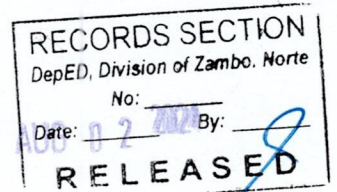




Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent




August 1, 2024

Division Memorandum
No. 420, 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 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 8, 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/cij/DM- SubmitPertinentPapersforAppointment
0000046-2024/08012024



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

NEWLY HIRED ELEMENTARY TEACHERS

S/N	Name of Newly Hired (Natural Vacancy)	Position Title	Residence	School Assignment
1.	Miraflor P. Omandam	Teacher I	Sergio Osmeña, ZDN	San Francisco ES Sergio Osmeña II District
2.	Sharon E. Pelone	Teacher I	Sirawai, ZDN	Tibalos ES Sirawai District
3.	Richel S. Suyom	Teacher I	Rizal, ZDN	La Esperanza ES Rizal District
4.	Cindy B. Bellino	Teacher I	Piñan, ZDN	Teresita IS Piñan District
5.	Maricris R. Carcallas	Teacher I	Katipunan, ZDN	Banbanan ES Katipunan I District
6.	Ma. Ginafe F. Bala	Teacher I	Gutalac, ZDN	Bacong ES Gutalac II District
7.	Henrymae C. Quilaton	Teacher I	Godod, ZDN	Delucot ES Godod District
8.	Jahura H. Dammang	Teacher I	Sibuco, ZDN	Lunday Valley ES Sibuco District
9.	Maribel E. Manong	Teacher I	Godod, ZDN	Galos ES Godod District
10.	Ritchelle E. Ensil	Teacher I	Siayan, ZDN	Basak ES Siayan District
11.	Ailyn S. Bulagao	Teacher I	Katipunan, ZDN	Gulapa ES Katipunan II District
12.	Faija A. Salihon	Teacher I	Sibuco, ZDN	Litawan ES Sibuco District
13.	Michele C. Tuyac	Teacher I	Godod, ZDN	Makinaryas ES Godod District
14.	Isa E. Salmorin	Teacher I	Gutalac, ZDN	Canuto Enerio ES Gutalac I District
15.	Geralyn S. Jalnaiz	Teacher I	Kalawit, ZDN	Paraiso ES Kalawit District
16.	Hazell E. Tejada	Teacher I	Gutalac, ZDN	New Dapitan ES Gutalac II District
17.	Judy Ann V. Tabiliran	Teacher I	Sirawai, ZDN	Mauricio V. Landingin ES Sirawai District
18.	Merigyn A. Alimbang	Teacher I (SPIMS)	Sindangan, ZDN	Layawan ES Sindangan Central District



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19.	Anisa G. Silongan	Teacher I (SPIMS)	Sindangan, ZDN	Motibot IS Sindangan North District
20.	Florisa S. Geolin	Teacher I (SPIMS)	Sindangan, ZDN	Upper Nipaan ES Sindangan North District
21.	Mary Joy T. Butanas	Teacher I (SPIMS)	Sergio Osmeña, ZDN	Bagumbayan ES Sergio Osmeña II District
22.	Doje A. Fernandez	Teacher I (SPIMS)	Salug, ZDN	Tapalan ES Salug II District
23.	Marichu B. Bandico	Teacher I (SPIMS)	Kalawit, ZDN	Palalihan ES Kalawit District
24.	Rona M. Reyes	Teacher I (SPIMS)	Labason, ZDN	Immaculada IS Labason District
25.	Norhayate M. Bese	Teacher I (SPIMS)	Labason, ZDN	Kipit IS Labason District

NEWLY TRANSFERRED JUNIOR HIGH SCHOOL TEACHERS

S/N	Name of Transferee (thru approved request)	POSITION TITLE	PLACE OF NEW ASSIGNMENT
1.	Naome P. Oksok	Teacher III	Polanco NHS (Junior HS)

S/N	Name of Transferee (thru swapping agreement)	Position Title	School Assigned
1.	Princes D. Anlip	Teacher I	Ilihan NHS (Junior High)
2.	Bernadeth A. Nonong	Teacher I	Dinasan NHS (Junior High)



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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 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/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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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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.**
- **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)*
- 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.
- 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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