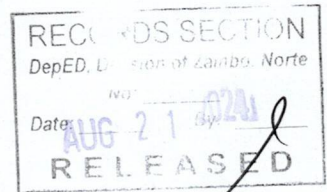




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 21, 2024

Division Memorandum  
No. 948, 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 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 28, 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  
0000049-2024/08202024



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)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines

## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

### NEWLY PROMOTED ELEMENTARY TEACHERS

S/N	NAME OF PROMOTED TEACHERS (thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Irish A. Pisan	Teacher II	Piñan District
2.	Vildomer S. Bagood	Teacher II	Piñan District
3.	Jeff Garry F. Agustin	Teacher II	Polanco I District
4.	Rumil G. Guitarte	Teacher II	Polanco I District
5.	Sheila Mae D. Melendrez	Teacher II	San Isidro CS Sergio Osmeña II District
6.	Roselyn M. Aninon	Teacher II	Manukan II District
7.	Marilyn S. Villaver	Teacher II	Manukan II District
8.	Arcelita G. Dumagao	Teacher II	Ponot District
9.	Eva G. Roa	Teacher II	Sindangan South District
10.	Ernaly R. Tangcalagan	Teacher III	Polanco District
11.	Julius L. Paro	Teacher III	Piñan District
12.	Jerry Boy A. Taotao	Teacher III	Piñan District
13.	Maria Luna B. Dagpin	Teacher III	Piñan District
14.	Merlyn May I. Quiamjot	Teacher III	Piñan District
15.	Alexander B. Quiamjot	Teacher III	Piñan District
16.	Edgar F. Agustin Jr.	Teacher III	Polanco II District
17.	Emmie P. Basong	Teacher III	Mutia District
18.	Charlyn B. Asister	Teacher III	Sergio Osmeña I District
19.	Lyneth S. Jauculan	Teacher III	Sergio Osmeña I District
20.	Zoren C. Binarao	Teacher III	Rizal District
21.	Rey D. Suminggit	Teacher III	Rizal District
22.	Jenaly A. Sarucam	Teacher III	Dr. Jose Rizal ES Katipunan I District
23.	Cecila O. Abamo	Teacher III	Katipunan CS Katipunan I District
24.	Ritchel S. Etam	Teacher III	Roxas II District
25.	Clarisse O. Zamoras	Teacher III	Roxas II District
26.	Jade B. Per	Teacher III	Roxas II District
27.	Francis A. Manansala	Teacher III	Roxas II District
28.	Claudio O. Mabilog	Teacher III	Manukan II District
29.	Lucita L. Caylaluad	Teacher III	Manukan II District
30.	Mercy P. Limpahan	Teacher III	Sindangan South District
31.	Barbara B. Guerra	Teacher III	Sindangan South District
32.	Giovanni L. Lavador	Teacher III	Sindangan South District
33.	Judith O. Adorna	Teacher III	Ponot District
34.	Christie Marie T. Hamoy	Teacher III	Ponot District
35.	Dianna Rose A. Maningo	Teacher III	Sindangan Central District



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36.	Lumen A. Baco	Teacher III	Siayan District
37.	Cris L. Emblan	Teacher III	Siayan District
38.	Sarah Jane A. Guminta	Teacher III	Siayan District
39.	Kent Spencer A. Sanico	Teacher III	San Isidro CS Sergio Osmeña II District
40.	Roselyn C. Hamac	Teacher III	Sindangan Central District
41.	Glance E. Derilo	Teacher III	Sindangan Central District
42.	Annalida G. Dagondong	Teacher III	Sindangan North District
43.	Vivian G. Codoy	Teacher III	Sindangan North District
44.	Ma. Ronavic M. Siso	Teacher III	Sindangan North District
45.	Lorna V. Vallinas	Teacher III	Sindangan North District
46.	Glance E. Derillo	Teacher III	Sindangan Central District
47.	Judith O. Adorna	Teacher III	Ponot District

**NEWLY PROMOTED JUNIOR HIGH SCHOOL TEACHERS**

S/N	NAME OF PROMOTED TEACHERS <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Jessa B. De Pedro	Teacher II	Sebaca NHS (Junior High)
2.	Vanessa L. Declaros	Teacher II	Katipunan NHS (Junior High)
3.	Jurich B. Parilla	Teacher II	Sindangan NHS (Junior High)
4.	Daryl B. Prejoles	Teacher III	Sergio Osmeña NHS- Bagong Baguio Ext. (JHS)
5.	Regie S. Fuentes	Teacher III	Piñan NHS (Junior High)
6.	Arnold C. Pagente	Teacher III	Piñan NHS (Junior High)
7.	Cherry Beth I. Pagente	Teacher III	Piñan NHS (Junior High)
8.	Expedito I. Tigon Jr.	Teacher III	Mutia NHS (Junior High)
9.	Aichem F. Anobling	Teacher III	Piñalan IS (Junior High)
10.	Francis Ivan T. Sarion	Teacher III	Bulawan IS (Junior High)
11.	Marivic M. Bation	Teacher III	Siari John H. Roemer NHS (Junior High)
12.	Mary Grace H. Portuguez	Teacher III	Bartolome C. Lira Sr., NHS (Junior High)



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13.	Odette Jean V. Rubin	Teacher III	Katipunan NHS (Junior High)
14.	Jessabel G. Drilon	Teacher III	San Jose NHS (Junior High)
15.	Jamelah Aysah C. Etang	Teacher III	Sindangan NHS (Junior High)
16.	Jasmin C. Pernito	Teacher III	Dinasan NHS (Junior High)

**NEWLY PROMOTED SENIOR HIGH SCHOOL TEACHERS**

S/N	NAME OF PROMOTED TEACHERS ( <i>thru Natural Vacancy</i> )	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Kristine Mae J. Salaveria	Teacher II	Polanco NHS (Senior High)
2.	Charles L. Carollo	Teacher II	Polanco NHS -Isis Ext. (Senior High)
3.	Vanessa L. Lincuna	Teacher II	Piñan NHS (Senior High)
4.	Hannah Florence N. Divinagracia	Teacher II	Katipunan NHS (Senior High)
5.	Monique R. Montilla	Teacher III	Sergio Osmeña NHS (Senior High)
6.	Susan B. Sumiwan	Teacher III	Katipunan NHS (Senior High)
7.	Lulu B. Caparoso	Teacher III	Sindangan NHS (Senior High)



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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! ☺**



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)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte