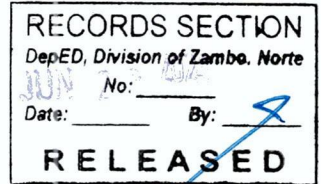




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



June 27, 2024

Division Memorandum
No. 345, 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 Plantilla Allocation List (PAL) due to ERF and reclassification of item in elementary and junior high school, 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 **July 15, 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-PAL/Reclass
000004-2024/06272024



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

Encolusre No. 1

LIST APPROVED PLANTILLA ALLOCATION LIST (PAL) PER APPROVED ERF

	ITEM NO.	SURNAME	GIVEN NAME	MIDDLE NAME	POSITION TITLE	SCHOOL/DISTRICT
ELEMENTARY						
1	TCH3-571358-2024	CARPITANOS	DEMBER	BARCELON	Teacher III	Rizal District
2	TCH3-571359-2024	ALISNA	NIÑA JOY	BLANCO	Teacher III	SIOCON DISTRICT
3	TCH3-571360-2024	VIIA	ALFIE	ABREGANA	Teacher III	GODOD DISTRICT
4	TCH3-571361-2024	BAGUIO	ELMA	DIAYON	Teacher III	RIZAL DISTRICT
5	TCH3-571362-2024	CARIL	YAMER	PINAGAL	Teacher III	SIBUCO DISTRICT
6	TCH3-571363-2024	CAINGLES	JANELYN	OMICTIN	Teacher III	SIAYAN DISTRICT
7	TCH3-571364-2024	DIZON	SHEERY	CAPAROSO	Teacher III	SERGIO OSMEÑA I
8	TCH3-571365-2024	BITONGA	JULIBERT	BADIALAN	Teacher III	BACUNGAN DISTRICT
9	TCH3-571368-2024	KASIM	BENHAVER	MOHAMMAD	Teacher III	SIBUCO DISTRICT
10	TCH3-571369-2024	CHING	LEDA	DAGUINOTAS	Teacher III	POLANCO II DISTRICT
11	TCH3-571370-2024	GUMANAD	JENNY	SANOY	Teacher III	MANUKAN I DISTRICT
12	TCH3-571371-2024	AMBAWAS	MARY FE	CABASAG	Teacher III	Sindangan North District
13	TCH3-571372-2024	ESPIELAGO	ROLDAN	IBALLA	Teacher III	SERGIO OSMEÑA I
14	TCH3-571373-2024	QUITO	NENA	RAMIREZ	Teacher III	SALUG II DISTRICT
15	TCH3-571374-2024	LIBATO	RASHEHANIE	MOHAMAD	Teacher III	KALAWIT DISTRICT
16	TCH3-571375-2024	RETES	AUDREY	DINAWANAO	Teacher III	MANUKAN I DISTRICT
17	TCH3-571376-2024	OGOC	JULIETH	TOMALES	Teacher III	PONOT DISTRICT
18	TCH3-571377-2024	BLANDO	MARLON	MACAN	Teacher III	SERGIO OSMEÑA I
19	TCH3-571378-2024	IMBO	ANNA MARIE	GAHUB	Teacher III	SIOCON DISTRICT
20	TCH3-571379-2024	PACURE	GREZEL	MANINGO	Teacher III	SIAYAN DISTRICT
21	TCH3-571380-2024	SILIG,	JEMBOY	CUARESMA	Teacher III	PONOT DISTRICT
22	TCH3-571381-2024	TIGUMAN	ANALISA	BUNA	Teacher III	PIÑAN DISTRICT
23	TCH3-571382-2024	BAYA	JEONISA	VILLACENCIO	Teacher III	SIOCON DISTRICT
24	TCH3-571383-2024	DALUGDOG	JENNEFE	AM-IS	Teacher III	SIAYAN DISTRICT
25	TCH3-571384-2024	TOMPKINS	MARITES	BANING	Teacher III	SIBUCO DISTRICT
26	TCH3-571385-2024	SUPITER	MALOU	MIRAFUENTES	Teacher III	LILLOY II DISTRICT
27	TCH3-571386-2024	SUPITER	JUDITHO	ZAMORAS	Teacher III	SIBUCO DISTRICT

28	TCH3-571387-2024	GONGOB	AILYN	PABE	Teacher III	PONOT DISTRICT
29	TCH3-571388-2024	DIALOGO	GRETCHIN	ANSING	Teacher III	POLANCO II DISTRICT
30	TCH3-571389-2024	TABANAO	RAFFY	PLANTERAS	Teacher III	SERGIO OSMEÑA I
31	TCH3-571390-2024	DACANAY	ERLINDA	ZANDUETA	Teacher III	SIBUCO DISTRICT
32	TCH3-571391-2024	DINGCONG	AIKO	CASABERDE	Teacher III	SIAYAN DISTRICT
33	TCH3-571392-2024	GUIMBARDA	JAPHET	SAYON	Teacher III	SERGIO OSMEÑA I DISTRICT
34	TCH3-571393-2024	JUMOC	KARL JOSHUA	ENOY	Teacher III	POLANCO I DISTRICT
35	TCH3-571394-2024	CABARON	LOWELL	SACNANAS	Teacher III	POLANCO I DISTRICT
36	TCH3-571425-2024	ANGCAO	JESUS	SALDUA	Teacher III	SIOCON DISTRICT
37	TCH3-571426-2024	SUGANO	VERONICA	ANTIQUINA	Teacher III	MANUKAN I DISTRICT
38	TCH3-571427-2024	RUALES	ANA LUZ	LUGO	Teacher III	LILOY I DISTRICT
39	TCH3-571428-2024	RADA	MARIVIC	ESCOREAL	Teacher III	Bacungan District
40	TCH3-571429-2024	JUMALON	ANABELLE	ADRIATICO	Teacher III	POLANCO I DISTRICT
41	TCH3-571430-2024	MURRO	MISCHEL	MUTUC	Teacher III	SERGIO OSMEÑA II
42	TCH3-571431-2024	PASTOR	CECILINE	GALEA	Teacher III	LABASON DISTRICT
43	TCH3-571432-2024	PEÑOSA,	ELVIE	BANTILAN	Teacher III	GODOD DISTRICT
44	TCH3-571433-2024	EGOOGAN	JENNAVONE	SALAPA	Teacher III	LILOY II DISTRICT
45	TCH3-571434-2024	PACAS	JULIE AN	BESTUDIO	Teacher III	SERGIO OSMEÑAN I
46	TCH3-571435-2024	PADELA	JOY	LAMOSAO	Teacher III	LILOY I DISTRICT
47	TCH3-571436-2024	LANGOYAN	MARICAR	ANCES	Teacher III	MUTIA DISTRICT
48	TCH3-571437-2024	SALAZAR	MERRY CHAN	CANTON	Teacher III	SIBUCO DISTRICT
49	TCH3-571438-2024	RETES	RODOLFO	MAATA	Teacher III	SERGIO OSMEÑA II
50	TCH3-571439-2024	RITCHA	CRIZABETH	PORFERIO	Teacher III	KATIPUNAN I DISTRICT
51	TCH3-571440-2024	DELA CRUZ	EDNA	ANINON	Teacher III	MANUKAN I DISTRICT
52	TCH3-571441-2024	BASCON	DINA	CUATON	Teacher III	SIOCON DISTRICT
53	TCH3-571442-2024	ABAPO	APRIL JAKE	CRAMPATANTA	Teacher III	SIAYAN DISTRICT
54	TCH3-571443-2024	NACION	SHELLA	BIANAN	Teacher III	LABASON DISTRICT
55	TCH3-571444-2024	SUMITON	MICHAEL	SUMIGOT	Teacher III	KATIPUNAN I DISTRICT
56	TCH3-571445-2024	DE GUZMAN	CHILGE	EROJO	Teacher III	BACUNGAN DISTRICT
57	TCH3-571446-2024	SAGAN	LENNIE JAY	ACOPIADO	Teacher III	POLANCO I
58	TCH3-571447-2024	MOHAMMAD	AISA	VIRTUDAZO	Teacher III	ROXAS II DISTRICT
59	TCH3-571451-2024	SIANGCO	LUZTERIZA	BINARAO	Teacher III	Sergio Osmeña II
60	TCH3-571452-2024	HAMIN	ALSHEV	MANGURA	Teacher III	SIBUCO DISTRICT

61	TCH3-571453-2024	CALOLOT	ESTRELLITA	INDIOSANA	Teacher III	SIBUCO DISTRICT
62	TCH3-571454-2024	MANAYON	JANETH	ADALLA	Teacher III	KATIPUNAN I DISTRICT
63	TCH3-571455-2024	ABELLA,	JEAN	AGAPAY	Teacher III	SOUTH SINDANGAN
64	TCH3-571456-2024	RECAMARA	LIDELINA	GALLEPOSO	Teacher III	GODOD DISTRICT
65	TCH3-571457-2024	RADA	CARISSA BIANCA	ASENTISTA	Teacher III	SIAYAN DISTRICT
66	TCH3-571458-2024	SALI	SANER	ABBURAN	Teacher III	SIOCON DISTRICT
67	TCH3-571459-2024	JAMOROL	REDYAH	REQUILLO	Teacher III	SERGIO OSMEÑA II
68	TCH3-571460-2024	AMATE	ANABELLIA	NERI	Teacher III	LILOY I DISTRICT
69	TCH3-571461-2024	ANTIQUINA	MAY	LLENA	Teacher III	MANUKAN II DISTRICT
70	TCH3-571462-2024	ATIS	GIL JR	PONCE	Teacher III	SERGIO OSMENÑA II
71	TCH3-571463-2024	DONQUE	MHARISSA	ORONG	Teacher III	GUTALAC II
72	TCH3-571464-2024	ARMODIA	ALEJANDRO	MONTICILLO	Teacher III	SIBUCO DISTRICT
73	TCH3-571465-2024	RAZO	MA. CORA	ANIÑON	Teacher III	SERGIO OSMEÑA II
74	TCH3-571466-2024	SALI	CHERRY ROSE	HINGOBESA	Teacher III	Siocon District
75	TCH3-571467-2024	DABLO	JENNIFER	GARCIA	Teacher III	SIBUCO DISTRICT
76	TCH3-571468-2024	INTONG	MEDELYN	ABOG	Teacher III	SALUG II DISTRICT
77	TCH3-571469-2024	MATIAS	HYZEL AMOR	GRIGANA	Teacher III	POLANCO II DISTRICT
78	TCH3-571470-2024	ACURAM	MARIVI	MANAYTAY	Teacher III	SALUG II DISTRICT
79	TCH3-571471-2024	AMOC	JERITA	HATAGUE	Teacher III	POLANCO I DISTRICT
80	TCH3-571472-2024	ABELLAR	GIA CARA	PARTOSA	Teacher III	GODOD DISTRICT
81	TCH3-571473-2024	PAUSA	JONAH MIE	LIMPAHAN	Teacher III	SOUTH SINDANGAN
82	TCH3-571474-2024	BALAGOT	FLORAMIE	TOMOCON	Teacher III	KATIPUNAN I DISTRICT
83	TCH2-570042-2024	SALATAN	NAZARIO	PAGADOR	Teacher II	Bacungan District
84	TCH2-570043-2024	AGUILAR	MARY GRACE	MANDATE	Teacher II	Bacungan District
85	TCH2-570044-2024	GALLEPOSO	SHERLY	LACAYA	Teacher II	POLANCO I DISTRICT
86	TCH2-570096-2024	WAHI	RABIA	DANIEL	Teacher II	SIOCON DISTRICT
87	TCH2-570097-2024	MARTINEZ	LEONILA	SOLIVA	Teacher II	SERGIO OSMEÑA II
88	TCH2-570098-2024	SOLIMAN	GINA	GALANIDO	Teacher II	POLANCO I DISTRICT
89	TCH2-570099-2024	PACENCIA	AILENE	VALLINAS	Teacher II	LILOY I DISTRICT
90	TCH2-570100-2024	LAGARNIA	LILIVIC	VERGARA	Teacher II	NORTH SINDANGAN
91	TCH2-570101-2024	LADAO	CORAZON	CABIG	Teacher II	SIRAWAI DISTRICT
92	TCH2-570102-2024	ESPINOSA	MARLYN	VILLANUEVA	Teacher II	SIBUTAD DISTRICT
93	TCH2-570103-2024	DELUMBAR	JENELYN	LOZANO	Teacher II	KALAWIT DISTRICT

94	TCH2-570105-2024	OMANDAM	MENCY	ALBON	Teacher II	SIBUTAD DISTRICT
95	TCH2-570106-2024	ANIÑON	FELICIANA	BAID	Teacher II	SIBUTAD DISTRICT
96	TCH2-570107-2024	LOBIANO	CRIZA	BATALUNA	Teacher II	Sindangan South District
97	TCH2-570108-2024	SALIGAN-MEDIJA	SARHA	JAILAN	Teacher II	SALUG I DISTRICT
SECONDARY (JUNIOR)						
1	TCH3-571403-2024	OCCEÑOLA	AILEEN MAE	YGAY	Teacher III	DONA NATIVIDAD L. MACIAS MEM. HS
2	TCH3-571408-2024	TINONGA	CHAROLYN	ROILO	Teacher III	MATAM NHS
3	TCH3-571413-2024	ANDES	THELMA	RUBIO	Teacher III	KATIPUNAN NHS
4	TCH3-571407-2024	LIMPUSON	HENRICH	GUMOTUD	Teacher III	MALAYAL NHS
5	MTCHR1-570018-2024	AGUILAR	ELAINE	TOMBOC	Master Teacher I	KALAWIT NHS
6	MTCHR1-570017-2024	CARNAL	RINA	BARCELONA	Master Teacher I	GATAS NHS
7	MTCHR1-570013-2024	CABASIS	CHRISTINE	MURRO	Master Teacher I	KATIPUNAN NHS
8	MTCHR1-570014-2024	DALOGDOG	MOLLY ANN	MONCAL	Master Teacher I	MANUKAN NHS
9	MTCHR1-570015-2024	ARANGGO	SHARON	BOHOL	Master Teacher I	MUTIA NHS
10	MTCHR1-570012-2024	GARCIA	NILDA	VILLANOS	Master Teacher I	PIÑAN NHS
11	MTCHR1-570019-2024	CANONAYON	RUBY ANN	CASCARA	Master Teacher I	STA. MARIA NHS
12	MTCHR1-570016-2024	PIOQUINTO	JENNIFER	RAPOSAS	Master Teacher I	VILLA RAMOS NHS-DON JOSE AGUIRRE
13	MTCHR2-570005-2024	LIM	NELIA	SUGANOB	Master Teacher II	SERGIO OSMEÑA NHS
14	MTCHR2-570010-2024	PERVANDOS	VIRGILIA	LUBRIDO	Master Teacher II	LILOY NHS
15	MTCHR2-570006-2024	KABRISTANTE	WANDELYN	BAID	Master Teacher II	SIBUTAD NHS
16	MTCHR2-570007-2024	BORGONIA	LORENA	FERRER	Master Teacher II	SIBUTAD NHS
17	MTCHR2-570008-2024	ONTOLAN	JENNIFER	SORIANO	Master Teacher II	SIBUTAD NHS
18	MTCHR2-570011-2024	OLIS	MICHAEL	MAATA	Master Teacher II	BALAS NHS
19	MTCHR2-570009-2024	BONIAO	ROSANNA	CANDELARIA	Master Teacher II	GUTALAC NHS
20	MTCHR3-570010-2024	GUMELA	LEAH	ACASO	Master Teacher III	LILOY NHS
Nothing Follows						



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**LIST OF REQUIREMENTS FOR
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**
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:*

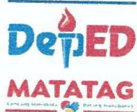
- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC 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 in white paper folder:*

- 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 Latest** Notarized Sworn Statement of Assets and Liabilities
- 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! ☺



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