



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 18, 2023

Division Memorandum
No. 460, s. 2023


SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned

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 October 25, 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

For the Schools Division Superintendent:


JUDITH V. ROMAGUERA, CESO VI
Assistant Schools Division Superintendent,
Officer-In-Charge

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
00083-2023/ 10172023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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Enclosure No. 1

S/N	NAME:	POSITION TITLE:	PLACE OF ASSIGNMENT:
1.	Mary Jade M. Lakag	Teacher III	Ubay NHS
2.	Laneth S. Marchan	Teacher III	Labason District
3.	Sanny Joy C. Angcon	Teacher III	Bulawan Integrated School, Katipunan I District
4.	Menced Melleth M. Turno	Teacher III	Salug I District
5.	Sheira E. Caboverde-Aniñon	Teacher III	Roxas II District
6.	Mary Rose E. Pamagan	Teacher III	Roxas II District
7.	Gay A. Casaverde	Teacher III	Sindangan Central District
8.	Vanessa Jane S. Mamintas	Teacher III	Manukan II District
9.	Mermal D. Romanggar	Teacher III	Bacungan District
10.	Myrah A. Pua	Teacher III	Sindangan South District
11.	Susan L. Jaictin	Teacher III	Katipunan I District
12.	Daisylou B. Samante	Teacher III	Tampilisan District
13.	Lynne A. Bustaliño	Teacher III	Piñan District
14.	Ronel A. Rupinta	Teacher III	Sergio Osmeña I District
15.	Nida M. Villanueva	Teacher III	Sergio Osmeña I District
16.	Lourdes R. Sumanduran	Teacher III	Sergio Osmeña I District
17.	Gadwin G. Dela Cruz	Teacher III	Katipunan NHS
18.	Emelia A. Yebes	Teacher III	Siayan District
19.	Godmhel P. Suyat	Teacher III	Siayan District
20.	Mabel Ruth V. Molas	Teacher III	Gutalac I District
21.	Rosjean T. Paña	Teacher III	Gutalac I District
22.	Myrla E. Bachiller	Teacher III	Sindangan North
23.	Dinamar T. Manlangit	Teacher II	Ubay NHS
24.	Merdicel M. Namit	Teacher II	Labason District
25.	Leslie S. Genoso	Teacher II	Labason District
26.	Lorna E. Carpo	Teacher II	Salug II District
27.	Richard P. Culis	Teacher II	Siocon District
28.	Alshev M. Hamin	Teacher II	Sibuco District
29.	Jessa Gay S. Laliyah	Teacher II	Sibuco District
30.	Ma. Karen F. Nalzar	Teacher II	Katipunan NHS
31.	Mark P. Rubin	Teacher II	Katipunan NHS
32.	Angelita S. Partosa	Teacher II	Katipunan NHS
33.	Christalyn O. Aleman	Teacher II	Piñan District
34.	Evangeline C. Cornilla	Teacher II	Liloy I District
35.	Elena C. Sumalap	Teacher II	Sindangan North

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
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Enclosure No. 2

REQUIREMENTS FOR PROMOTION/TRANSFER WITHIN THE DIVISION

Revised October 2023

Directions:

- **Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) 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 and www.depedzn.net**

1st Folder: "CSC Documents"

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License** with attached printed verification of validity online at prc.gov.ph.
- 1 copy Original Oath of Office (Revised 2018)**, notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date*, if possible.
- 1 copy Original PDF (Position Description Form) Revised 2017** signed by appointee.

2nd Folder: "201 DIVISION Documents"

- 1 copy** Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date*, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy** Original PDF (Position Description Form) Revised 2017 signed by appointee.
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Designation Orders, if applicable
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2022
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 photocopy** Marriage Contract/Certificate
- 1 copy** Certificate of Leave Balances (for transferees)
- 1 copy** Clearance from Property and Money Accountabilities (for transferees)
- Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service (if applicable)
- 1 copy** Latest IPCRF (SY 2022-2023)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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