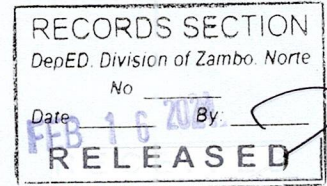




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

February 16, 2024

Division Memorandum
No. 110, s. 2024

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 Comparative Assessment Result (CAR) of newly hired Senior High 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 **February 23, 2024**.
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 V
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
0000018-2024/02062024



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

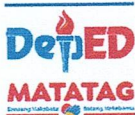


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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL/DISTRICT
1.	Jhon Mar P. Ringanilla	Teacher II	Kalawit, ZDN	Pianon NHS, Kalawit District
2.	Roceljan J. Eldian	Teacher II	Gutalac, ZDN	Gutalac NHS-Tipan Annex
3.	Jean Ann V. Rosalem	Teacher II	Salug, ZDN	Salug NHS, Salug I District
4.	Merlyn L. Manlangit	Teacher II	Salug, ZDN	Salug NHS, Salug I District
5.	Christine Jill S. Ambus	Teacher II	Salug, ZDN	Bacong NHS, Salug II District
6.	Stella Marie P. Ando	Teacher II	Siocon, ZDN	Siocon NHS, Siocon District
7.	Ariel S. Salavedra	Teacher II	Leon B. Postigo, ZDN	Talinga NHS, Bacungan District
8.	Jaecel Grace D. Caitum	Teacher II	Godod, ZDN	Sianan NHS, Godod District

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
0000023-2024/02162024



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(TEACHING ONLY)**

Revised February 2024

Directions:

- **Submit the CSC Documents fastened in a white paper folder and the 201 file Division Documents fastened and placed in a light brown expanded envelope, according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 envelope.**
- **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**

“CSC Documents” *fastened in white paper folder:*

- 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 will only sign the pg 2 of PDF)*
- 1 photocopy TESDA National Certificate II** *(If Teacher II Senior High-TVL Track newly hired only)*
- 1 photocopy TESDA Trainers Methodology Certificate** *(If Teacher II Senior High-TVL Track newly hired only)*

“201 DIVISION Documents” *fastened and placed in a light brown Expanded Envelope:*

- 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** (if there's any)
- 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 or generated online.

Note: Please read and follow the instructions carefully.

Thank you! ☺



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