

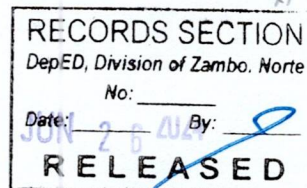


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



June 26, 2024

Division Memorandum

No. 340 s. 2024

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 NONTEACHING POSITIONS IN
DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

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

1. In line with Schools Division Office D4D (Decentralization, Devolution, Delegation and Deputization), where the conduct of primary selection of lower positions is decentralized and localized at the district level, this Division invites all interested and qualified applicants for the vacant Level 1 NonTeaching positions stipulated in Enclosure No. 1.

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a white folder with complete tabbing**. The applicants 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 per DepEd Order (No. 19 s. 2022).

3. **Applicants are required to secure Division Unique Application Number (Link found in Enclosure No. 4**

4. All qualified applicants must submit their pertinent documents for application to the **Division Office – Personnel Section or to their preferred districts through the Office of the Public School District Supervisor c/o District Designated Administrative Officer II on or before July 10, 2024, Wednesday, until 5:00pm only.**

Pursuant to DO 7 s. 2023, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.



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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5. The hiring and promotion process for nonteaching positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**. Points obtained based on the old guidelines will no longer be considered or accepted.
6. The following enclosures contain the information, procedures and timeline:
 - **Enclosure No. 1** – List of Vacancies
 - **Enclosure No. 2** – CSC Prescribed Minimum Qualification Standard
 - **Enclosure No. 3** – Timeline of Activities
 - **Enclosure No. 4** – Submission of Application Process Flow (Link to secure Division Unique Application Number-DUAN)
 - **Enclosure No. 5** – Checklist of Requirements and Omnibus of Veracity
7. 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).
8. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
9. For information, guidance and compliance.

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

PSU/gdm/CallforApplicantsforLevel1NonTeachingPositions/June26,2024



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

LIST OF VACANCIES FOR LEVEL 1 NONTEACHING POSITIONS

District/School Assignment	VACANT POSITIONS	No. of Items	PLANTILLA ITEM NO.	VICE, Reason
DIVISION OFFICE				
Budget Section	Administrative Assistant III	3	OSEC-DECSB-ADAS3-570060-2018	PACO, CHRISTIAN JAMES SOLIVA, promoted
SGOD			OSEC-DECSB-ADAS3-570073-2018	VELARDE, GEKABEL MAGUINSAY, promoted
Personnel Section			OSEC-DECSB-ADAS3-570070-2018	BALANSAG, JONALUZ BALBER, transfer
BAC	Administrative Assistant II	2	OSEC-DECSB-ADAS2-570051-2018	DAGA, NORIZA JEAN LACAY, promoted
Personnel Section			OSEC-DECSB-ADAS2-570055-2018	VELASCO, SHAMMAH GRACE BELARMINO, transfer by promotion



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CLUSTER I

SERGIO OSMEÑA I – S. Osmeña NHS (SHS)	Administrative Assistant II	1	OSEC-DECSB- ADAS2-570063- 2016	VILLASIS, MARK LEO COLUMNAS, promoted
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CLUSTER II

KATIPUNAN I – Katipunan CS	Administrative Assistant II	1	OSEC-DECSB- ADAS2-570097- 2017	AGNIS- JUMAWAN, VANNE OLIVE MIRANDA, promoted
MANUKAN I	Administrative Assistant III	1	OSEC-DECSB- ADAS3-570087- 2017	RECOSSA, GRECIL JANE FLORES, promoted
ROXAS II – Dohinob NHS	Administrative Assistant II	1	OSEC-DECSB- ADAS2-570016- 2014	TABAÑERA, MECHIE JAMOROL, promoted
ROXAS II District	Administrative Assistant III	1	OSEC-DECSB- ADAS3-570068- 2014	YBAÑEZ, MESSY GAY SAILE, promoted

CLUSTER III

SINDANGAN CENTRAL - SNAS	Farm Worker I	1	OSEC-DECS- FAWK-570006- 1998	GALIT, GUILLERMO SORTEDA, retired
	Administrative Aide IV	1	OSEC-DECSB- ADA4-570042- 2004	LALATA, ROBERTO IMPERIAL, retired





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SINDANGAN SOUTH DISTRICT – Mandih CS	Administrative Assistant III	1	OSEC-DECSB-ADAS3-570095-2017	PAGHUBASAN, SHECKA PEARL MOLAS, promoted
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CLUSTER IV

BACUNGAN - Bacungan NHS	Administrative Assistant II	1	OSEC-DECSB-ADAS2-570058-2018	ALFORQUE, HANNAH MALOU IGOT, promoted
BACUNGAN - Bacungan CS	Administrative Assistant III	1	OSEC-DECSB-ADAS3-570086-2017	BINGHAY, CERMELO DOMINGUEZ, promoted
LILLOY I – Liloy NHS	Administrative Assistant II	1	OSEC-DECSB-ADAS2-570062-2018	DOMOGHO, JEFFREY CABOVERDE, promoted
SALUG II	Administrative Assistant III	1	OSEC-DECSB-ADAS3-570073-2014	TORDILLO, MARK URLAND BENDEJO, promoted

CLUSTER V

GUTALAC I	Administrative Assistant III	1	OSEC-DECSB-ADAS3-570083-2014	FUERTES, RANDY ALVAREZ, promoted
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UPPER GUTALAC II	Administrative Assistant III	1	OSEC-DECSB-ADAS3-570102-2017	ANITO, JESSIE CAGAPE, promoted
KALAWIT-Kalawit CS	Administrative Assistant II	1	OSEC-DECSB-ADAS2-570113-2017	ALIPAN, REDFORD BALAKI, promoted

CLUSTER VI

BALIGUIAN Baliguian CS	Administrative Assistant II	1	OSEC-DECSB-ADAS2-570109-2017	SINSUAN, ESTHER OMIPING, promoted
BALIGUIAN DISTRICT	Administrative Assistant III	2	OSEC-DECSB-ADAS 3-570097-2017	CALLAGON, JULIUS, promoted
BALIGUIAN NHS			OSEC-DECSB-ADAS3-570070-2014	TOLEDO, IAN BANAAG, promoted
SIBUCO – Sibuco CS	Administrative Assistant II	1	OSEC-DECSB-ADAS2-570100-2017	ATANI, ABDURAKMAN NANANG, promoted





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

CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Farm Worker 1	2	Elementary School Graduate	None Required	None Required	None Required
Administrative Aide IV	4	Completion of two years college studies	4 hours relevant training	1 year relevant experience	Career Service Sub Professional / First Level Eligibility
Administrative Assistant II	8	Completion of two years college studies	4 hours relevant training	1 year relevant experience	Career Service Sub Professional/First Level Eligibility
Administrative Assistant III	9	Completion of two years college studies	4 hours relevant training	1 year relevant experience	Career Service Sub Professional/First Level Eligibility





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Enclosure No.3 to DM No. _____, s.2024

TIMELINE OF ACTIVITIES

DATE	ACTIVITY
June 26, 2024 (Wednesday) – 8:00am-5:00pm	Submission of Application Documents
July 2, 2024 (Tuesday) – 9:00am-12nn	Online Orientation for all interested and qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte
July 10, 2024 (Wednesday) – 8:00am-5:00pm	Deadline for Submission of Application Documents
July 11-12, 2024 8:00am-5:00pm	Initial Evaluation Report (IER) Preparation
July 15-16, 2024 8:00am-5:00pm	Submission of IER to the Division Office
July 17, 2024 (Wednesday) – 8:00am-5:00pm	Comparative Assessment (Skills/Written Exam and BEI), Issuance of Individual Evaluation Sheet (IES) and CAR Preparation
July 18, 2024 (Thursday) – 8:00am-5:00pm	Issuance, Submission and Approval Of CAR
July 19, 2024	Submission of CAR to the Appointing Authority
July 22, 2024	Posting of CAR in three (3) conspicuous places



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Enclosure No.4 to DM No. _____, 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. 5 of DM No. _____ 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 www.csc.gov.ph ;			
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"> ➤ 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. ➤ 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. 			

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.

