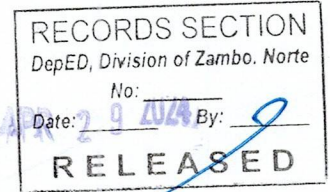




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 25, 2024

Division Memorandum
No. 243, 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 Plotting Worksheet of newly hired and transferred junior high school 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 **May 3, 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
0000033-2024/04252024



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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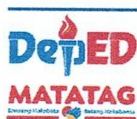
Enclosure No. 1

NEWLY TRANSFERRED JUNIOR HIGH SCHOOL TEACHERS

S/N	Name of Transferee	Position Title	Previous School/District	School Transferred
1.	John Reil B. Panuncialman	Teacher I	From Misamis Occidental NHS	Manukan NHS
2.	Victor P. Mohametano	Teacher I	Dilawa NHS	Sawang NSH
3.	Jo Ann Lailanie L. Conde	Teacher I	Sta. Maria NHS	Katipunan NHS
4.	Jay Bee H. Ledama	Teacher I	Malintuboaan NHS	Jesus A. Ramos NHS
5.	Mary Ann S. Pausal	Teacher I	Gutalac NHS	Ubay NHS
6.	Rosemelyn A. Deguit	Teacher I	Comprá NHS	Bacong NHS
7.	Paula R. Bacatan	Teacher I	Serongan NHS	Katipunan NHS
8.	Ginalyn A. Sagario	Teacher I	Sitog NHS	Sibutad NHS
9.	Catrina Marie O. Martinez	Teacher I	Liloy NHS-Silucape Ext.	Ubay NHS
10.	Rhezeil M. Ganzali	Teacher I	Manawan NHS	Sindangan NHS
11.	Sherlyn G. Jacama	Teacher I	Moliton NHS	Bulawan Integrated School
12.	Renalyn B. Yosores	Teacher I	Tinuyop NHS (Senior High)	Siari John H. Roemer NHS
13.	Edu S. Chiong	Teacher I	Sta. Maria NHS	Liloy NHS

NEWLY HIRED JUNIOR HIGH SCHOOL TEACHERS

S/N	Name of Newly Hired	Position Title	Residence	School Transferred
1.	Cherry Love C. Hilot	Teacher I	Sibuco, ZDN	Malayal NHS
2.	Rasdi M. Alih	Teacher I	Baliguian, ZDN	Alam Mudjja Sai NHS
3.	Nermina B. Jama	Teacher I	Baliguian, ZDN	Baliguian NHS



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4.	Carlo Q. Alejandro	Teacher I	Sibuco, ZDN	Sibuco NHS
5.	Shelnihal H. Saliling	Teacher I	Sibuco, ZDN	Malayal NHS
6.	Jazwyne J. Miñao	Teacher I	Leon B. Postigo, ZDN	Bacungan NHS
7.	Oliver R. Embudo	Teacher I	Sirawai, ZDN	Sirawai NHS
8.	Mike Kevin B. Pampilo	Teacher I	Polanco, ZDN	Polanco NHS
9.	Dayhana A. Mammah	Teacher I	Siocon, ZDN	Malayal NHS
10.	Rey James A. Cabardo	Teacher I	Salug, ZDN	Bacong NHS
11.	Elsie L. Gumansag	Teacher I	Manukan ZDN	Manukan NHS
12.	Charlyn Mae O. Morte	Teacher I	Labason, ZDN	Ubay NHS-Patawag Ext.
13.	Hyacinth C. Logroño	Teacher I	Labason, ZDN	Ubay NHS
14.	Nelyn N. Arabia	Teacher I	Baliguian, ZDN	Alam Mudja Sai NHS
15.	Sheralyn L. Rodriguez	Teacher I	Liloy, ZDN	Liloy NHS
16.	Rejane M. Requina	Teacher I	Labason, ZDN	Ubay NHS
17.	Rhia M. Paner	Teacher I	Siocon, ZDN	Sta. Maria NHS
18.	Jul Alexis Y. Hadjimuddin	Teacher I	Siocon, ZDN	Sibuco NHS
19.	Carmena A. Fortuito	Teacher I	Siocon, ZDN	Sibuco NHS
20.	John Clifford T. Moreno	Teacher I	Kalawit, ZDN	Batayan NHS
21.	Julie Rose P. Better	Teacher I	Siayan, ZDN	Diongan NHS
22.	Fatma B. Sampang	Teacher I	Siocon, ZDN	Julian Soriano MCHS
23.	Arlene C. Palen	Teacher I	Siocon, ZDN	Sta. Maria NHS
24.	Sweet Laica D. Buhian	Teacher I	Siocon, ZDN	Julian Soriano MCHS
25.	Fritzie Jane B. Onog	Teacher I	Tampilisan, ZDN	Tampilisan NHS
26.	Xerxes P. Langoyan	Teacher I	Kalawit, ZDN	Batayan NHS



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

27.	Sheila May S. Saligan	Teacher I	Sindangan, ZDN	Doña Natividad L. Macias Integrated School
28.	Jenepher E. Rosalem	Teacher I	Salug, ZDN	Bacong NHS
29.	Nurhamin S. Abol	Teacher I	Baliguian, ZDN	Baliguian NHS
30.	Zyrell Kate B. Sagan	Teacher I	Liloy, ZDN	Liloy NHS
31.	Ariel B. Cajeta	Teacher I	Labason, ZDN	Ubay NHS

Office of the Schools Division Superintendent

April 25, 2024



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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:*

- 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** with attached printed verification of validity online at prc.gov.ph.
- 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 **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:*

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

Note: Please read and follow the instructions carefully.

Thank you! ☺



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**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:

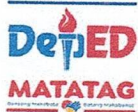
- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. *(Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)*
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC 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)*
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)

"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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