



Republic of the Philippines  
**Department of Education**  
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
 DepED, Division of Zambo. Norte  
 No: \_\_\_\_\_  
 Date: 20 / 7 / 2024 By: \_\_\_\_\_  
**RELEASED**

**Office of the Schools Division Superintendent**

June 19, 2024

**Division Memorandum**

No. 324, 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 promoted Public Schools District Supervisor, 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 **June 25, 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.

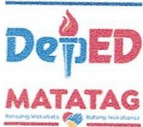
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).

4. Immediate and widest dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
 Schools Division Superintendent

Encl: Aps stated

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



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 1**

SN	Name of Appointee	Position Title	Address	District Assignment
1	DAISY FLOR J. ROMAGUERA	Public Schools District Supervisor	Canibongan, Villahermosa, Polanco, Z.N.	Polanco II District
2	MARLOU P. ELCAMEL	Public Schools District Supervisor	East Poblacion, Manukan, Z.N.	Manukan II District
3	ROLDAN B. CALAPIZ	Public Schools District Supervisor	Siayan, Zamboanga del Norte	Division Office
4	RICHARD G. DADAN	Public Schools District Supervisor	Leon B. Postigo, Zamboanga del Norte	Jose Dalman (Ponot) District
5	ALFIE M. ONTONG	Public Schools District Supervisor	Piacan, Sirawai, Zamboanga del Norte	Baliguian District
6	MAJEL M. SUMACAY	Public Schools District Supervisor	Poblacion, Sibuco, Zamboanga del Norte	Sibuco District

*(Handwritten signature)*



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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:***

- 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](http://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](http://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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