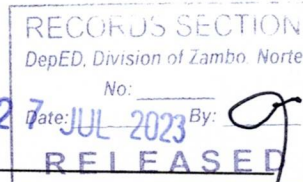




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



July 26, 2023

Division Memorandum
No. 314, 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 Comparative Assessment Result (CAR) for newly promoted 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 August 2, 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, 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: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00048-2023/ 07262023



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

Enclosure No. 1

S/N	NAME:	PROMOTED TO:	SCHOOL/DISTRICT:
1.	Policarpo T. Dionaldo	School Principal IV	Division Office
2.	Ramon S. Ensendencia	School Principal II	Division Office
3.	Mary Face R. Eguia	School Principal II	Division Office
4.	Lorna V. Sarmion	School Principal II	Division Office
5.	Janet T. Agura	Master Teacher III	Sindangan Central District
6.	Maristella G. Lumpapac	Master Teacher II	Sibuco District
7.	Juvylyn E. Ismael	Master Teacher II	Manukan NHS
8.	Marivic J. Cagas	Master Teacher II	Sindangan Central District
9.	Eden C. Inso	Master Teacher II	Polanco I
10.	Eliza O. Manapsal	Master Teacher II	Roxas I
11.	Columna B. Martinez	Master Teacher II	Roxas I
12.	Thymna C. Rendon	Master Teacher II	Roxas II
13.	Gloria C. Bacang	Master Teacher II	Sindangan South
14.	Elsie A. Parame	Head Teacher V	Katipunan II District
15.	Nolito E. Oksok	Head Teacher V	Polanco NHS
16.	Efren T. Caninit	Head Teacher III	Mutia District
17.	Mengelyn A. Ferolin	Head Teacher III	Labason District
18.	Rhamawia H. Yusop	Head Teacher III	Labason District
19.	Rosherl T. Lumpapac	Head Teacher III	Sibuco District
20.	Jercel H. Santiago	Head Teacher III	La Libertad District
21.	Mariaflor P. Dalogdog	Head Teacher III	Tampilisan NHS
22.	Kirk B. Tañara	Head Teacher II	Mutia District
23.	Ma. Gracelyn L. Folgo	Head Teacher II	Labason District
24.	Neneth S. Roleda	Head Teacher II	Labason District
25.	Jenny P. Laguna	Head Teacher II	Piñan NHS
26.	Eva Joy J. Manga	Head Teacher I	Liloy NHS-JHS
27.	Rubelyn E. Lacason	Head Teacher I	Siari John H. Roemer NHS-JHS
28.	Edjaw L. Tapsin	Head Teacher I	Pianon NHS-JHS
29.	Roel J. Baina	Head Teacher I	Lingasad Integrated HS-JHS
30.	Mae Jane A. Macatual	Head Teacher I	Sindangan South District
31.	Fernando C. Bati-on	Head Teacher I	Sindangan South District
32.	Algie R. Tagapan	Head Teacher I	Polanco II District
33.	Gerald R. Gerunda	Head Teacher I	Sindangan North District
34.	Heide O. Rebuya	Head Teacher I	La Libertad District
35.	Robert D. Vallecer	Head Teacher I	Roxas II District
36.	Albert Rey G. Mandas	Head Teacher I	Roxas II District
37.	Vivian P. Maictin	Head Teacher I	Sindangan North District
38.	Narciso Jr. A. Rubi	Head Teacher I	Baliguian District
39.	Brenda D. Ortiz	Teacher III	Katipunan II
40.	Analyn A. Rumandan	Teacher III	Katipunan II
41.	Elsie T. Arong	Teacher III	Katipunan II
42.	Miralyn M. Dumugho	Teacher III	Katipunan II
43.	Mary Grace O. Troyo	Teacher III	Liloy I District
44.	Annalyn A. Tuto	Teacher III	Liloy I District
45.	Jocelyn T. Tanudra	Teacher III	Liloy I District
46.	Ruby M. Velasco	Teacher III	Rizal District
47.	Lynette C. Alarcon	Teacher III	Rizal District
48.	Judilyn A. Sustiosa	Teacher III	Kalawit District
49.	Mary Cris N. Rodriguez	Teacher III	Kalawit District
50.	Ma. Juvy P. Dacumos	Teacher III	Kalawit District



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

51.	Myrna P. Pacleb	Teacher III	Kalawit District
52.	Ailene A. Banatanto	Teacher III	Sindangan South District
53.	Marifel L. Lavador	Teacher III	Sindangan South District
54.	Lynette M. Buena	Teacher III	Sindangan South District
55.	Egypt B. Villamero	Teacher III	Sindangan South District
56.	Acechel L. Escuadro	Teacher III	Bacungan District
57.	Gedeona Calumba	Teacher III	Sindangan North District
58.	Elizabeth M. Camingawan	Teacher III	Sindangan North District
59.	Razil B. Escoreal	Teacher III	Sindangan North District
60.	Rutchel B. Planteras	Teacher III	Sindangan North District
61.	Fe V. Dolalas	Teacher III	Tampilisan District
62.	Josephine B. Eisma	Teacher II	Tampilisan District
63.	Analyn S. Vernaiz	Teacher II	Sindangan Central District
64.	Luis E. Fernandez	Teacher II	Polanco I
65.	Angel C. Givero	Teacher II	Rizal District
66.	Lilia M. Yosores	Teacher II	Sindangan South District

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00048-2023/ 07262023



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

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

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 è 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

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net