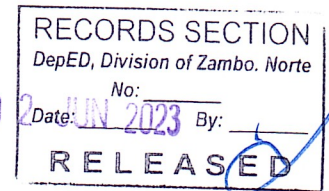




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 31, 2023

Division Memorandum  
No. 208 s. 2023

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 NONTEACHING POSITIONS  
IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: District Personnel Selection Sub-Committees  
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 vacant Level 1 Nonteaching positions listed herein.
2. All documents of interested applicants may be submitted to the respective School/District Personnel Selection Sub-Committee or Personnel Section, this division for initial assessment of authenticity, completeness and veracity on or before **June 9, 2023, Friday until 5:00 pm.**
3. Pursuant to DepEd Order No. 19 s. 2023 "*DepEd Merit and Selection Plan*", the school/district head/s where the vacancy exists are directed to join the Division HRMPSB for level 1 positions during the conduct of Behavioral Events Interview (BEI) and Comparative Assessment (CA).
4. The following enclosures contain the information, procedures and timeline:
  - Enclosure No. 1 – **List of Vacancies (Cluster 1 and SDO)**
  - Enclosure No. 2 – **CSC Prescribed Minimum Qualification Standard**
  - Enclosure No. 3 – **Timeline of Activities**
  - Enclosure No. 4 – **Checklist of Requirements**
  - Enclosure No. 5 - **List of School Heads where the vacancy exists**
  - Enclosure No. 6 - **Submission of Application Process Flow**
5. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
6. 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)
7. For information, guidance and compliance.

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

PERSONNEL/sgbv /Nonteaching Level 1 Positions  
001/May 31, 2023



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Republic of the Philippines  
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**Enclosure No. 1 of DM No. \_\_\_\_ 2023**

**LIST OF VACANT POSITIONS  
 (CLUSTER 1 and SDO)**

<b>Vacant Positions</b>	<b>Item Number</b>	<b>School/District Assignment</b>	<b>No. of Items</b>
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570056-2014	La Libertad District, District Office	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570076-2017	La Libertad District, District Office	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570088-2017	La Libertad District, District Office	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570077-2017	Mutia District, Mutia CS	2
Disbursing Officer II	OSEC-DECSB-DO2-570006-2009	Mutia District, Mutia NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570090-2017	Piñan District, Piñan CS	4
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570090-2017	Piñan District, Pinan NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570073-2016	Piñan District, Pinan NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570072-2014	Piñan District, District Office	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570062-2014	Polanco I District, District Office	3
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570169-2016	Polanco II District, San Pedro NHS-SHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570094-2016	Polanco II District, Sianib NHS	
Senior Bookkeeper	OSEC-DECSB-SRBK-570007-2011	Rizal District, Rizal NHS	4
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570075-2014	Rizal District, District Office	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570081-2017	Rizal District, Rizal CS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570093-2017	Rizal District, Rizal CS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570082-2017	Sergio Osmeña I District, Sergio Osmeña CS	2
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570094-2017	Sergio Osmeña I District, Sergio Osmeña CS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570064-2014	Sibutad District, District Office	5
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570049-2014	Sibutad District, Kanim NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570084-2017	Sibutad District, District Office	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570012-2014	Sibutad District, Kanim NHS	



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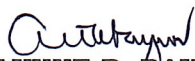


Republic of the Philippines  
Department of Education

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570075-2016	Sibutad District, Sibutad NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3- 570061-2018	Division Office-Payroll Section	13
Administrative Assistant III	OSEC-DECSB-ADAS3- 570062-2018	Division Office-Payroll Section	
Administrative Assistant III	OSEC-DECSB-ADAS3- 570063-2018	Division Office-Payroll Section	
Administrative Assistant III	OSEC-DECSB-ADAS3- 570070-2018	Division Office-Personnel Section	
Administrative Assistant III	OSEC-DECSB-ADAS3- 570069-2018	Division Office-Personnel Section	
Administrative Assistant II	OSEC-DECSB-ADAS2- 570172-2016	Division Office-Payroll Section	
Administrative Assistant II	OSEC-DECSB-ADAS2- 570056-2018	Division Office-Personnel Section	
Administrative Assistant II	OSEC-DECSB-ADAS2- 570053-2018	Division Office-Personnel Section	
Administrative Assistant II (Property Custodian)	OSEC-DECSB-ADAS2- 570171-2016	Division Office-Supply Office	
Administrative Assistant II (Property Custodian)	OSEC-DECSB-ADAS2- 570054-2018	Division Office-Supply Office	
Administrative Assistant I	OSEC-DECSB-ADAS1- 570048-2014	Division Office-Budget Office	
Administrative Aide VI	OSEC-DECSB-ADA6- 570030-2014	Division Office-OSDS	
Administrative Aide VI	OSEC-DECSB-ADA6- 570079-2014	Division Office-CID	

Prepared by:

  
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Human Resource Management Officer, AO IV  
Personnel Section



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

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

**CSC PRESCRIBED QUALIFICATION STANDARD**

<b>Position</b>	<b>SG</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Administrative Assistant III (Senior Bookkeeper)	9 21,211	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility
Administrative Assistant II	8 19,744	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility
Disbursing Officer	8 19,744	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility
Administrative Aide VI	6 17,553	None Required	None Required	None Required	CS Sub Professional/ First Level Eligibility

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

**TIMELINE OF ACTIVITIES**

Date	Activity	Person/s-In-Charge/ Remarks
June 1- 9, 2023	-Submission of Application	Qualified Applicants
June 9, 2023	-Forwarding of Application to Personnel Section -Receiving of Application	DPSSC Personnel Section
June 13, 2023	-Conduct of Initial Assessment of Applicants	Personnel Section HRMPSB Secretariat
	-Conduct of Skills Test and Written Exam	ICT Hub for Congressional I District (Polanco NHS)
June 14, 2023	-Conduct of BEI and CA for SDO Items	HRMPSB for Level 1 Positions
June 15- 16, 2023	-Conduct of BEI and CA for SDO-Cluster 1 Items	HRMPSB for Level 1 Positions
June 16, 2023	-Final deliberation of results	HRMPSB for Level 1 Positions
June 19, 2023	-Submission of Final CAR to SDS for approval	Personnel Section
June 22, 2023	-Posting of Results at the division official website: <a href="http://www.depedzn.net">www.depedzn.net</a> 3 conspicuous places in the districts and in the SDO	Personnel Section

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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

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

**CHECKLIST OF REQUIREMENTS**

**GUIDELINES AS TO THE APPRECIATION OF APPLICATION DOCUMENTS:  
 DEPED ORDER 007 S. 2023 Enclosure No.( 5 s. 2023)  
 CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING  
 POSITIONS**

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			
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**

Human Resource Management Officer (HRMO)



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Republic of the Philippines  
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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. 5 of DM No. \_\_\_\_ 2023

**LIST OF SCHOOL HEADS WHERE THE VACANY EXISTS**

Name	Position	District/School
NESTOR LANIT	PUBLIC SCHOOLS DISTRICT SUPERVISOR	La Libertad District
JOSEPHINE CRISOSTOMO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Mutia District
GLENDA GUDMALIN	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Piñan District
REYNALDO MAGTUBA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Sibutad District
ANTONINA GALLO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Polanco I District
CARINA PIAMONTE	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Polanco II District
VIVIAN RICARDO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Rizal District
REY TEOTIMO TAMBOLERO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Sergio Osmeña I District

Prepared by:

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Personnel Section



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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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**Enclosure No. 6 of DM No. \_\_\_\_ 2023**

**SUBMISSION OF APPLICATION PROCESS FLOW**

1. Qualified applicants are advised to follow the procedure for submission of application as stated:
  - a. Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through ***depedzn.net*** or ***depedzn.net/appreg***
  - b. Click the ***New Application*** tab and select the desired job position by clicking the ***Apply Now*** tab.
  - c. Print out the initial registration form by clicking ***View Application>Print Applicant Profile*** tabs and attach as top sheet of the application documents.
  - d. Submit your application to the appropriate district/school selection committee or Personnel Section
  
2. 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).

Prepared by:

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