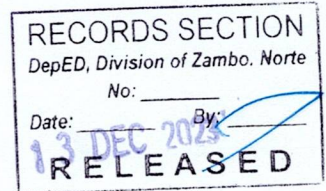




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

December 12, 2023

Division Memorandum  
No. 555, 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 Elementary and Senior High School Additional Newly Hired 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 19, 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  
0000-2023/ 12072023



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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**Enclosure No. 1**

<b>S/N</b>	<b>NAME OF TEACHERS</b>	<b>POSITION TITLE</b>
<b>NEWLY HIRED (ELEMENTARY)</b>		
1.	Eleboy V. Am-is	Teacher I
2.	Friena V. Mahilum	Teacher I (SPIMS Employment Program Beneficiary)
3.	Cristina A. Gastaes	Teacher I (SPIMS Employment Program Beneficiary)
<b>NEWLY HIRED (SENIOR HIGH)</b>		
4.	Jemboy S. Quimson	Teacher I
5.	J Auron M Velasco	Teacher I





Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.

**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](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**
- 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)
- 1 copy GSIS** Filled-out Membership Form with picture
- 1 copy PAG-IBIG** Membership Form issued by PAG-IBIG.
- 1 copy PhilHealth** Membership Data Record issued by PhilHealth.
- 1 copy BIR Registration Form** reflecting TIN number received by BIR.

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

Thank you! ☺



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