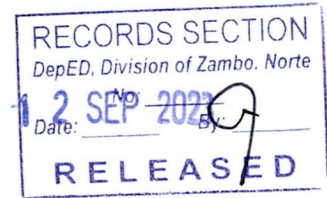




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 11, 2023

Division Memorandum
No. 402, 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 and newly promoted 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 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, 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 VI
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00073-2023/ 09112023



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



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	NAME:	POSITION TITLE:	RESIDENCE:	SCHOOL/ DISTRICT:
1.	Mark Leo C. Villasis	Administrative Officer II (promotion)	Sergio Osmeña, ZDN	Sergio Osmeña NHS
2.	Hanna Malou I. Alforque	Administrative Officer II (promotion)	Leon B. Postigo, ZDN	Bacungan District Office
3.	Ethyl Kimberly S. Labadan	Project Development Officer II (promotion)	Dipolog City, ZDN	SMN Section (DRRM), SGOD
4.	Ethel Fe B. Retes	Statistician Aide (Newly hired)	Manukan, ZDN	Manukan NHS
5.	Whelmina D. Guadalquiver	Admin Aide III (Newly hired)	Liloy, ZDN	Liloy NHS
6.	April Rose C. Gorgonia	Admin Aide III (Newly hired)	Sindangan, ZDN	Sindangan National Agricultural School
7.	Rezve M. Sael	School Principal IV (promotion)	Labason, ZDN	Ubay NHS
8.	Rechel B. Aying-Timbal	Teacher II (promotion)	Labason, ZDN	Malintubuan NHS
9.	Mechille E. Lugo	Teacher II	Katipunan, ZDN	Don Jose Aguirre NHS
10.	Hilario P. Tigas Jr.	Teacher II (promotion)	Sindangan, ZDN	Tinaplan IS
11.	Bertillo R. Penaso, Jr.	Teacher II (promotion)	Rizal, ZDN	Rizal NHS
12.	Kristine L. Selisana	Teacher II (promotion)	Siocon, ZDN	Siocon NHS
13.	Jujamay M. Mejorada	Teacher II (promotion)	Labason, ZDN	Kipit Agri-Fishery Arts HS
14.	Angelie D. Remollo	Teacher II (promotion)	Labason, ZDN	Ubay NHS
15.	Krizza F. Tabiliran	Teacher II (promotion)	Siocon, ZDN	Siocon NHS
16.	Fritz Moi S. Montallana	Teacher II (promotion)	Dipolog City, ZDN	Polanco NHS
17.	Roselyn S. Dayaganon	Teacher II (promotion)	Liloy, ZDN	Dacon NHS
18.	Jomer L. Ande	Teacher II (promotion)	Dipolog City, ZDN	Tampilisan NHS
19.	Rachel B. Salinasal	Teacher II (promotion)	Labason, ZDN	Sindangan NHS
20.	Tariq E. Maguindanao	Teacher II (promotion)	Sirawai, ZDN	Cawit-cawit NHS

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

S/N	Name	Position/Job Title	Residence	Permanent Station
21.	Christine Jean L. Jauculan	Administrative Assistant II	Dipolog City, ZDN	SDO – Personnel Section
22.	Juvelleth V. Miñao	Administrative Assistant II (Disbursing Officer)	Manukan, ZDN	Manukan NHS
23.	Ronelo V. Bohol	Administrative Assistant II (Disbursing Officer)	Manukan, ZDN	Don Jose Aguirre NHS
24.	Karen C. Laurque	Administrative Assistant II (Disbursing Officer)	Dipolog City, ZDN	Seres NHS
25.	Meshelle T. Mamucay	Administrative Assistant II (Disbursing Officer)	Katipunan, ZDN	Felipe Cadavedo CS
26.	Jay N. Amingnan	Administrative Assistant II (Disbursing Officer)	Roxas, ZDN	President Manuel A Roxas NHS
27.	Fernaline P. Rosalejos	Administrative Assistant II (Disbursing Officer)	Manukan, ZDN	Dohinob CS
28.	Jon Calvin Klein P. Razo	Administrative Assistant II (Disbursing Officer)	Manukan, ZDN	Moliton NHS
29.	Doña Mary Glem F. Gumanad	Administrative Assistant II (Disbursing Officer)	Jose Dalman, ZDN	Ponot CS
30.	Methuselah M. Dagpin	Administrative Assistant II (Disbursing Officer)	Jose Dalman, ZDN	Manawan NHS
31.	Rusel P. Bacla-an	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Siayan NHS
32.	Gracel D. Fedil	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Sindangan NAS
33.	Ronnel B. Baflor	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Sindangan NHS
34.	Siegfred R. Cabanog	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Sindangan PDS
35.	Nereza B. Rosales	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Siari John H. Roemer NHS – JHS
36.	Dave Klark C. Paculanang	Disbursing Officer II	Sindangan, ZDN	Siari John H. Roemer NHS – SHS
37.	Irene R. Sapihi	Administrative Assistant II (Disbursing Officer)	Salug, ZDN	Bacungan NHS – Tinuyop Annex
38.	Charlemagne I. Lee	Administrative Assistant II (Disbursing Officer)	Dipolog City, ZDN	Bacungan District Office



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

S/N	Name	Position/Job Title	Residence	Permanent Station
39.	Rheena G. Balajadia	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Bacungan NHS SHS
40.	Airel B. Carabot	Administrative Assistant II (Disbursing Officer)	Sindangan, ZDN	Bacungan NHS JHS
41.	Ivy P. Paslon	Administrative Assistant II (Disbursing Officer)	Godod, ZDN	Godod District Office
42.	Mary Chris E. Enao	Disbursing Officer II	Godod, ZDN	Godod NHS
43.	Julmaila S. Canoy	Administrative Assistant II (Disbursing Officer)	Salug, ZDN	Godod CS
44.	Ellen O. Arnaiz	Administrative Assistant II (Disbursing Officer)	Salug, ZDN	Salug NHS
45.	Angelie S. Sorronda	Administrative Assistant II (Disbursing Officer)	Labason, ZDN	Bacong CS
46.	Ramces L. Redoble	Disbursing Officer II	Tampilisan, ZDN	Tampilisan NHS
47.	Anabelle Q. Elepe	Administrative Assistant II (Disbursing Officer)	Tampilisan, ZDN	Tampilisan CS
48.	Nancy E. Bicoy	Disbursing Officer II	Ipil, Zamboanga Sibugay	Kalawit NHS
49.	Claire D. Guiron	Administrative Assistant II (Disbursing Officer)	Liloy, ZDN	Liloy CS
50.	Chibond T. Amorganda	Administrative Assistant II (Disbursing Officer)	Liloy, ZDN	Baybay CS
51.	Klint R. Balais	Disbursing Officer II	Labason, ZDN	Ubay NHS
52.	Ruby O. Alvarado	Administrative Assistant II (Disbursing Officer)	Labason, ZDN	Labason IS
53.	Ma. Theresa O. Belarmino	Administrative Assistant II (Disbursing Officer)	Gutalac, ZDN	Gutalac NHS
54.	Johnson S. Odjala	Administrative Assistant II (Disbursing Officer)	Gutalac, ZDN	Upper Gutalac CS
55.	Rina Grace C. Montina	Administrative Assistant II (Disbursing Officer)	Dipolog City, ZDN	Baliguian NHS
56.	Ian Fritz S. Narzabal	Administrative Assistant II (Disbursing Officer)	Sirawai, ZDN	Sirawai CS

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**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

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

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)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. **Oath of Office (revised 2018)** *Open Date, if possible*
- 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺





Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

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** PRC License
- 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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1