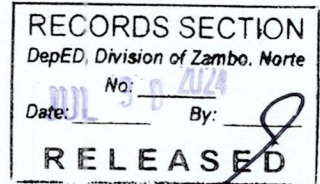




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



July 29, 2024

Division Memorandum  
No. 409, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT**

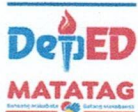
TO: Public Schools District Supervisors  
School Principals and School Heads  
Section/ Unit Heads  
All concerned personnel

1. With the approval of the Plotting Worksheet of **Newly Hired and Reassigned Senior High School 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 **August 5, 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/ cij/ DM- SubmitPertinentPapersforAppointment  
0000043-2024/ 07292024



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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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**NEWLY HIRED SENIOR HIGH SCHOOL TEACHERS**

S/N	NAME	POSITION TITLE	RESIDENCE	SCHOOL/DISTRICT
1.	Ria Christine Q. Reyes	Special Science Teacher I (RA 10612)	Siocon, ZDN	Sta. Maria NHS (Senior HS)
2.	Ogao-ogao, Jebien May A.	Special Science Teacher I (RA 10612)	Sindangan, ZDN	Sindangan NHS (Senior HS)
3.	Sarona, Jim Joseph G.	Special Science Teacher I (RA 10612)	Gutalac, ZDN	Gutalac Senior HS (Senior HS)
4.	Sharin W. Tutuan	Teacher I	Sibuco, ZDN	Cawit-cawit NHS (Senior HS)
5.	Aivriel N. Alas-as	Teacher I	Sibuco, ZDN	Cawit-cawit NHS (Senior HS)
6.	Elizabeth C. Torio	Teacher I	Siocon, ZDN	Siocon Science HS (Senior HS)
7.	Jisa C. Duhig	Teacher I	Polanco, ZDN	Piñan NHS (Senior HS)
8.	Emma A. Buco	Teacher I	Kalawit, ZDN	Pianon NHS (Senior HS)
9.	Farrah May R. Payla	Teacher I	Polanco, ZDN	Polanco NHS (Senior HS)
10.	Christy Jean M. Handumon	Teacher I	Piñan NHS	Mutia NHS Ext- Alvenda (Senior HS)
11.	Chad Adrian N. Bustaliño	Teacher I	Polanco, ZDN	Polanco NHS (Senior HS)
12.	Jashem G. Agum	Teacher I	Sergio Osmeña, ZDN	Mutia NHS Ext- Alvenda (Senior HS)
13.	Kenneth L. Alboria	Teacher I	Sergio Osmeña, ZDN	San Jose NHS (Senior HS)
14.	Harold E. Colong	Teacher I	Sergio Osmeña, ZDN	San Jose NHS (Senior HS)
15.	Michael R. Rengquio	Teacher I	Pres. M.A. Roxas, ZDN	Lipakan NHS (Senior HS)
16.	Jhon Robert Manuel M. Agodera	Teacher I	Polanco, ZDN	Polanco NHS Ext. – Isis (Senior HS)
17.	Aine P. Tigas	Teacher I	Sindangan, ZDN	Sindangan NHS (Senior HS)
18.	Roselyn E. Atay	Teacher I	Sergio Osmeña, ZDN	Marapong NHS (Senior HS)



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REGION IX  
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**NEWLY TRANSFERRED SENIOR HIGH SCHOOL TEACHERS**

<b>S/N</b>	<b>NAME OF TEACHER (SHS Teachers Transferees)</b>	<b>POSITION TITLE</b>	<b>PLACE OF NEW ASSIGNMENT</b>
1.	Carlo B. Guillena	Teacher I	Polanco NHS Ext.- Isis (Senior HS)
2.	Clyde Jerry P. Lecias	Teacher I	Sindangan NHS (Senior HS)
3.	Argie M. Luay	Teacher I	Sindangan NHS (Senior HS)
4.	Jocelyn L. Decierdo	Teacher I	Ponot NHS (Senior HS)
5.	Anirose E. Noot	Teacher I	Marupay NHS (Senior HS)
6.	Marializ P. Tamparong	Teacher I	Pianon NHS (Senior HS)
7.	Sherry D. Evangelista	Teacher I	Canuto Enerio NHS (Senior HS)
8.	Rolly G. Aborque	Teacher I	Bartolome Lira Sr. NHS (Senior HS)
9.	Jenny Lou G. Agoy-Desing	Teacher I	Dumalogdog NHS (Senior HS)
10.	Lory Joy O. Baracol	Teacher I	Tampilisan NHS (Senior HS)



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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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](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**
- 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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Enclosure No. 3

**LIST OF REQUIREMENTS FOR TRANSFER  
(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.**
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- 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)
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*

**“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](http://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! ☺**



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