

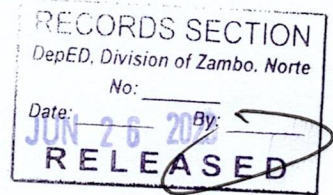


Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

June 26, 2023



Division Memorandum  
No. 246 s. 2023

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 NONTEACHING  
POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

To: District/School Personnel Selection Subcommittees  
District Document Evaluators for Level 1 Positions  
All Others Concerned

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the vacant level 1 Nonteaching positions listed herein.
2. Interested applicants are required to submit the relevant application documents as stated in the checklist of requirements to the respective District/School Personnel Selection Sub-committee (DPSSC) no later than **5:00 pm on Wednesday, July 12, 2023**. Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants.
3. The hiring and promotion process for non-teaching positions will adhere to the criteria and point system outlined in DepEd Order No. 7 s. 2023, "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*". Points obtained based on the old guidelines will no longer be considered or accepted.
4. In accordance to Division Memorandum No. 244 s. 2023, "*Composition Of District Document Evaluators (DDEv)*", the identified District Nonteaching Personnel are specifically assigned the duty of receiving the application in the district, conduct Initial Evaluation and determine the eligibility of the applicants based on CSC Prescribed Qualification Standard appropriate to the vacant position. All application documents along with the Initial Evaluation Report (IER) must be submitted to the Personnel Section on **Friday, July 14, 2023**.
5. The following enclosures contain the information, procedures and timeline:
  - **Enclosure No. 1** - List of Vacancies
  - **Enclosure No. 2** - CSC Prescribed Minimum Qualification Standard
  - **Enclosure No. 3** - Checklist of Requirements
  - **Enclosure No. 4** - Timeline of Activities
  - **Enclosure No. 5** - Submission of Application Process Flow
  - **Enclosure No. 6** - List of District Document Evaluators
6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.



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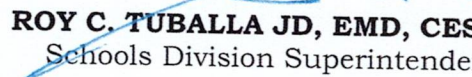


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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

7. This Division adheres to the Equal Employment Opportunity Principle (EEO), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83)
8. For information, guidance and compliance.

  
**ROY C. TUBALLA JD, EMD, CESO VI**  
Schools Division Superintendent

SGV/PS/ CALL FOR APPLICANTS LEVEL 1  
NONTTEACHING POSITIONS  
003/06262023



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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure No. 1 DM No \_\_\_\_\_ s. 2023

**LIST OF VACANT POSITIONS**

VACANT POSITION	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT	NO. OF VACANCIES
<b>Implementing Units</b>			
Senior Bookkeeper	OSEC-DECSB-SRBK-570009-2011	Roxas I (Manuel A. Roxas) District, President Manuel A. Roxas NHS	5
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570053-2014	Roxas II (Manuel A. Roxas) District, Dohinob NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570022-2004	Salug I District, Salug NHS	
Senior Bookkeeper	OSEC-DECSB-SRBK-570002-2007	Manukan I District, Manukan NHS	
Senior Bookkeeper	SRBK-570003-2007	Siocon NHS (REPUB)	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570078-2016	Bacungan District (Leon Postigo) Bacungan NHS	10
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570025-2004	Bacungan District, (Leon Postigo) Bacungan NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570067-2016	Roxas I (Manuel A. Roxas) District, President Manuel A. Roxas NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570061-2018	Labason District, Kipit Agro-Fishery NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570066-2018	Salug I District, Salug NHS	
Disbursing Officer II	OSEC-DECSB-DO2-570024-2007	Tampilisan District, Tampilisan NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570063-2018	Manukan I District, Manukan NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570074-2016	Manukan I District, Manukan NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570083-2016	Sindangan Central District, Sindangan NAS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570069-2018	Sindangan Central District, Sindangan NHS	
<b>SDO</b>			
Administrative Assistant II	OSEC-DECSB-ADAS2-570052-2018	Division Office- Payroll	1
<b>Cluster 2</b>			
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570077-2014	Katipunan I District, District Office	1
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570086-2017	Katipunan II District, Sanao ES	3
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570085-2016	Katipunan II District, Seres NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570059-2014	Katipunan II District, District Office	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570067-2014	Roxas I District, District Office	1



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Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570086-2016	Roxas II (Manuel A. Roxas) District, Moliton NHS	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570091-2017	Roxas II District (Manuel A. Roxas), Dohinob CS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570103-2017	Roxas II District, Dohinob CS (Manuel A. Roxas)	
Statistician Aide	OSEC-DECSB-STATA-570010-1998	Manukan I District, Manukan NHS	3
Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-570040-2004	Manukan I District, Manukan NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-570058-2014	Manukan I District, District Office	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570173-2016	Manukan II District, Don Jose Aguirre NHS	2
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570088-2017	Manukan II District, Linay CS	
<b>Cluster 3</b>			
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570065-2018	Ponot (Jose Dalman) District, Manawan NHS	6
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570167-2016	Ponot (Jose Dalman) District, Ponot NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570089-2017	Ponot (Jose Dalman) District, Ponot CS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570101-2017	Ponot District (Jose Dalman), Ponot CS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570052-2014	Ponot District (Jose Dalman), Ponot NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570048-2018	Ponot District, (Jose Dalman) Manawan NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570092-2017	Siayan District, Siayan CS	4
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570080-2016	Siayan District, Siayan NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570086-2014	Siayan District, District Office	
Senior Bookkeeper	OSEC-DECSB-SRBK-570025-2007	Siayan District, Siayan NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570084-2014	Sindangan Central District, District Office	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570093-2017	Sindangan Central District, Sindangan PDS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570105-2017	Sindangan Central District, Sindangan PDS	
Administrative Aide- III (Clerk I)	OSEC-DECSB-ADA3-570056-2004	Sindangan Central District, Sindangan NAS	1
Administrative Aide- III (Clerk I)	OSEC-DECSB-ADA3-570058-2004	Sindangan Central District, Sindangan NHS	2
Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-570043-2004	Sindangan Central District, Sindangan NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570066-2014	Sindangan North District, Juan Bugarin CS	2
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570081-2016	Sindangan North District, Siari John H. Roemer NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-570079-2014	Sindangan South District, District Office	1
<b>Cluster 4</b>			
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-570092-2016	Bacungan District (Leon Postigo) Bacungan NHS Annex - Tinuyop	



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570081-2014	Bacungan District, (Leon Postigo) District Office	2
Administrative Assistant-II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570110-2017	Godod District, Godod CS	6
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570087-2014	Godod District	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570098-2017	Godod District, Godod CS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570079-2016	Godod District, Godod NHS	
Disbursing Officer II	OSEC-DECSB-DO2- 570008-2011	Godod District, Godod NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570048-2014	Godod District, Godod NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570106-2017	Salug II District, Bacong CS	3
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570118-2017	Salug II District, Bacong CS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570054-2014	Salug II District, Bacong NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570071-2014	Tampilisan District, District Office	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570110-2017	Tampilisan District, Tampilisan CS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570122-2017	Tampilisan District, Tampilisan CS	
Disbursing Officer II	OSEC-DECSB-DO2- 570005-2009	Kalawit District, Kalawit NHS	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570057-2014	Kalawit District, District Office	
Senior Bookkeeper	OSEC-DECSB-SRBK- 570011-2011	Kalawit District, Kalawit NHS	
<b>Cluster 5</b>			
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570115-2017	Liloy I District, Liloy CS	2
Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3- 570048-2004	Liloy I District, Liloy NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570116-2017	Liloy II District, Baybay CS	4
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570066-2018	Liloy II District, Comprá NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570080-2014	Liloy II District, District Office	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570104-2017	Liloy II District, Baybay CS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570099-2017	Gutalac I District, Gutalac CS	3
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570070-2016	Gutalac I District, Gutalac NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570060-2014	Gutalac I District, District Office	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570112-2017	Gutalac II District, Upper Gutalac CS	1
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570065-2014	Labason District, District Office	
Disbursing Officer II	OSEC-DECSB-DO2- 570003-2011	Labason District, Ubay NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570114-2017	Labason District, Labason Integrated School	



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570100-2017	Labason District, Labason Integrated School	4
<b>Cluster 6</b>			
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570097-2017	Baliguian District	3
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570067-2018	Baliguian District, Baliguian NHS	
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570050-2018	Baliguian District, Baliguian NHS	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 570108-2017	Siocon District, Siocon CS	1
Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2- 570121-2017	Sirawai District, Sirawai CS	1



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Enclosure No. 2 DM \_\_\_\_ s.2023

**CSC QUALIFICATION STANDARD**

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Assistant III/ Senior Bookkeeper	9 PHP 21,211.00	Completion of 2 years college studies	4 hours relevant training	1 year relevant work experience	CS Sub Professional/ First Level Eligibility
Administrative Assistant II /Disbursing Officer	8 PHP 19,744.00	Completion of 2 years college studies	4 hours relevant training	1 year relevant work experience	CS Sub Professional/ First Level Eligibility
Administrative Aide III (Clerk I)	3 PHP 14,125	Completion of 2 years college studies	None Required	None Required	CS Sub Professional/ First Level Eligibility
Administrative Aide IV (Clerk II), Statistician Aide	4 PHP 15,586.00	Completion of 2 years college studies	None Required	None Required	CS Sub Professional/ First Level Eligibility



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**Enclosure No. 3 of DM No. \_\_\_\_\_ s. 2023**

**CHECKLIST OF REQUIREMENTS  
 CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING  
 POSITIONS  
 DEPED ORDER 007 S. 2023 Enclosure No.( 5 s. 2023)**

Name of Applicant: \_\_\_\_\_  
 DUAN : \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_ Office (where the vacancy exists): \_\_\_\_\_  
 Division Memo No.: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( ) Solo Parent: Yes ( ) No ( )

*Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.*

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as Transcript of Records (TOR) with <b>General Weight Average (GWA) certification</b> and Diploma, including completion of graduate and post-graduate units/degrees			
f. Photocopy of Certificate/s of Training relevant to the job, completed within the past five (5) years			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating/s with assessment tool in the last rating period(s) covering one (1) year performance prior to the assessment,			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➢ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.</li> <li>➢ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.</li> </ul>			

Attested:

**MARYLYNNE B. BAYRON**

Human Resource Management Officer (HRMO)  
 Administrative Officer IV







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

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**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

*In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.*



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**Enclosure No. 4 of DM No. \_\_\_\_\_ s. 2023**

**TIMELINE OF ACTIVITIES**

Date	Activity
June 28-July 12, 2023	Submission of Application Documents
July 19, 2023	Skills Test (Simultaneous) Venue: Cluster 2 – Katipunan NHS Cluster 3 – Sindangan NHS Cluster 4 – Salug NHS Cluster 5 – Liloy NHS Cluster 6 – Siocon NHS
July 20 – 26, 2023	BEI and Document Validation Venue: Schools Division Office, Estaka, Dipolog City, Zamboanga del Norte July 20 – Cluster 2 July 21 – Cluster 3 July 24 – Cluster 4 July 25 – Cluster 5 July 26 – Cluster 6
August 2, 2023	Posting of Results at the official website: <a href="http://www.depedzn.net">www.depedzn.net</a> and in 3 conspicuous places and platforms



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**Enclosure No. 5 of DM No. \_\_\_\_\_ s. 2023**

**SUBMISSION OF APPLICATION PROCESS FLOW**

1. Qualified applicants are advised to follow the procedure for submission of application as stated:
  - 1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through *depedzn.net* or <https://depedzn.net/appreg>
  - 1.b Click the *New Application* tab and select the desired job position by clicking the *Apply Now* tab.
  - 1.c Print out the initial registration form by clicking *View Application>Print Applicant Profile* tabs and attach as top sheet of the application documents.
  - 1.d Submit your application to the respective District/School Personnel Section Sub-Committee where the vacancy exists.
2. All interested and qualified applicants should signify their interest in writing. Applicants must submit sequenced and organized pertinent documents per checklist of requirements in a paper folder with complete tabbing and page numbering. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).

**Enclosure No. 6 DM \_\_\_\_\_ s.2023**



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**LIST OF DISTRICT PERSONNEL IN-CHARGE FOR RECEIVING  
 APPLICATION DOCUMENTS**

No.	District	Name of DDEv	Position	Contact No.	Email Address
1	La Libertad	Kay M. Quimiguin	AO II	*****9804	kay.quimiguin@deped.gov.ph
2	Mutia	Grace J. Cabilin	ADAS III	*****6839	gracecabilin@deped.gov.ph
3	Pinan	Helen Grace I. Orquillas	AO II	*****5321	helengrace.orquillas@deped.gov.ph
4	Polanco I	Mariel P. Batuampo	AO II	*****5142	mariel.batuampo@deped.gov.ph
5	Polanco II	Joelito R. Saban Jr.	AO II	*****8158	joelito.sabanjr@deped.gov.ph
6	S. Osmena I	Arical Bersales	AO II	*****4251	maricel.bersales@deped.gov.ph
7	S. Osmena II	Analyn Taruc	AO II	*****8300 *****8794	analyn.taruc@deped.gov.ph
8	Rizal	Helen Grace I. Orquilla	AO II	*****5321	helengrace.orquillas@deped.gov.ph
9	Sibutad	Sharon Palionay	AO II	*****6550	sharon.palionay@deped.gov.ph
10	Katipunan I	Jonathan M. Ordinaria	AO II	*****9514	jonathan.ascc@gmail.com
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REGION IX

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