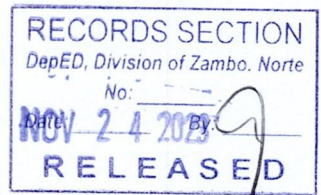




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**


November 23, 2023

Division Memorandum  
No. 576, 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 hired and 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 November 30, 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  
00083-2023/ 10172023



Republic of the Philippines  
**Department of Education**

Enclosure No. 1

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

S/N	NAME:	POSITION TITLE:	RESIDENCE	PLACE OF ASSIGNMENT:
<b>Newly Hired employee</b>				
1.	Mary Rose D. Abaya	Administrative Assistant II	PUROK 4, LAWAGAN, LABASON, ZAMBOANGA DEL NORTE	Kipit Agro-Fishery High School
2.	Larry A. Lacano	Administrative Assistant II	PUROK 6 MISOM BALIAGAO, MISAMIS OCCIDENTAL	Manukan NHS
3.	Novem R. Dela Cruz	Administrative Assistant II	OLINGAN, DIPOLOG CITY	Ponot NHS
4.	Yvonne L. Gahisan	Administrative Assistant III	PUROK MANAVILLA, MANAWAN, JOSE DALMAN, ZAMBOANGA DEL NORTE	Ponot NHS
<b>Newly promoted employees</b>				
S/N	Name	Position Title	School/District	
5.	Esther O. Sinsuan	Administrative Assistant III	Baliguian NHS	
6.	Amy E. Baya	Teacher III	Manukan I District	
7.	Marilou G. Dalmacio	Teacher III	Manukan I District	
8.	Manelyn Q. Cal	Teacher II	Kalawit District	
9.	Claire Ann D. Bandico	Teacher III	Polanco II District	
10.	Ailen Keaveney V. Bayo	Teacher II	Tampilisan District	
11.	Apolinar L. Sorronda	Teacher III	Katipunan II District	
12.	Celestino Y. Lactam	Teacher III	Manukan NHS	
13.	Ruth M. Acopiado	Teacher II	Manukan NHS	
14.	Rosemarie P. Mabilog	Teacher II	Salug II	
15.	Ressa Marie C. Padilla	Teacher II	Salug II	
16.	Lyndon M. Andajao	Teacher III	Labason	
17.	Carol F. Fortich	Teacher III	Labason	
18.	Cynthia Marie T. Villafuerte	Teacher III	Labason	



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19.	Elsie Q. Lumayag	Teacher III	Polanco II
20.	Nimfa A. Decipolo	Teacher III	Polanco II
21.	Shenna Apple L. Realiza	Teacher III	Polanco II
22.	Ricky T. Ursabia	Teacher III	Sindangan South
23.	Mesraim P. Mandih	Teacher III	Sindangan South
24.	Glend Mark A. Mandih	Teacher III	Sindangan South
25.	Hope Ginalyn A. Bolay-og	Teacher III	Liloy I
26.	Evan B. Perater	Teacher III	Liloy I
27.	Arlene P. Sevileno	Teacher III	Liloy I
28.	Sheena Flor S. Piala	Teacher III	Liloy I
29.	Marjorie D. Bustaliño	Teacher II	Piñan
30.	Lanie Q. Ladiana	Teacher III	Ponot
31.	Richel C. Lopez	Teacher III	Ponot
32.	Maricel D. Jatico	Teacher III	Sergio Osmeña I
33.	Maricel D. Ombalino	Teacher III	Sergio Osmeña I
34.	Mary Rose R. Suasula	Teacher III	Rizal
35.	Fervyl P. Esparaguera	Teacher III	Siayan
36.	Emelia A. Yebes	Teacher III	Siayan
37.	Paterna G. Pumicpic	Teacher III	Siayan
38.	Lourdes B. Monding	Teacher III	Sibutad
39.	Jessica R. Quiñones	Teacher III	Sibutad
40.	Ma. Dolores T. Villareal	Teacher III	Polanco I
41.	George B. Lubrido	Teacher III	Bacungan
42.	Janrey P. Bayson	Teacher II	Manukan II
43.	Meriam Rose O. Paghacian	Teacher II	Manukan II
44.	Ma. Paz M. Jimoya	Teacher II	Polanco I
45.	Lear J. Romaguera	Teacher III	Polanco I
46.	Flordelyn L. Elcamel	Teacher III	Manukan II
47.	Myrah A. Pua	Teacher III	Sindangan South
48.	Elenita C. Beldad	Teacher II	Polanco I
49.	Ma. Paz M. Jimoya	Teacher II	Polanco I
50.	Hyrtzel A. Bahian	Teacher II	Manukan II
51.	Dominque F. Casano	Teacher II	Siocon
52.	Junry A. Quisel	Teacher III	Liloy I



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53.	Aiza G. Lomocso	Teacher III	Liloy I
54.	Maryjean G. Ramac	Teacher II	Gutalac I
55.	Slybeth A. Talibong	Teacher III	Sindangan North
56.	Florencia T. Apilan	Teacher III	Sindangan North

PERSONNEL/ brg/ DM- Submit Pertinent Papers for Appointment  
00083-2023/ 10172023



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



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

Enclosure No. 2

**LIST OF REQUIREMENTS FOR  
PROMOTION-NATURAL VACANCY/  
APPROVED PAL-RECLASSIFICATION OF ITEM/  
TRANSFER WITHIN THE DIVISION-JUNIOR HIGH ONLY**

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.
- Attach one Tracking code to each folder.
- 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) and [www.depedzn.net](http://www.depedzn.net)

**1<sup>st</sup> 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](http://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** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)

**2<sup>nd</sup> 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** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at [prc.gov.ph](http://prc.gov.ph).
- 1 copy** Designation Orders, if there's any
- 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 there's any)  
*Authenticated by the School Registrar*
- 1 photocopy** Marriage Contract/Certificate
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2022-2023)

**Note: Please read and follow the instructions carefully.**

**Thank you!** 😊



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

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES**

*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.**
- **Attach one Tracking code to each folder.**
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- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License**
- 1 copy** Original **Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- 1 copy** Original **PDF (Position Description Form) Revised 2017** *(Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)*
- 1 copy each Certificate of Employment** (if newly hired)
- 1 copy each Certificate of Trainings** (if newly hired or renewal of appointment)

**2<sup>nd</sup> 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** *(Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)*
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, 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 (if married only)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

**Note: Please read and follow the instructions carefully.**

**Thank you! ☺**