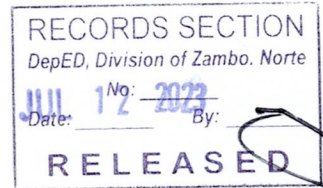




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

July 11, 2023

Division Memorandum  
No. 279 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 newly promoted employees, 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 July 18, 2023.
2. Attached herewith is the list of requirements that need to be complied with 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 *[Signature]*

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
00044-2023/ 07102023



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)



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No. 1**

S/N	NAME	PROMOTED TO	SCHOOL/DISTRICT
<b>Newly Promoted (Teaching)</b>			
1.	Mercedita I. Vios	Teacher II	La Libertad District
2.	Arvel John L. Nalzar	Teacher II	Polanco NHS
3.	Minette O. Ansal	Teacher III	Polanco NHS
4.	Amelia T. Dancalan	Teacher III	Polanco I District
5.	Glades B. Aves	Teacher II	Polanco I District
6.	Jayson O. Mag-abo	Teacher II	Polanco I District
7.	Dorevic I. Rubi	Teacher III	Gutalac I District
8.	Julie Ann P. Duhaylungsod	Teacher III	Gutalac I District
9.	Andrili Jane C. Bustamante	Teacher II	Gutalac I District
10.	Grace Janelle S. Saldia	Teacher II	Pukay ES, Salug II District
11.	Rolando D. Kinilitan	Teacher II	Lope J. Añana ES, Salug II
12.	Jenelyn B. Rabanal	Teacher II	Bacong NHS, Salug II
13.	Mesechiza C. Asidre	Teacher III	Ramon Magsaysay ES, Salug II District
14.	Hannah Y. Jaire	Teacher III	Bacong NHS
15.	Joel Vincent D. Sabijon	Teacher II	Gutalac II District
16.	Jay M. Maluto	Teacher II	Dohinob NHS
17.	Ellen Joy M. Hisula	Teacher III	Ponot District
18.	Glenda D. Eustaquio	Teacher III	Ponot District
19.	Gretel A. Bation	Teacher II	Katipunan I District
20.	Auroja S. Banguih	Teacher II	Baliguian District
21.	Mario Anthony U. Singco	Teacher II	Baliguian District
22.	Glenda A. Secretario	Teacher III	Sindangan Central District
23.	Lina B. Decierdo	Teacher II	Roxas I District
24.	Jonathan B. Angga	Teacher III	Piñan District
25.	Jennylynd B. Manginsay	Teacher III	Piñan District
26.	Roxan A. Cagbabanua	Teacher III	Piñan District
27.	Elgie A. Jumalon	Teacher III	Piñan District
28.	Annabelle E. Oracion	Teacher III	Piñan District
29.	Armando M. Acop	Teacher III	Piñan District
30.	Lenilou B. Maribojoc	Special Education Teacher II	Salug I District
31.	Moin M. Nian	Special Education Teacher II	Salug I District
32.	Aubrey M. Manugas	Special Education Teacher II	Salug I District
33.	Myrna G. Duterte	Teacher III	Tampilisan District
34.	Sally A. Camilo	Special Education Teacher I	Tampilisan District
35.	Mary C. Yosores	Teacher III	Tampilisan District
36.	Regin C. Duterte	Teacher III	Dionum ES, Piñan District (transferee from Zamboanga City Division)





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

Enclosure No. 2

**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! ☺**



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