



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No.:	
Date:	By:
RELEASED	

July 31, 2024

Division Memorandum
 No. 4B s. 2024

**CALL FOR APPLICANTS FOR VACANT HEAD TEACHER 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**

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 following vacant positions:

CLUSTER/DISTRICT	POSITION	PLANTILLA ITEM NO.	VICE
CLUSTER I			
➤ POLANCO I	1. Head Teacher IV	OSEC-DECSB-HTEACH4-570028-2014	COMECILLA, GEME AL P., resigned
➤ SDO-for Deployment	1. Head Teacher I	OSEC-DECSB-HTEACH1-570152-2020	COMECILLA, GEME AL P., promoted
➤ POLANCO II	1. Head Teacher I	OSEC-DECSB-HTEACH1-570205-2020	LOVINO, ELSA DAYMIEL, retired
	2. Head Teacher I	OSEC-DECSB-HTEACH1-570010-2011	PILA, JAY REDILLAS, resigned
➤ RIZAL	1. Head Teacher I	OSEC-DECSB-HTEACH1-570095-2016	POLEGRATES, GERRY INDEREZ, deceased



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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➤ SERGIO OSMEÑA I	1. Head Teacher I	OSEC-DECSB-HTEACH1-570167-2016	ROSALES, DARYL LANTICSE, resigned
➤ SERGIO OSMEÑA II	1. Head Teacher I (Junior High School)	OSEC-DECSB-HTEACH1-570004-2019	BALAGOT, GENES ELCAMEL, retired
➤ MUTIA	1. Head Teacher II	OSEC-DECSB-HTEACH2-570061-2021	ALINGAL, JULIETO TABARANZA, retired
CLUSTER II			
➤ KATIPUNAN II	1. Head Teacher V	OSEC-DECSB-HTEACH5-570021-2020	BANAL, ELMER ITOK, retired
CLUSTER III			
➤ SINDANGAN CENTRAL	1. Head Teacher I	OSEC-DECSB-HTEACH1-570059-2022	UGUIS, ALICIA CRUZA, promoted
CLUSTER IV			
➤ SALUG I	1. Head Teacher III (Junior High School)	OSEC-DECSB-HTEACH3-570025-2012	REYES, ROLANDO RUBIO, retired
➤ SALUG II	1. Head Teacher I	OSEC-DECSB-HTEACH1-570008-2018	BENSULAN, MARION VILLAESTER, promoted
➤ BACUNGAN (Leon Postigo)	1. Head Teacher I	OSEC-DECSB-HTEACH1-570056-2018	ANDATAR, MARILYN PANDAC, promoted
CLUSTER V			
➤ TAMPILISAN	1. Head Teacher I	OSEC-DECSB-HTEACH1-570007-2014	ESPERANZA, VIRGILIO TROCIO, promoted
	2. Head Teacher I (Junior High School)	OSEC-DECSB-HTEACH1-570106-2021	MAPULA, JESSA MAE CADAVEDO, promoted
➤ LABASON	1. Head Teacher I	OSEC-DECSB-HTEACH1-570055-2017	BESE, JOHAYRE SALI, promoted
CLUSTER VI			
➤ SIBUCO	1. Head Teacher I	OSEC-DECSB-HTEACH1-570126-2020	CORDOVA, EDGARDO PALLEGA, promoted
	1. Head Teacher I	OSEC-DECSB-HTEACH1-570123-2020	BICA, JAOLANA TINGCAY, promoted



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All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced with page numbers and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link depedzn.net or <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **preferred districts through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before August 9, 2024, Friday, until 5:00 pm only**. Pursuant to DO 19 s 2022, 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.

Below is the CSC Prescribed Minimum Qualification Standard for the positions mentioned above.

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Head Teacher I	14	<p>(ELEMENTARY)</p> <p>Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units</p> <p>(SECONDARY)</p> <p>Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization</p>	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)



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Head Teacher II	15	(ELEMENTARY) Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	RA 1080 (Teacher)
Head Teacher III	16	(SECONDARY) Bachelor's degree in Secondary Education; or Bachelor's degree w/18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (TEACHER)
Head Teacher IV	17	(ELEMENTARY) BEED or Bachelor's degree plus 18 units in Education; and 18 units for a Master's Degree in Education or its equivalent	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 (Teacher)
Head Teacher V	18	(ELEMENTARY) Bachelor's Degree in Elementary Education or Bachelor's degree plus 18 professional units in Education; and Completed Academic requirements in the field of administration, supervision, leadership or management	40 hours of relevant training	HT IV for 2 years	RA 1080 (Teacher)

The hiring and promotion process for School Admin 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"**. Download the **Score Sheet (Enclosure No. 3)** for your reference on the computation of points.

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).



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For the schedule on the timeline of activities, please refer below:

DATE	ACTIVITY	VENUE
July 31, 2024 (Wednesday) 8:00am-5:00pm	Submission of Application Documents	Preferred District
August 9, 2024 (Friday) 8:00am-5:00pm	Deadline for Submission of Application Documents	Preferred District
August 5, 2024 (Monday) 2:00pm	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)	SDO Official FB Page
August 16, 2024 (Friday) 8:00am	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION)	POLANCO NHS – for SDO, Polanco I&II, Sergio Osmeña I & II, Rizal and Mutia applicants
		KATIPUNAN NHS – for Katipunan II applicants
		SNAIS – for Sindangan Central applicants
		LILOY NHS – for Salug I&II and Bacungan applicants
		KIPIT AGRO FHS – Tampilisan and Labason Applicants
		SIOCON SNHS -for Sibuco



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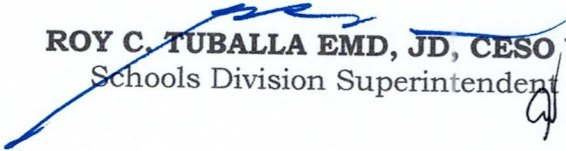
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This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.

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).

For information, guidance and compliance.


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

PSU/gdm/CallforApplicantsforSchoolAdminpositions/ July 31, 2024



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Enclosure No. 1 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

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 and sworn 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.



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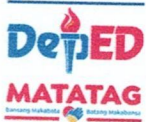
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Enclosure No.2 to DM No. _____, s.2024

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create 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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E-3. SM Expert/NTWG/Committee	3	MOVs		Points	
Applicants who have been chosen and requested to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the NATIONAL level. It should be relevant to the position being applied for to be given points.		Three (3) MOVs 1. Issuance or Memorandum showing the membership in National TWG or Com. 2. Certificate of Participation or Attendance, and 3. Output/ Adoption by the organization/DepEd.		3	
E-4. Resource Speaker/Learning Facilitation	2	Level		Points	
MOVs (3): 1. Issuance/Memorandum/ Invitation/ Training Matrix 2. Certificate of Recognition/ Merit/Commendation/ Appreciation 3. Slide deck/s used and/or Session guide/s. <i>All listed MOVs shall be submitted.</i>		Applicants from external institution			
		Organizational Level Speakership or Higher		2	
		Local Office Level Speakership		1	
		Applicants from central office			
		National Level Speakership or Higher		2	
		Central Office Level Speakership		1	
		Applicants from regional office			
		National Level Speakership or Higher		2	
		Regional Office Speakership		1	
		Applicants from schools division office			
		Regional Level Speakership or Higher		2	
		Division/Provincial/City Level Speakership		1	
		Applicants from schools			
		Division Level Search or Higher		2	
		School/Municipality /District Level Speakership		1	
E-5. NEAP Accredited Learning Facilitator	2	Certificate of Recognition as Learning Facilitator issued by NEAP			
Applicants who have been given accreditation as Learning Facilitator by NEAP		Accredited National Assessor		2	
		Accredited National Trainer		1.5	
		Accredited Regional Trainer		1	
F. APP OF EDUCATION	10	<i>(Acquired after the last promotion)</i>			
The contribution made by an applicant to their workplace as a result of their learnings from education degree/sand units earned such as applied concepts, processes, and skills that are relevant to the position to be filled.		MOVs Submitted		Points	
				Relevant	NOT Relevant
		Three (3) MOVs			
		1. Action Plan approved by the Head of Office (HO)		10	5
		2. Accomplishment Report verified by the HO.			
		3. Certification of the utilization/ adoption signed by HO			
		Two (2) MOVs			
		1. Action Plan approved by the Head of Office		7	3
		2. Accomplishment Report verified by the HO			
		One (1) MOV			
		1. Action Plan approved by the Head of Office		5	1
G. APPLICATION OF L&D	10	<i>(Acquired after the last promotion)</i>			
1) Certification on any applicable L&D aligned with the IDP 2) Action Plan/REAP/ JEL/ Impact Project applying the learnings from the L&D intervention attended, duly approved by the HO. 3) Accomplishment Report & Certification that L&D intervention was adopted by the office - local level. 4) Accomplishment Report & Certification that L&D intervention was adopted by a different office at the local/higher level.		Four (4) MOVs		10	5
		1.Certificate of Training/Certification L&D aligned w/IDP			
		2.Aproved Action Plan/RE-entry Action Plan, JEL			
		3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level			
		4.Accomplishment Report w/certification that L&D intervention was adopted by the office at the local level			
		Three (3) MOVs		7	3
		1.Certificate of Training/Certification L&D aligned w/IDP			
		2.Aproved Action Plan/RE-entry Action Plan, JEL			
		3.Accomplishment Report w/certification that L7D intervention was adopted by the office at the local level			
		Two (2) MOVs		5	1
		1.Certificate of Training/Certification L&D aligned w/IDP			
		2.Aproved Action Plan/RE-entry Action Plan, JEL			
H. POTENTIAL	15	<i>The points earned from each area are cumulative to determine the total points for BEI component.</i>			
Applicant's inability to take the principal's test shall not be considered grounds for disqualification. NO test shall only mean no score under the written exam component.		Principal-I, ASP-II (Entry-level SP Positions)		Appointment to Other and Higher SH Positions	
		Written Exam	NQESH Numerical Score/200)*10 = Points	SDO-developed Numerical Score/100) * 5 = Points	5
		Behavioral EI	Max of 5 points	Max of 10 points	
TOTAL	100	<i>Encoded/Verified by:</i>		SCORE	

I hereby attest to the conduct of the application and assessment process in accordance with the applicable, guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the said position. Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Signature of Applicant: _____

Date: _____

Attested by HRMPSB Chairman/Representative: _____

Date: _____