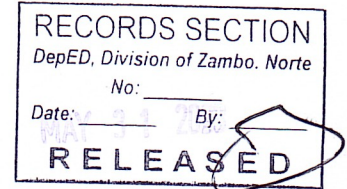




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



May 30, 2023

Division Memorandum

No. 205, 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 **plotting worksheet for newly hired junior teachers**, 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 June 6, 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 09108660158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this memorandum is desired.

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

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
00035-2023/ 05302023



Address: Capitol Drive, Estaka, Dipolog City 7100

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

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://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	RESIDENCE	SCHOOL ASSIGNMENT
<b>Transferee (Junior High)</b>				
1	Elvin Sumalpong	Teacher I	Poblacion, Sibutad, Zamboanga del Norte	<b>Sibutad NHS</b> (transferee from Kanim NHS)
2	Abbygail Jalin	Teacher I	Bagacay, Sibutad, Zamboanga del Norte	<b>Sibutad NHS</b> (transferee from Saluyong NHS)
3	Ginalyn Sagario	Teacher I	Purok 4, Poblacion, Sibutad, Zamboanga del Norte	<b>Sibutad NHS</b> (transferee from Sitog NHS)
4	Rasul H. Tangkapa	Teacher I	Sibuco, Zamboanga del Norte	<b>Malayal NHS</b> (transferee from Zamboanga City Division)
5	Nescil E. Bandivas	Teacher I	Purok 6, Fatima, Liloy, Zamboanga del Norte	<b>Salug NHS</b> (transferee from Balakan NHS)
6	Rhea Mae T. Caballero	Teacher I	Poblacion, Salug, Zamboanga del Norte	<b>Binoni NHS</b> (transferee from Malayal NHS)
7	Elenita B. Batoy	Teacher I	Lawag, Galas, Dipolog City, Zamboanga del Norte	<b>Manukan NHS</b> (transferee from Serongan NHS)
8	D'Josep V. Montejar	Teacher I	Goleo, Sindangan, Zamboanga del Norte	<b>Sindangan NHS</b> (transferee from Sta. Maria NHS)
9	Jann Ray M. Florentino	Teacher I	Poblacion, Manukan, Zamboanga del Norte	<b>Manukan NHS</b> (transferee from La Libertad NHS)
10	Wenceslao Pausal Jr.	Teacher I	Kalawit, Zamboanga del Norte	<b>Kalawit NHS</b> (transferee from Cawit-cawit NHS)
<b>Newly Hired (Junior High)</b>				
11	Jenny P. Arabis	Teacher I	Magsaysay, Sibutad, Zamboanga del Norte	<b>Sibutad NHS</b>
12	Jeralyn G. Lerio	Teacher I	Leon B. Postigo, Zamboanga del Norte	<b>Tinuyop NHS</b>
13	Jalor Nale T. Tagaro	Teacher I	Balakan, Zalug, Zamboanga del Norte	<b>Bacong NHS</b>
14	John Kirby A. Cadungog	Teacher I	Poblacion, Manukan, Zamboanga del Norte	<b>Manukan NHS</b>



Address: Capitol Drive, Estaka, Dipolog City 7100

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

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)





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

---

**REQUIREMENTS FOR NEWLY HIRED**  
**(Elem and Junior High)**  
*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](http://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 PRC)
- 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

**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! ☺**



Address: Capitol Drive, Estaka, Dipolog City 7100

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

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)





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

---

**REQUIREMENTS FOR PROMOTION/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**.
- Please **DO NOT** attach extra pages/documents that are not stated in the list.
- Forms downloadable at [www.csc.gov.ph](http://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 PRC License (must be certified by PRC)
- 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.*
- 2 copies** Original PDF (Position Description Form) Revised 2017

**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)
- 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*
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- 1 copy** Latest IPCRF
- 2 copies** Original PDF (Position Description Form) Revised 2017

**Note:** *Please read and follow the instructions carefully.*

**Thank you!** ☺



Address: Capitol Drive, Estaka, Dipolog City 7100

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

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)