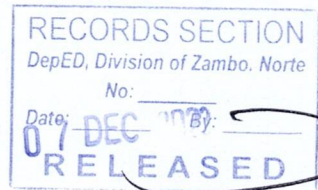




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

December 7, 2023

Division Memorandum
No. SPB, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

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

1. With the approval of the Plotting Worksheet for Junior High School Newly Hired and Displaced 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 December 15, 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. In connection with this, all reassigned junior high school teachers are advised to clear themselves of money and property accountabilities in their present station and facilitate the turn-over of all documents related to their current assignment before they report to their new station.
4. 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.
5. 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
0000-2023/ 12072023



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 OF TEACHERS	POSITION TITLE
DISPLACED TEACHERS (JUNIOR HIGH)		
1.	SABEJON, ANITA I.	Teacher I
2.	BARAZON, DAVID MARK C.	Teacher I
3.	OLAVIDES, EVA MAE O.	Teacher I
4.	LOMOCOSO, MAILYN R.	Teacher I
5.	LAYSAM, HAIRIE A.	Teacher I
6.	ESCABARTE, MARIA THERESA L.	Teacher I
7.	PONCE, SHEENA MAY Q.	Teacher I
8.	SIBUCO, RYAN L.	Teacher I
9.	BALLAHO, ELVA C.	Teacher I
10.	CUTIB, NESTOR R.	Teacher I
11.	CUARESMA, JUVELYN T.	Teacher I
12.	AWA, JAPHET C.	Teacher I
13.	TAYAG, GRETCHEN S.	Teacher I
14.	ROSALES, WENDELYN C.	Teacher I
15.	BETOY, IRIS S.	Teacher I
16.	UBAGAN, DVINE HAKESSA N.	Teacher I
17.	BALBAS, FAITHALREI R.	Teacher I
18.	NONONG, BERNADETH A.	Teacher I
NEWLY HIRED (JUNIOR HIGH)		
1.	LEGARA, MARIBEL R.	Teacher I
2.	BALAKI, ATAN S.	Teacher I
3.	ESTANIEL, JONAH MAE P.	Teacher I
4.	ADAZA, SHEENA P.	Teacher I
5.	TAHAMID, GARY NIL B.	Teacher I
6.	BAID, HALIMA J.	Teacher I

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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR
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 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** (*Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF*)

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** (*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.
- 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 (Neuropsychological 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! ☺



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

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.
- 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**
- 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)

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** (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! ☺



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