocon District	1	
	OSEC-DECSB-MTCHR1-571562-1998	Sindangan Central District	1	
	OSEC-DECSB-MTCHR1-570057-2011	Gutalac II District	1	
	OSEC-DECSB-MTCHR1-570064-2012	Siayan District	1	
	OSEC-DECSB-MTCHR1-571534-1998	Salug II District	1	
Master Teacher-I (Junior High School)	OSEC-DECSB-MTCHR1-572067-1998	Liloy National High School	2	<b>Education:</b> Bachelor's Degree in Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent. <b>Training:</b> None required <b>Experience:</b> 3-years relevant experience <b>Eligibility:</b> RA 1080 (Teacher)
	OSEC-DECSB-MTCHR1-572068-1998			
	OSEC-DECSB-MTCHR1-570042-2015	Sindangan National High School	2	
	OSEC-DECSB-MTCHR1-570043-2015			
	OSEC-DECSB-MTCHR1-571382-1998	Sindangan National Agricultural School	1	
<p>For guidance as to the criterion and computation of points:  <b><u>MT Reference: MEC 10 s.1979 IMPLEMENTING RULES AND REGULATIONS FOR THE SYSTEM OF CAREER PROGRESION FOR PUBLIC SCHOOL TEACHERS</u></b></p>				
<b>Level 2 Nonteaching</b>				
Education Program Specialist II (Social Mobilization Section)	OSEC-DECSB-EPS2-570084-2014	Division Office- (School Governance and Operations Division)	1	<b>Education:</b> Bachelor's degree in Education or its Equivalent; and completion of Academic Requirements for Master's Degree relative to the job <b>Training:</b> 8 hours of relevant training <b>Experience:</b> 2-years experience



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**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

				in education, research, development, implementation or other relevant experience <b>Eligibility:</b> RA 1080; Career Service (Professional) Eligibility for Second Level Position
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For guidance as to the criterion and computation of points:  
**Reference: DO 7s 2023 GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION**

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering.** (See Enclosure No. 2 of this division memorandum). The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).

3. Qualified applicants are advised to follow the procedure for submission of application as stated:

3.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through ***depedzn.net*** or ***depedzn.net/application***.

3.b Click the ***New Application*** tab and select the desired job position by clicking the ***Apply Now*** tab.

3.c Print out the initial registration form by clicking ***View Application>Print Applicant Profile*** tabs and attach as top sheet of the application documents.

3.d Submit your application to the Personnel Section, this division.

5. All documents of interested applicants must be submitted to the Division Office - Personnel Section on or before **May 17, 2023**. Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not



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Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

be included in the pool of official applicants. No further documents shall be accepted after the deadline.

6. An orientation of the **New MSP Guidelines** will be conducted with the applicants, District Personnel Selection Sub-committees virtually on **May 17, 2023** via **MS Teams Link: [depedzn.net/link/ApplicantOrientation](https://depedzn.net/link/ApplicantOrientation)**. Conduct of Initial Assessment and Document Evaluation by Division Document Evaluators Committee (DDEC) shall be on **May 18 to 19, 2023**.


7. Conduct of face to face Behavioral Events Interview (BEI), skills test and comparative assessment by Division Human Resource Merit Promotion and Selection Board (HRMPSB) for level 2 positions shall be on **May 22-26, and 29,31, June 1-2, 2023**. Further details will be announced in a separate division advisory. Applicants are advised to bring original copies of documents submitted during the said interview. The division Information Technology Officer (ITO) together with the HRMPSB Secretariats are enjoined to serve as the central ICT team during the conduct of BEI and comparative assessment.

8. Pursuant to DepEd Order No. 19 s. 2022 "*DepEd Merit and Selection Plan*", the school/district heads where the vacancy exists and representative of accredited employee's association listed in the attached Enclosure No.1 of this division memorandum, are directed to join the Division HRMPSB for level 2 positions during the conduct of BEI and comparative assessment. DepEd Order No. 42 s. 2007, DepEd Order No. 66 s. 2007 and MEC 10 s. 1979 will be the basis for the comparative assessment.

9. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

10. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83). If an applicant is physically unable to participate in the activity for legitimate reasons, they may contact and notify the secretariat through email at [zn.hrmps@deped.gov.ph](mailto:zn.hrmps@deped.gov.ph), Schools Division of Zamboanga del Norte thru 0966-157-1283 or thru online helpdesk at [depedzn.net](https://depedzn.net) so that they may be accommodated.

11. For information, guidance and compliance.

  
**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

Encl: As stated

SGV/PS/ CALL FOR APPLICANTS  
003/05082023



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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 of DM No. \_\_\_\_\_ s. 2023

**CHECKLIST OF REQUIREMENTS FOR  
 HEAD TEACHER AND SCHOOL PRINCIPAL  
 (Reference: DO No. 42, s. 2007)**

Name of Applicant: \_\_\_\_\_  
 DUAN No: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_  
 Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )      Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done by the Personnel Section in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
I. Omnibus Certification <ul style="list-style-type: none"> <li>Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act;</li> </ul>			
II. Letter of Intent <ul style="list-style-type: none"> <li>Letter of Intent addressed to Head of Office</li> </ul>			
III. 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>			
IV. One (1) Authenticated Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating			
<b>REQUIRED DOCUMENT/S PER CRITERION</b>			
A. <b>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</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>			
C. <b>Outstanding Accomplishments</b>			
a. <b>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>			
c. <b>Research and Development Projects</b>			



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Department of Education

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<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> <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> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>			
<p><b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b></p> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>			
<b>D. Education and Training</b>			
<p><b>D. Education</b></p> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>			
<p><b>D.b Training, any of the following</b></p> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days each certificate 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature Over Printed Name of DSC/SSC Chair or Representative

\_\_\_\_\_  
Signature over

**CERTIFICATION**

**To the Division HRMP SB:**

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
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.



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**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Person Administering Oath

*In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000 ", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.*

SGV/PS/CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER AND SCHOOL PRINCIPAL / 01/03006023



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 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3 of DM No. \_\_\_\_\_ s. 2023

**CHECKLIST OF REQUIREMENTS**  
**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING POSITIONS**  
**DEPED ORDER 007 S. 2023 Enclosure No.( 5 s. 2023)**

Name of Applicant: \_\_\_\_\_

DUAN : \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_

Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➤ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.</li> <li>➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.</li> </ul>			

Attested:

**MARYLYNNE B. BAYRON**

Administrative Officer IV

Human Resource Management Officer (HRMO)



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**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Person Administering Oath

*In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.*



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Enclosure No. 4 of DM No. \_\_\_\_\_ s. 2023

**CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS**  
 (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

Name of Applicant: \_\_\_\_\_

DUAN No: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_

Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done by the Personnel Section in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
I. Omnibus Certification <ul style="list-style-type: none"> <li>Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act;</li> </ul>			
II. Letter of Intent <ul style="list-style-type: none"> <li>Letter of Intent addressed to Head of Office</li> </ul>			
III. 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>			
IV. One (1) Photocopy of valid and updated PRC License/ID			
V. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)			
VI. Latest Service Record signed by HRMO			
VII. Duly Authenticated Copy of Transcript of Records			
VIII. Approved General School Program or SF 7			
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>			
a. <b>Introduced any of the following which has been ADOPTED or USED by the school or district.</b> <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>			



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<p><b>b. 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>c. 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>d. 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>e. 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>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</b></p> <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>g. 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>h. 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 LRMDS 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>			



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<b>IX. DEMONSTRATION TEACHING</b> <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>			
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**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 Division 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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 Name and Signature of Applicant

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SGV/PS/ **CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS**  
 /Level2/03012023



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