

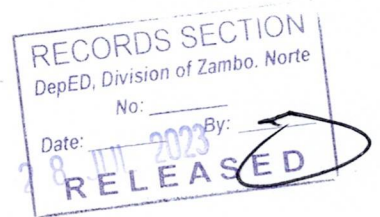


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



July 28, 2023

Division Memorandum
No. 319, 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 4, 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
00048-2023/ 07282023



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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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	NAME:	PROMOTED TO:	SCHOOL/DISTRICT:
1.	Merilyn C. Colis	Teacher III	Sindangan Central District
2.	Evelyn T. Ollovido	Teacher III	Sindangan Central District
3.	Cyrell Jones B. Sidlao	Teacher III	Sindangan Central District
4.	Eduard R. Villacrusis	Teacher III	Kalawit District
5.	Carmela C. Icao	Teacher III	Mutia District
6.	Mary Ann D. Napallaton	Teacher II	Kalawit District
7.	Magnolia R. Dahilog	Teacher II	Mutia District

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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! ☺

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
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