

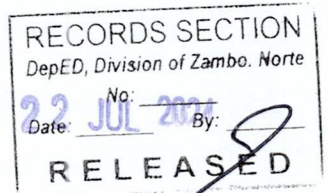


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



July 15, 2024

Division Memorandum
No. 386, 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 Elementary 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 **July 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. Furthermore, if you wish to join the Brigada Eskwela, it will be for voluntary services.
4. 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.
5. Immediate and widest dissemination of this memorandum is desired.

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

Encl: Aps stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment
0000039-2024/07182024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
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Enclosure No. 1

NEWLY HIRED ELEMENTARY TEACHERS

| S/N | Name of Newly Hired (Natural Vacancy) | Position Title | Residence | School Assignment |
|-----|--|-------------------|-------------------------------|--|
| 1. | Marigen D. Paragamac | Teacher I | Salug, ZDN | Fatima ES Salug II District |
| 2. | Liezl V. Timonio | Teacher I | Jose Dalman, ZDN | Lumaping ES Ponot District |
| 3. | April Candy A. Anoba | Teacher I | Sergio Osmeña, ZDN | Kauswagan ES Sergio Osmeña II District |
| 4. | Charlyn M. Avila | Teacher I | Pres. Manual A. Roxas, ZDN | Tantingon ES Roxas I District |
| 5. | Karima Kelsey I. Martinez | Teacher I | Sibutad, ZDN | Magsaysay ES Sibutad District |
| 6. | Reyvie A. Magallanes | Teacher I | Siayan, ZDN | Guigang ES Siayan District |
| 7. | Payson K. Mahali | Teacher I | Sibuco, ZDN | Panganuran ES Sibuco District |
| 8. | Niña Mae L. Cayacap | Teacher I | Leon B. Postigo, ZDN | Tinuyop ES Bacungan District |
| 9. | Jethro Romel A. Pausa | Teacher I | Sindangan, ZDN | Bucana ES Sindangan South District |
| 10. | Juhong B. Halis | Teacher I | Sirawai, ZDN | Tibalos ES Sirawai District |
| 11. | Methuseleh Fe C. Salavedra | Teacher I | Leon B. Postigo, ZDN | San Isidro ES Bacungan District |
| 12. | Darna Balahim | Teacher I | Sibuco, ZDN | Kulaguan ES Sibuco District |
| 13. | Bherlan I. Sa-a | Teacher I | Godod, ZDN | Rambon ES Godod District |
| 14. | Germa M. Maligro | Teacher I | Gutalac, ZDN | Malian ES Gutalac II District |
| 15. | Liolyn S. Bareño | Teacher I | Gutalac, ZDN | Immaculada Conception ES Gutalac II District |
| 16. | Dosiree O. Batlag | Teacher I | Godod, ZDN | Banuangan IS Godod District |
| 17. | Raheem H. Allani | Teacher I | Sibuco, ZDN | Lubay ES Sibuco District |
| 18. | Mariegil L. Soberano | Teacher I | Sibuco, ZDN | Binawing ES Sibuco District |
| 19. | Julaiha H. Mahamod | Teacher I | Sibuco, ZDN | Panganuran ES Sibuco District |



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|-----|--------------------------------|-----------|-----------------------|--|
| 20. | Nurhuda H. Dammang | Teacher I | Sibuco, ZDN | Cusipan ES Sibuco District |
| 21. | Charlene L. Lagare | Teacher I | Siocon, ZDN | Imam Nasaron Haron ES Siocon District |
| 22. | Neirie F. Lagos | Teacher I | Sergio Osmeña, ZDN | Mahayahay ES Sergio Osmeña II District |
| 23. | Jeasellou D. Sanico | Teacher I | Sergio Osmeña, ZDN | Mahayahay ES Sergio Osmeña II District |
| 24. | Jessa G. Maquilang | Teacher I | Sergio Osmeña, ZDN | Macalibre ES Sergio Osmeña II District |
| 25. | Christina C. Pipito | Teacher I | Sibuco, ZDN | Lambaguan ES Sibuco District |
| 26. | Norhaima M. Imlani | Teacher I | Sibuco, ZDN | Litawan ES Sibuco District |
| 27. | Nikki Lyn T. Arcay | Teacher I | Siayan, ZDN | Selese ES Siayan District |
| 28. | Misteka R. Osama | Teacher I | Sibuco, ZDN | Lunday Valley ES Sibuco District |
| 29. | Heron M. Dumajel | Teacher I | Sindangan, ZDN | Dagum ES Sindangan Central |
| 30. | Kimberlie R. Dagandalan | Teacher I | Siayan, ZDN | Sayaw ES Siayan District |
| 31. | Elyn H. Sumicad | Teacher I | Sergio Osmeña, ZDN | Venus ES Sergio Osmeña I District |
| 32. | Ana Marie G. Sai | Teacher I | Gutalac, ZDN | Malian ES Gutalac II District |
| 33. | Sherma B. Abdurahman | Teacher I | Baliguian, ZDN | Butin ES Baliguian District |
| 34. | Airen R. Agapay | Teacher I | Godod, ZDN | Banuangan IS Godod District |
| 35. | Jemma T. Montehermoso | Teacher I | Gutalac, ZDN | Pitogo ES Gutalac I District |
| 36. | Ellene B. Montina | Teacher I | Baliguian, ZDN | Lumay ES Baliguian District |
| 37. | Rosalyn O. Manang | Teacher I | Gutalac, ZDN | Bagong Silang Gutalac II |
| 38. | Mary Jane A. Ang-og | Teacher I | Katipunan, ZDN | Dabiak ES Katipunan I District |
| 39. | Noreylyn D. Loyloy | Teacher I | Katipunan, ZDN | Sulot Sumayong ES Katipunan I District |
| 40. | Elvira Cotot | Teacher I | Katipunan, ZDN | Kitonok ES Katipunan I District |
| 41. | Crizel K. Dambo | Teacher I | Gutalac, ZDN | Map ES Gutalac II District |
| 42. | Monsi L. Simon | Teacher I | Sibuco, ZDN | Anungan ES Sibuco District |



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|-----|------------------------------|-----------|-------------------------------|--|
| 43. | Nikki Rose E. Masukat | Teacher I | Godod, ZDN | Rambon ES Godod District |
| 44. | Noeme B. Asdai | Teacher I | Gutalac, ZDN | Mamawan ES Gutalac II District |
| 45. | Windelyn A. Camaro | Teacher I | Baliguian, ZDN | Malinao ES Baliguian District |
| 46. | Shlyfa W. Santos | Teacher I | Sibuco, ZDN | Sta. Maria ES Sibuco District |
| 47. | Pamela L. Napih | Teacher I | Sirawai, ZDN | Bitugan ES Sirawai District |
| 48. | Aileen D. Bagundol | Teacher I | Pres. Manual A. Roxas, ZDN | Canibongan ES Roxas II District |
| 49. | Sitti Radzma F. Alam | Teacher I | Siocon, ZDN | Mambong IS Siocon District |
| 50. | Glenafe P. Ention | Teacher I | Piñan, ZDN | Daan Tipan ES Piñan District |
| 51. | Annlyn Y. Alicman | Teacher I | Piñan, ZDN | Teresita IS Piñan District |
| 52. | Paulette T. Matabalan | Teacher I | Sindangan, ZDN | Sindangan SPED Center Sindangan Central District |



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Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(TEACHING ONLY)**
Revised June 2024

Directions:

- **Submit the CSC Documents and the 201 file Division Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS. On page 1 of the 201 file Division Documents, indicate in the following format: name, position, and school/district.**
- **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)*

“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
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuropsychological 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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