

RECORDS SECTION
DepEd, Division of Zambo. Norte
No. _____
Date: 31 OCT 2024
RELEASED



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

October 31, 2024

Division Memorandum
No. 10 s. 2024

CALL FOR APPLICANTS FOR VACANT SCHOOL PRINCIPAL I AND ASSISTANT SCHOOL PRINCIPAL II POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE

**To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
Administrative Officer II
All Others Concerned**

This Division invites all interested and qualified applicants for the hereunder vacant School Principal I and Assistant School Principal II positions:

PLACE OF ASSIGNMENT / POSITION/SG	PLANTILLA ITEM NO.	VICE
DIVISION OFFICE – SCHOOL PRINCIPAL I SG 19 - 53, 873	1. OSEC-DECSB-SP1-570007-2014	Unfilled
	2. OSEC-DECSB-SP1-570009-2014	Unfilled
	3. OSEC-DECSB-SP1-570010-2014	
	4. OSEC-DECSB-SP1-570181-2010	
	5. OSEC-DECSB-SP1-570292-2010	
	6. OSEC-DECSB-SP1-570451-2010	
	7. OSEC-DECSB-SP1-570455-2010	
	8. OSEC-DECSB-SP1-570492-2010	
	9. OSEC-DECSB-SP1-570503-2010	
	10. OSEC-DECSB-SP1-570507-2010	Unfilled
	11. OSEC-DECSB-SP1-570564-2010	Unfilled

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 Email: zn.division@deped.gov.ph
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<p>Unfiled</p> <p>PONGASI, RENANTE MOHAMETANO, promoted</p> <p>UNFILED</p> <p>PJANES, RUEL ALBIOS, promoted</p> <p>UNFILED</p>	<p>12. OSEC-DECSB-SP1-570566-2010</p> <p>13. OSEC-DECSB-SP1-570568-2010</p> <p>14. OSEC-DECSB-SP1-570570-2010</p> <p>15. OSEC-DECSB-SP1-570573-2010</p> <p>16. OSEC-DECSB-SP1-570575-2010</p> <p>17. OSEC-DECSB-SP1-570578-2010</p> <p>18. OSEC-DECSB-SP1-570585-2010</p> <p>19. OSEC-DECSB-SP1-570588-2010</p> <p>20. OSEC-DECSB-SP1-570601-2010</p> <p>21. OSEC-DECSB-SP1-570602-2010</p> <p>22. OSEC-DECSB-SP1-570605-2010</p> <p>23. OSEC-DECSB-SP1-570608-2010</p> <p>24. OSEC-DECSB-SP1-570612-2010</p> <p>25. OSEC-DECSB-SP1-570613-2010</p> <p>26. OSEC-DECSB-SP1-570799-2010</p> <p>27. OSEC-DECSB-SP1-570800-2010</p> <p>28. OSEC-DECSB-SP1-570803-2010</p> <p>29. OSEC-DECSB-SP1-570807-2010</p> <p>30. OSEC-DECSB-SP1-570809-2010</p> <p>31. OSEC-DECSB-SP1-570850-2010</p> <p>32. OSEC-DECSB-SP1-570853-2010</p> <p>33. OSEC-DECSB-SP1-570854-2010</p> <p>34. OSEC-DECSB-SP1-570893-2010</p> <p>35. OSEC-DECSB-SP1-570895-2010</p>	<p>DIVISION OFFICE – (for deployment) SCHOOL PRINCIPAL I SG 19 - 53, 873</p>
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UNFILED	36. OSEC-DECSB-SP1-570898-2010 37. OSEC-DECSB-SP1-570900-2010 38. OSEC-DECSB-SP1-570901-2010 39. OSEC-DECSB-SP1-570902-2010 40. OSEC-DECSB-SP1-570903-2010 41. OSEC-DECSB-SP1-570909-2010 42. OSEC-DECSB-SP1-570912-2010 43. OSEC-DECSB-SP1-570454-2010 44. OSEC-DECSB-SP1-570914-2010 45. OSEC-DECSB-SP1-570619-2010 46. OSEC-DECSB-SP1-570911-2010 47. OSEC-DECSB-SP1-570485-2010 48. OSEC-DECSB-SP1-570896-2010	DIVISION OFFICE - (for deployment) SCHOOL PRINCIPAL I SG 19 - 53, 873
REAMBONANZA, CELSO SORELA, deceased		
GUADALQUIVER, ARNOLD BUOT, retired ANINON, MONALISA YANO, retired DIMASUHID, RAUL BAGNOL, retired		
SAMPAGA, ELIAS CAINCOY COLONG, RIC COQUILLA, promoted PALANAS, JOHNNY ANJA, promoted		

SECONDARY-JUNIOR HIGH SCHOOL

CLUSTER IV SCHOOL PRINCIPAL I SG 19 - 53, 873	LILLOY I (Liloy NHS-Compra Annex) I	1. OSEC-DECSB-SP1-570014-2014	SABANAL, NORALYN RELAMPAGOS, retired
CLUSTER V SCHOOL PRINCIPAL I SG 19 - 53, 873	KALAWIT (Kalawit NHS)	2. OSEC-DECSB-SP1-571027-2010	UNFILED
CLUSTER VI SCHOOL PRINCIPAL I SG 19 - 53, 873	SIBUCCO (Malayal NHS)	3. OSEC-DECSB-SP1-571005-2010	UNFILED



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SECONDARY-SENIOR HIGH SCHOOL

<p>DIVISION OFFICE (for deployment) – ASSISTANT SCHOOL PRINCIPAL II SG 19 - 53, 873</p>	<ol style="list-style-type: none"> 1. OSEC-DECSB-ASP2-570028-2016 2. OSEC-DECSB-ASP2-570029-2016 3. OSEC-DECSB-ASP2-570031-2016 4. OSEC-DECSB-ASP2-570032-2016 5. OSEC-DECSB-ASP2-570036-2016 6. OSEC-DECSB-ASP2-570037-2016 7. OSEC-DECSB-ASP2-570038-2016 8. OSEC-DECSB-ASP2-570033-2016 9. OSEC-DECSB-ASP2-570030-2016 	<p>UNFILED</p> <p>MATILA, ANDRES LAGARE, promoted BOLIVAR, NELIA MOLAVIZAR, retired</p> <p>UNFILED</p> <p>TARIGA, RONIE ALTAMIA, promoted</p>
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All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **Division Office - Personnel Section on or before November 11, 2024, Monday until 5:00 pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

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The hiring and promotion process for School Admin 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". Below is the job description and minimum qualification standard required for the said positions. Please be guided accordingly.

A. CSC QUALIFICATION STANDARD

Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
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ELEMENTARY	School Principal I SG 19 (53, 873)	BEED or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year;or TIC for 2 years;or MT for 2 years;or Teacher for 5 years	RA 1080 (Teacher)	NOESH PASSER
SECONDARY	School Principal I SG 19 (53, 873)	BSED or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year;or TIC for 2 years;or MT for 2 years;or Teacher for 5 years	RA 1080 (Teacher)	NOESH PASSER

B. JOB DESCRIPTION

As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.

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A. CSC QUALIFICATION STANDARD		B. JOB DESCRIPTION				
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)	
SENIOR HIGH SCHOOL ASSISTANT SCHOOL PRINCIPAL II SG 19 - 53, 873	Bachelor's Degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	8 hours of relevant training	2 years of relevant experience	CS Sub Professional/First Level Eligibility	PBET/Teacher/RA 1080	Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal. Assists in the supervision of student enrollment, records, attendance and health requirements.

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).

This Division adheres to the **Equal Employment Opportunity Principle (EEOPI)**, 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).

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Please refer below for the timeline of activities for the comparative assessment.

DATE	ACTIVITY	VENUE
October 31, 2024 (Thursday) 8:00am-5:00pm	Submission of Application Documents	Division Office
November 1, 2024 (Monday) Until 5:00pm only	Deadline for Submission of Application Documents	Division Office
November 13-14, 2024 (Wednesday-Thursday)	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION)	4 th floor SDO Building
November 15, 2024 (Friday)	Submission of CAR to the Schools Division Superintendent	SDS Office

This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts. For information, guidance and compliance.

ROY C. TUBALIA EMD, JD, CESO V
 Schools Division Superintendent

PSU/gdm/CallforApplicantsforSP1&ASP2/October31,2024

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Enclosure No. 1 of DM No. _____ s. 2024

CHECKLIST OF REQUIREMENTS
(REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
Position Applied For: _____
School of the Position Applied for: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()
Religion: _____
Contact Number: _____
DUAN: _____

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)	Status of Submission (To be filled-out by the HRMO/HR Office/sub-committee)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer				
b. 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				
c. Fully accomplished and sworn PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.sec.gov.ph				
d. Photocopy of valid and updated PRC License/ID, if applicable				
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable				
f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Diploma and GWA (if applicable) including completion of graduate and post-graduate units/degrees, if available				
g. Photocopy of Certificate/s of Training, if applicable				
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable				
i. Photocopy of latest appointment, if applicable				
j. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable				
k. Other documents as may be required for comparative assessment: > Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. > 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.				

HRMO/AO II Designate

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.

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.

Subscribed and sworn to before me this _____ day of _____, year _____

Name and Signature of Applicant

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and all usable for subsequent reference.)
 (u) 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

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Enclosure No.2 to DM No. _____, s. 2024

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create initial registration of application through <https://depedzn.net/appreg> or depedzn.net

1. b. Update Personal Information

1. c. Click Apply Now

1. d. Select desired Position

1. e. Click **Apply Now** Button

1. f. Select District

1. g. Select School/Office and click Continue

1. h. Click Print Applicant Profile

1. i. Download and Print (Attach Printout in the Application Documents)



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