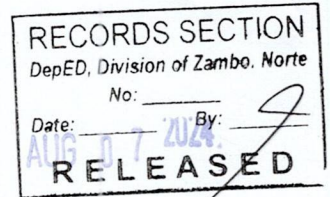




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 7, 2024

Division Memorandum
No. 426, s. 2024

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

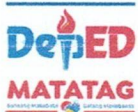
TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Comparative Assessment Result (CAR) of **Newly Promoted Head 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 14, 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
0000047-2024/08072024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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

Enclosure No. 1

NEWLY PROMOTED HEAD TEACHERS

S/N	NAME	POSITION TITLE	SCHOOL/DISTRICT
1.	Mae Donette T. Quijano	Head Teacher I	Balubohan ES Roxas II District
2.	Wilbert A. Bajo	Head Teacher III	La Libertad NHS
3.	Jeanelly G. Salapan	Head Teacher III	Antonino ES Sergio Osmeña I District
4.	Jethro A. Caermare	Head Teacher I	Crisologo ES Polanco I District
5.	Jeneveb C. Alumbro	Head Teacher I	Nangca ES Rizal District
6.	Joel G. Gerbolingo Sr.	Head Teacher I	San Roque ES Rizal District
7.	Mervin B. Coper	Head Teacher I	Totongon ES Mutia District
8.	Joseph S. Rendon	Head Teacher III	Jose Gayapa Jr. ES Katipunan I District
9.	Sonia G. Bensulan	Head Teacher III	Sindangan National Agricultural IS
10.	Rowena Ria V. Dunque	Head Teacher I	Sindangan National Agricultural IS
11.	Geraldson A. Crispo	Head Teacher I	Titik ES Sindangan South District
12.	Cris Mayvil S. Beniga	Head Teacher I	Siari John H. Roemer NHS
13.	Emelly T. Oga	Head Teacher I	Lipay ES Ponot District
14.	Fredie B. Ferolino	Head Teacher I	Liloy NHS-Silucap Extension
15.	Celsor A. Racho	Head Teacher III	Liloy NHS
16.	Jilian D. Hamac	Head Teacher II	Lower Titik ES Bacungan District
17.	Razida Lovely I. Wamar	Head Teacher I	Ubay NHS
18.	Gecela S. Tamayo	Head Teacher I	Kipit Agro-Fishery HS
19.	William M. Calasang	Head Teacher V	Immaculada Concepcion ES Gutalac II District
20.	Mila D. Gallego	Head Teacher II	Lituban ES Siocon District



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR PROMOTION
(NATURAL VACANCY)**

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/SDO.**
- **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*)

“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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