



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 7, 2023

Division Memorandum
No. 400, 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 hired and newly promoted personnel, 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 September 14, 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
00070-2023/ 09082023*



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

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Enclosure No. 1

S/N	NAME:	POSITION TITLE:	RESIDENCE:	SCHOOL/DISTRICT:	VICE:
1.	Kassel M. Elnas	ADAS III	Dipolog City, ZDN	Manukan I District	Rizalina T. Alegata, promoted to AO II
2.	Sandy A. Cagbabanua	ADAS III	Manukan, ZDN	Linay CS, Manukan II	Mario A. Obnimaga, promoted to AO II
3.	Jope Shellaine P. Garay	ADAS III	Dipolog City, ZDN	Katipunan II District	Brianne Tiffany S. Abarca, promoted to AO II
4.	Jeylou S. Dumaog	ADAS III	Roxas, ZDN	District Office, Roxas I District	Aileen D. Bantoto promoted to AO II
5.	Emelvar V. Sacome	ADAS III	Dipolog City, ZDN	District Office, Roxas II District	Liza M. Postigo, promoted to AO II
6.	Donalyn E. Aquino	ADAS III	Jose Dalman, ZDN	Manawan NHS	Mary Jean B. Lumasay, promoted to AO II
7.	Joan L. Templado	ADAS III	Jose Dalman, ZDN	Ponot CS, Ponot District	Louie May C. Mejorada, promoted to AO II
8.	Jennyvie M. Bulay-og	ADAS III	Sindangan, ZDN	District Office, Sindangan Central District	Alphaveneza E. Palinawan, promoted to AO II
9.	Charies M. Jugo	ADAS III	Sindangan, ZDN	Sindangan Pilot Demonstration School, Sindangan Central District	Jovelyn D. Asiri, promoted to AO II
10.	Marilou P. Atig	ADAS III	Sindangan, ZDN	District Office, Sindangan North District	Airah R. Alburo, promoted to AO II
11.	Maricel O. Andus	ADAS III	Sindangan, ZDN	Mandih CS, Sindangan South District	Catherine T. Mandih, promoted to AO II
12.	Marcelino G. Orong Jr.	ADAS III	Liloy, ZDN	District Office, Liloy I District	Mirasol D. Zozozbrado, promoted to AO II
13.	Recca P. Pasil	ADAS III	Liloy, ZDN	Compra NHS	April Rose T. Orosca, promoted to AO II
14.	Katrina Aubry A. Daga	ADAS III	Liloy, ZDN	District Office, Liloy II District	Jessaida Linore R. Oidi, promoted to AO II
15.	Cherry Bee M. Templado	ADAS III	Liloy, ZDN	Baybay CS, Liloy II District	Faith Rezza B. Humpa, promoted to AO II
16.	Jovelyn A. Cordeta	ADAS III	Labason, ZDN	Labason Integrated School	Nelrose R. Patagoc, promoted to AO II
17.	Sheryl Anne S. Chiong	ADAS III	Labason, ZDN	Labason District Office	Kharize Bea L. Galon, promoted to AO II
18.	Mary Rose M. Dato	ADAS III	Dipolog City, ZDN	Bacong CS, Salug II District	Minibeth Sunshine O. Alindong, promoted to AO II
19.	Melissa B. Palma	ADAS III	Sindangan, ZDN	Siayan NHS	Marife G. Moncal, promoted to AO II
20.	Jolie Boy A. Lira	ADAS III	Sindangan, ZDN	Siayan CS, Siayan District	Christine B. Mosep, promoted to AO II





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21.	Agnes R. Andalahaao	ADAS III	Manukan, ZDN	Manukan NHS	Reiner B. Paliota, promoted to AO II
22.	Irish Mae T. Osorio	ADAS III	Dipolog City, ZDN	Pres. Manuel A. Roxas NHS	Evangeline E. Bengua, promoted to AO II
23.	Mary Jessie Rose B. Anguit	ADAS III	Dipolog City, ZDN	Dohinob NHS	Aira Ruth A. Guerrero, promoted to AO II
24.	Johanna P. Cabardo	ADAS III	Liloy, ZDN	Salug NHS	Shiela Mae T. Perez, promoted to AO II
25.	Jumilyn B. Daguplo	ADAS III	Labason, ZDN	Ubay NHS	Ivy L. Miraveles, promoted to AO II
26.	Achuka Marie S. Bernus	ADAS III	Sindangan, ZDN	Sindangan National Agricultural School	Shiela B. Palma, transferred to Zamboanga Sibugay
27.	Mc Charby C. Villanueva	ADAS III	Leon B. Postigo, ZDN	District Office, Bacungan District	Sunday Jan V. Canton, promoted to AO II
28.	Edna M. Bermudez	ADAS III	Godod, Zamboanga del Norte	District Office, Godod District	Almira Nova C. Amarille, promoted to AO II
29.	Daryl D. Galleposo	ADAS III	Godod, Zamboanga del Norte	Godod CS, Godod District	Gemma M. Vibar, promoted to AO II
30.	Goldee Lynn C. Gallopin	ADAS III	Godod, Zamboanga del Norte	Godod NHS	Elmer P. Malacat, promoted to AO II
31.	Aiza B. Timtim	ADAS III	Salug, Zamboanga del Norte	Bacong NHS, Salug II	May I. Handugan, promoted to AO II
32.	Richard R. Palalon	ADAS III	Tampilisan, ZDN	District Office, Tampilisan District	Reahlyn M. Eisma, promoted as AO II
33.	Lelibeth C. Oquias	ADAS III	Tampilisan, ZDN	Tampilisan CS, Tampilisan District	Lozemil S. Jumawid, promoted as AO II
34.	Annalou H. Balbaguio	ADAS III	Kalawit, Zamboanga del Norte	Kalawit NHS	Eleonor J. Toso
35.	Azlea P. Siocon	ADAS III	Kalawit, ZDN	Kalawit District Office	Bresta Jean R. Lugsanay, promoted to AO2
36.	Cherryle B. Mangondaya	ADAS III	Siayan, ZDN	Siayan CS, Siayan District	Melizar L. Lacay, promoted to AO2
37.	Jeson S. Galope	ADAS III	Gutalac, ZDN	Gutalac CS, Gutalac I District	Isape Hope B. Bagaipo, promoted to AO2

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Enclosure No. 3

**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
Revised March 2023**

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 CSC Eligibility (must be certified by è CSC); PRC License if LET, etc.
- 2 copies Oath of Office (Revised 2018)** Notarized by Private Atty., if Elem *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy** each Certificate of Employment (if newly hired)
- 1 photocopy** each Certificate of Trainings (if newly hired)

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)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. **Oath of Office (revised 2018)** *Open Date, if possible*
- 1 copy** Latest Notarized Sworn Statement of Assets and Liabilities CY 2022
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺



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