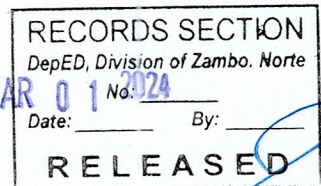




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 1, 2024

Division Memorandum
No. 144, 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 Administrative Officer II and approval of transfer request of the School Nurse, 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 **March 8, 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
0000025-2024/03012024



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



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

Enclosure No. 1

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL/DISTRICT
1.	Zuliam T. Hadjirul	Administrative Officer II	Sindangan, ZDN	Dipodog ES, Sindangan South
2.	Melugin P. Regencia	Nurse	From San Isidro NHS	Liloy II District
3.	Leonisa D. Apatan	Project Development Officer I	Liloy, ZDN	Baybay CS, Liloy II District

PERSONNEL/ brg/ DM- SubmitPertinentPapersforAppointment
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(NONTTEACHING 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 shall only sign the pg 2 of PDF)*
- 1 copy each Certificate of Employment**
- 1 copy each Certificate of Trainings**

“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**
- 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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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

LIST OF REQUIREMENTS FOR TRANSFER
(WITHIN THE DIVISION -JHS ONLY AND CHANGE OF ITEM PSIPOP LOCATION)

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:*

- A. **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)
- B. **1 copy** **Work Experience Sheet**
- C. **1 photocopy** **Certificate of Eligibility/PRC License** with attached printed verification of validity online at prc.gov.ph.
- D. **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.
- E. **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)

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

- A. **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.
- B. **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)
- C. **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)
- D. **1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- E. 1 copy Designation Orders, if there's any
- F. **1 copy** Notarized Sworn Statement of Assets and Liabilities 2022
- G. 1 copy Notices of Salary Adjustments/Step Increments
- H. **1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
- I. **1 copy** NBI Clearance
- J. **1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- K. **1 photocopy** Marriage Contract/Certificate
- L. Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- M. **1 copy** Latest IPCRF (SY 2022-2023)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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