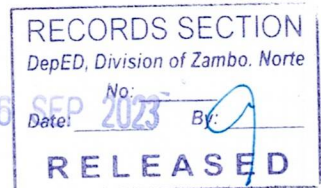




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



September 5, 2023

Division Memorandum  
No. 392, 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 hired personnel, 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 September 12, 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 VI**  
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
00065-2023/ 09062023



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

**Enclosure No. 1**

<b>S/N</b>	<b>NAME:</b>	<b>POSITION TITLE:</b>	<b>RESIDENCE:</b>	<b>SCHOOL/DISTRICT:</b>
1.	Junrie Mark V. Villarín	Administrative Assistant II	Sindangan, Zamboanga del Norte	Payroll Section, Division Office
2.	Hamaya Ruth E. Hondanero	Administrative Assistant II	Dipolog City, Zamboanga del Norte	Supply Office, Division Office
3.	Lytic G. Ada	Administrative Assistant II	Piñan, Zamboanga del Norte	Supply Office, Division Office
4.	Glory Jane D. Morgia	Administrative Assistant II	Dipolog City, Zamboanga del Norte	Personnel Section, Division Office
5.	Jonaluz B. Balansag	Administrative Assistant III	Polanco, Zamboanga del Norte	Personnel Section, Division Office
6.	Aries Mark DR Nogas	Administrative Assistant III	Dipolog City, Zamboanga del Norte	Personnel Section, Division Office
7.	Cherryfel R. Palitok	Administrative Assistant III	Dipolog City, Zamboanga del Norte	Payroll Section, Division Office
8.	Debby Glyn C. Dumat-ol	Administrative Assistant III	Dipolog City, Zamboanga del Norte	Payroll Section, Division Office
9.	Ludigen C. Tomaclas	Administrative Assistant III	Katipunan, Zamboanga del Norte	Payroll Section, Division Office

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
00066-2023/ 09012023



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

Enclosure No. 3

**REQUIREMENTS FOR NEWLY HIRED  
(Non-teaching)**

*Revised March 2023*

**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 CSC Eligibility (must be certified by è CSC); PRC License if LET, etc. (must be certified by è PRC)
- D. 2 copies Oath of Office (Revised 2018)** Notarized by Private Atty., if Elem *Open Date, if possible.*
- E. 2 copies** Original PDF (Position Description Form) Revised 2017
- F. 1 photocopy** each Certificate of Employment (if newly hired)
- G. 1 photocopy** each Certificate of Trainings (if newly hired)

**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. **Oath of Office (revised 2018)** *Open Date, if possible*
- K. 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- 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! 😊**



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