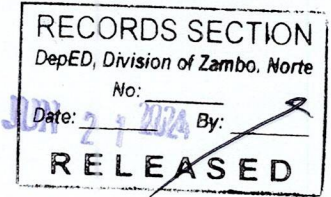




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



June 21, 2024

**Division Memorandum**  
No. 328 s. 2024

**SUBMISSION AND RECEIPT OF DOCUMENTARY REQUIREMENTS OF  
SPIMS TEACHER I BENEFICIARIES**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
Administrative Officer II  
SPIMS Beneficiaries  
All Others Concerned**

1. In reference to the hiring and deployment of the *Sa Pinas Ikaw ang Ma'am at Sir (SPIMS)* Employment Program of the Department of Education (DepEd) and the Department of Migrant Workers (DMW) for the School Year (SY) 2024-2025 for the Elementary School and Junior High School and pursuant to DepEd Order No. 7, s. 2023, entitled *Guidelines on Recruitment, Selection and Appointment in the Department of Education and DM-OUHROD 2024-0521*, this Division announces the **Submission and Receipt of Documentary Requirements of SPIMS Teacher I Beneficiaries.**

2. SPIMS Beneficiaries listed in **Enclosure No. 1** shall submit a **sequenced and organized pertinent documents with complete and correct tabbing per applicable checklist fastened in a color-coded folder.**

**Elementary - Red**

**Junior High School - Yellow**

3. **SPIMS Beneficiaries are required to secure Division Unique Application Number (DUAN) (Link found in Enclosure No. 3)**

4. SPIMS Beneficiaries must submit their documentary requirements to the **Division Office - Personnel Section on or before July 8, 2024, Monday, until 5:00pm only.** For proper guidance on the presentation of documents to be submitted, a Guide to the List of Documentary Requirements is provided. (**Enclosure No. 4**).



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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5. SPIMS Beneficiaries unable to submit required documents to the Personnel Office for valid reasons may do so via the HRMPSB official email [zn.hrmpsbs@deped.gov.ph](mailto:zn.hrmpsbs@deped.gov.ph) or through their authorized representative. Documents must be complete and organized as per the checklist, accompanied by a letter of authorization and attached valid ID. Sending documents via courier is also acceptable.
6. SPIMS Beneficiaries assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. **Any false and fraudulent** document submitted shall be grounds for disqualification.
7. Incomplete documents shall not be accepted. Likewise, no applications will be accepted after the dates of submission.
8. The following Enclosures contain the information:
  - Enclosure No. 1 – List of SPIMS Beneficiaries**
  - Enclosure No. 2 – CSC Qualification Standards**
  - Enclosure No. 3 – Submission of Application Process Flow (Link for securing of Division Unique Application Number (DUAN))**
  - Enclosure No. 4 – Guide for the List of Documentary Requirements**
  - Enclosure No. 5 – Checklist of Requirements and Omnibus of Veracity**
9. All other information on recruitment and selection process of SPIMS Beneficiaries will be announced in a separate Memoranda. Applicants are advised to follow and check from time to time the SDO-Zamboanga del Norte official website [www.depedzn.net](http://www.depedzn.net) for other announcement.
10. For further inquiries, applicants may contact Personnel Section at (065)-917-6137.
11. This Division adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).
12. Immediate and wide dissemination of this Memorandum is desired.

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

PSU/gdm/Submissionofdocumentaryrequirements/SPIMSBeneficiaries/June21,2024



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)  
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Republic of the Philippines

## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.1 to DM No. 328, s.2024

### **LIST OF SPIMS BENEFICIARIES**

#### **ELEMENTARY**

1. ALIMBANG, MERIGYN ALABANG
2. BANDICO, MARICHU BAYAWA
3. BESE, NORHAYATE MOHAMMAD
4. BUTANAS, MARY JOY TORMIS
5. FERNANDEZ, DOJE ALCANTARA
6. GEOLIN, FLORISA SAGUBAN
7. REYES, RONA MEJAREZ
8. SILONGAN, ANISA GALLONIGA

#### **JUNIOR HIGH SCHOOL**

1. BATO, JASMIN ERANA
2. DELA PENA, ALGIE CABALLERO
3. LIMBOY, ANNA LIZA EBALLES
4. NAPIGKIT, KAREN GAY QUIRANTE
5. REFUGIO, LYNNETE LARAGA
6. SUAREZ, ANALIZA ARAIS
7. TEMPLADO-JUMALON, ROSEVILLA DUHIG

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Enclosure No.2 to DM No. 328, s.2024

**CSC QUALIFICATION STANDARDS**

POSITION TITLE	SALARY GRADE	QUALIFICATION			ELIGIBILITY
		EDUCATION	TRAINING	EXPERIENCE	
<b><u>ELEMENTARY</u></b> <b>TEACHER I</b>	<b>11</b>	BEED or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET: Teacher
<b><u>SECONDARY</u></b> <b>TEACHER I</b>	<b>11</b>	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET; Teacher



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**Enclosure No.3 to DM No. 328, s.2024**

**SUBMISSION OF APPLICATION PROCESS FLOW**

1. Qualified applicants are advised to follow the procedure for the submission of application documents as stated:
  - 1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through **depedzn.net** or <https://depedzn.net/appreg>
  - 1.b. Update Personal Information
  - 1.c. Click Apply Now
  - 1.d. Select desired Position
  - 1.e. Click **Apply Now** Button
  - 1.f. Select District
  - 1.g. Select School/Office and click Continue
  - 1.h. Click Print Applicant Profile
  - 1.i. Download and Print (Attach Printout in the Application Documents)



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**Enclosure No.4 to DM No. 328 , s.2024**

**GUIDE FOR THE LIST OF DOCUMENTARY REQUIREMENTS**

- a.** Letter of Intent addressed to the Schools Division Superintendent, **ROY C. TUBALLA EMD, JD, CESO V**
- b.** Duly Accomplished Notarized Personal Data Sheet (CS Form No.212, Revised 2017) (*downloadable in CSC Website*)
- c.** Work Experience Sheet (Attachment to CS Form 212) (*downloadable in CSC Website*)
- d.** Photocopy of Transcript of Records and Diploma in Bachelor / and Masteral or Doctorate, if applicable
- e.** Photocopy of Service Record or Certificate of Employment
- f.** Photocopy of Relevant Trainings and Specialization
- g.** Photocopy of Latest Performance Rating covering one (1) year performance, if applicable
- h.** Notarized Omnibus Sworn Statement
- i.** Checklist of Requirements (See Enclosure No.5)
- j.** Printed copy of Division Unique Application Number
- k.** Please follow the proper color coding for easy reference.  
Elementary – Red                  Junior High School - Yellow



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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure No. 5 of DM No. 328 s. 2024

**CHECKLIST OF REQUIREMENTS**  
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 School of the Position Applied for.: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )

DUAN: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Solo Parent: Yes ( ) No ( )

**Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.**

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a.Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
c.Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
d.Photocopy of valid and updated PRC License/ID, if applicable			
e.Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f.Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
g.Photocopy of Certificate/s of Training, if applicable			
h.Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.Photocopy of latest appointment, if applicable			
j.Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➤ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.</li> <li>➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.</li> </ul>			

Attested:  
 \_\_\_\_\_  
 HRMO/AO II Designate

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Name and Signature of Applicant

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

