



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. _____	By: _____
Date: <u>AUG 20 2024</u>	
RELEASED	

August 19, 2024

Division Memorandum  
No. 442, 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 Hired and Promoted Nonteaching Personnel**, 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 26, 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/cji/DM- SubmitPertinentPapersforAppointment  
000049-2024/08192024



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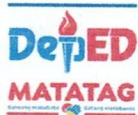
Republic of the Philippines  
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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**NEWLY HIRED NONTEACHING PERSONNEL**

S/N	Name of Appointee	Position Title	Residence	School/District
1.	JOE KARL D. PETRAS	Administrative Officer II	Sibutad, ZDN	<b>Rizal District Office</b>
2.	JOSE RONEL S. MALICAY	Administrative Officer	Sibutad, ZDN	<b>Marapong ES</b> Sibutad District
3.	MENJA C. GORNES	Nurse II	Sergio Osmeña, ZDN	<b>San Isidro NHS</b>
4.	JEMMAR T. ALIT	Administrative Officer II	Katipunan, ZDN	<b>Carupay ES</b> Katipunan I District
5.	THEA ABEGAIL C. DAHILI	Administrative Assistant II	Katipunan, ZDN	<b>Katipunan CS</b> Katipunan I District
6.	MARYJADE G. SUELTO	Administrative Assistant II	Roxas, ZDN	<b>Dohinob NHS</b>
7.	ROBERTO T. LIHAYLIHAY	Farm Worker I	Sindangan, ZDN	<b>Sindangan National Agricultural IS</b>
8.	JENEPHER Z. LLUVIDO	Administrative Officer II	Siayan, ZDN	<b>Litolet ES</b> Siayan District
9.	ROSEMARIE E. PUMICPIC	Administrative Officer II	Siayan, ZDN	<b>Suminalum ES</b> Siayan District
10.	KRISHNA MARIE P. DOCENA	Administrative Assistant II	Leon B. Postigo, ZDN	<b>Bacungan NHS</b>
11.	NIDA B. SADDAL	Administrative Assistant II	Liloy, ZDN	<b>Liloy NHS</b>
12.	EDGARDO C. LABIAGA	Administrative Officer II	Godod, ZDN	<b>Dipopor ES</b> Godod District
13.	ROSELYN U. JASMA	Registrar I	Labason, ZDN	<b>Ubay NHS</b>
14.	EGLYN B. LUGSANAY	Administrative Assistant II	Kalawit, ZDN	<b>Kalawit CS</b> Kalawit District
15.	LOVELY JESSA MAE S. SOREÑO	Administrative Aide IV	Sindangan, ZDN	<b>Sindangan National Agricultural IS</b>



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**NEWLY PROMOTED NONTEACHING PERSONNEL**

S/N	NAME OF PROMOTED NONTEACHING EMPLOYEES <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
16.	JOHNSON S. ODJALA	Administrative Officer II	<b>Gutalac II District Office</b>
17.	JEAN AUGUST P. RULE	Administrative Assistant II	<b>Sergio Osmeña NHS</b>
18.	KIMBERLY C. CARAGAN	Administrative Officer II	<b>C. CALLAO IS</b> Siocon District
19.	AILEEN E. RAMONOS	Administrative Officer I	<b>Sindangan National Agricultural IS</b>



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Enclosure No.

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(NONTEACHING ONLY)**

Revised July 2024

**Directions:**

**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](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 shall only sign the pg 2 of PDF)*
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 copy each** **Certificate of Employment**
- 1 copy each** **Certificate of Trainings**

**“201 DIVISION Documents” fastened and placed in a light brown Expanded Envelope:**

- 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 (Neuro-psychological 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
- 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. 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](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** 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)

**“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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