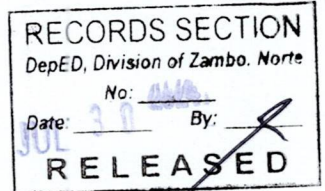




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

July 29, 2024

Division Memorandum  
No. 410, 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 Junior 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  
000044-2024/07292024



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)  
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*Enclosure No. 1*

**NEWLY HIRED JUNIOR HIGH SCHOOL TEACHERS**

S/N	NAME OF TEACHER	POSITION TITLE	RESIDENCE	SCHOOL/DISTRICT
1.	Analiza Arais Suarez	Teacher I (SPIMS)	Katipunan, ZDN	Sinuyak NHS (Junior HS)
2.	Anna Liza E. Limboy	Teacher I (SPIMS)	Labason, ZDN	Labason IS (Junior HS)
3.	Rosevilla D. Templado-Jumalon	Teacher I (SPIMS)	Labason, ZDN	Labason IS (Junior HS)
4.	Lynnette L. Refugio	Teacher I (SPIMS)	Liloy, ZDN	Kayok IS (Junior HS)
5.	Marry Grace B. Pajuay	Teacher I (DOST)	Leon B. Postigo, ZDN	Apolonio Molina IS (Junior HS)
6.	Estrella S. Owa	Teacher I (DOST)	Leon B. Postigo, ZDN	Nasibac IS (Junior HS)
7.	Shem D. Flores	Teacher I	Siocon, ZDN	Mambong IS (Junior HS)
8.	Lyndrisa H. Banguih	Teacher I	Siocon, ZDN	Celestino T. Montaña Sr. NHS (Junior HS)
9.	Emelyn E. Villa	Teacher I	Mutia, ZDN	Head Tipan IS (Junior HS)
10.	Joann C. Entrina	Teacher I	Siayan, ZDN	Feliciano Castillo NHS (Junior HS)
11.	Melisa H. Dadan	Teacher I	Leon B. Postigo, ZDN	Bacungan NHS-Sipacong Ext. (Junior HS)
12.	Judith B. Dacua	Teacher I	Katipunan, ZDN	Seroan IS (Junior HS)
13.	Eva Mae C. Tomaclas	Teacher I	Katipunan, ZDN	Dabiak NHS (Junior HS)
14.	Shaina Mae T. Legasa	Teacher I	Piñan, ZDN	Teresita IS (Junior HS)
15.	Eden V. Dadivas	Teacher I	Gutalac, ZDN	Sas IS (Junior HS)
16.	Jeziel G. Subiate	Teacher I	Siayan, ZDN	Moyo IS (Junior HS)
17.	Janet L. Lanoy	Teacher I	Siocon, ZDN	Maharadja Asim IS (Junior HS)
18.	Shayne D. Recanil	Teacher I	Katipunan, ZDN	Bulawan IS (Junior HS)
19.	Shiela E. Optana	Teacher I (ALS)	Gutalac, ZDN	Gutalac NHS (Senior HS)



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20.	Abdul Fahad D. Batingolo	Teacher I (ALS)	Sindangan, ZDN	Sindangan Agricultural IS (Junior HS)
21.	Arnold P. Elam	Teacher I (ALS)	Polanco, ZDN	Polanco NHS (Junior HS)
22.	Dalman W. Bairulla	Teacher I (ALS)	Sirawai, ZDN	Sirawai NHS (Junior HS)
23.	Anne Clarence M. Galaura	Teacher I (ALS)	Liloy, ZDN	Liloy NHS (Junior HS)
24.	Ma Pinky Sher M. Handugan	Teacher I	Labason, ZDN	Immaculada IS (Junior HS)

**NEWLY TRANSFERRED JUNIOR HIGH SCHOOL TEACHERS**

S/N	NAME OF TEACHER (JHS Teachers Transferees)	POSITION TITLE	PLACE OF NEW ASSIGNMENT
1.	Mijal D. Hamid	Teacher I	Pedro Torio IS (Junior HS)
2.	Al-Khadz D. Uddin	Teacher I	Makiang NHS (Junior HS)
3.	Michelle S. Biong	Teacher I	Lintangan IS (Junior HS)
4.	Jeramie P. Mayola	Teacher I	Felipe Cadavedo IS (Junior HS)
5.	Rhea Estrella T. Anino	Teacher I	Matias C. Ranillo NHS (Junior HS)
6.	Yvonne P. Roda	Teacher I	Bitoon IS (Junior HS)
7.	Louie A. Delos Reyes	Teacher I	Motibot IS (Junior HS)
8.	Elma D. Tizon	Teacher I	Nato IS (Junior HS)
9.	Reyna Mae C. Padilla	Teacher I	Apolonio Molina IS (Junior HS)
10.	Jenny Dawn P. Umbac	Teacher I	San Pedro NHS (Junior HS)
11.	Danica Joy B. Obongen	Teacher I	Bucana IS (Junior HS)



Republic of the Philippines  
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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/AOV
- 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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