

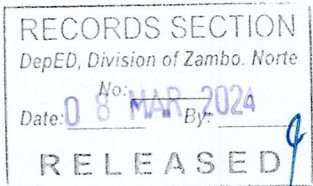


Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 7, 2024

Division Memorandum  
No. 164, 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 promoted 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 **March 14, 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](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://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  
0000029-2024/03072024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte





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**Enclosure No. 1**

S/N	Name of Appointee	Position Title	School/District
1	Wynne James Lewis T. Jimoya	Teacher II	Polanco National High School (Senior High)
2	Loida L. Realiza	Teacher II	Siocon NHS
3	John Mark S. Inte	Teacher II	Gutalac National High School-Senior High
4	Rey Requina Dunque Jr.	Teacher II	South Sindangan District
5	Giou, Joezham Antao	Teacher II	Dilawa NHS
6	Halarbe, Frederick John Sumalpong	Teacher II	Piñan National High School
7	Jermie L. Escarpe	Teacher II	Sindangan NAS
8	Danilyn E. Ondog	Teacher II	Polanco II District
9	Ronnel O. Valer	Teacher II	Sibutad NHS
10	Mary Rose M. Lesona	Teacher II	Sibutad NHS
11	Jethro P. Tamayo	Teacher II	Gutalac I District
12	Iline E. Imperial	Teacher II	Katipunan I District
13	Jaicen Rose A. Beluan	Teacher II	Katipunan I District
14	Lovely Rose G. Lumiton	Teacher II	Sibuco District
15	Luis T. Garate	Teacher III	Polanco I District
16	Ma. Kareen F. Nalzaro	Teacher III	Katipunan National High School
17	Chelly R. Balucos	Teacher III	Sergio Osmena II District
18	Gemma F. Andial	Teacher III	Siocon District
19	Mila S. Gonzaga	Teacher III	Labason District
20	Nina Jane M. Blanco	Teacher III	Tampilisan District
21	Janeth Plazos Palubon	Teacher III	Liloy II District
22	Jezel Joy Dela Peña Cabrera	Teacher III	Liloy II District
23	Richelyn Elba Montaña	Teacher III	Liloy II District
24	Eleazer G. Lumpapac	Teacher III	Malayal NHS
25	Edmund D. Atay, Jr.	Teacher III	Manukan II District





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26	Jefferson R. Abello	Teacher III	Manukan II District
27	Berdenia B. Guillermo	Teacher III	Manukan National High School
28	Ma. Carmelita Laput	Teacher III	Manukan National High School
29	Irish G. Esmael	Teacher III	Polanco NHS-Sianib Annex
30	Resante M. Polanco	Teacher III	Manukan I District
31	Rene R. Rusiana	Teacher III	Manukan I District
32	Isagani U. Mawile	Teacher III	Manukan I District
33	Ryndie L. Fabillar	Teacher III	Liloy I District
34	Maybelle C. Quisel	Teacher III	Liloy I District
35	Roelyn G. Casol	Teacher III	Liloy I District
36	Mary Ann L. Gom-os	Teacher III	Liloy I District
37	Nelson L. Recanil Jr.	Teacher III	Liloy NHS
38	Helen C. Penales	Teacher III	Gutalac I District
39	Alma P. Tamayo	Teacher III	Gutalac I District
40	Virginia N. Tendero	Teacher III	Gutalac I District
41	Genelinda E. Porras	Teacher III	Gutalac I District
42	Anna Mercy T. Casintahan	Teacher III	Sindangan NHS
43	Jobert M. Jumapit	Teacher III	Katipunan I District

PERSONNEL/ brg/DM- SubmitPertinentPapersforAppointment  
0000029-2024/ 03072024



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**Enclosure No. 2**

**LIST OF REQUIREMENTS FOR PROMOTION  
(NATURAL VACANCY)**  
*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](http://www.csc.gov.ph) and [www.depedzn.net](http://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](http://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](http://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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