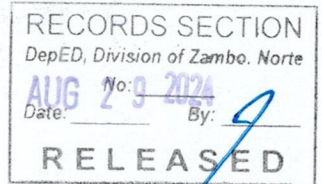




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent




August 29, 2024

Division Memorandum
No. 455, 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 **September 5, 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/cjj/DM- SubmitPertinentPapersforAppointment
0000050-2024/08292024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
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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.	Meriam P. Asuncion	Teacher II	Salug I District
2.	Evelyn M. Plazos	Teacher II	Liloy II District
3.	Elsie M. Parami	Teacher II	Tampilisan District
4.	Juliet G. Maata	Teacher II	Labason District
5.	Mae Ann L. Ligutom	Teacher II	Labason District
6.	Cristy P. Subido	Teacher II	Siocon District
7.	Daisy S. Pabatao	Teacher III	Salug I District
8.	Moin L. Nian	Teacher III	Salug I District
9.	Vi-Daylin B. Ganados	Teacher III	Liloy II District
10.	Fretzie Joy L. Piala	Teacher III	Liloy II District
11.	Daylyn May P. Rebleza	Teacher III	Liloy II District
12.	Rheza Ann G. Plaza	Teacher III	Liloy I District
13.	Shirley R. Lubrido	Teacher III	Liloy I District
14.	Erra E. Saladaga	Teacher III	Liloy I District
15.	Nur-aida M. Sappal	Teacher III	Liloy I District
16.	Teresita T. Montero	Teacher III	Liloy I District
17.	Merlyn T. Salada	Teacher III	Liloy I District
18.	Medilyn C. Talamisan	Teacher III	Liloy I District
19.	Belen B. Calumba	Teacher III	Liloy I District
20.	Velin A. Timtim	Teacher III	Liloy I District
21.	Angelito S. Gumila	Teacher III	Liloy I District
22.	Chuchie T. Reganon	Teacher III	Godod District
23.	Gerardo C. Toto	Teacher III	Godod District
24.	Benjie M. Mendresa	Teacher III	Bacungan District
25.	Merigen B. Mendresa	Teacher III	Bacungan District
26.	Precious Mae L. Gone	Teacher III	Bacungan District
27.	Rosegene V. Maratas	Teacher III	Bacungan District
28.	Annabelle B. Descallar	Teacher III	Tampilisan District
29.	Iris R. Pagador	Teacher III	Tampilisan District
30.	Juliet B. Camanse	Teacher III	Tampilisan District
31.	Rhinadel A. Fuentes	Teacher III	Tampilisan District
32.	Jean R. Jumud	Teacher III	Gutalac II District
33.	Julie Kristy D. Miranda	Teacher III	Gutalac II District
34.	Irene T. Galo	Teacher III	Labason District
35.	Mharmen V. Cagbabanua	Teacher III	Labason District
36.	Aina Mae E. Uy	Teacher III	Labason District



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37.	Raponzel C. Diliman	Teacher III	Labason District
38.	Melchora T. Bunot	Teacher III	Labason District
39.	Marycel Q. Agrabio	Teacher III	Labason District
40.	Ernie V. Mejares	Teacher III	Labason District
41.	Leslie S. Geñoso	Teacher III	Labason District
42.	Crismark G. Miranda	Teacher III	Gutalac I District
43.	Lia J. Beliganio	Teacher III	Gutalac I District
44.	Virgel O. Jumalon	Teacher III	Baliguian District
45.	Mary Grace M. Patayon	Teacher III	Baliguian District
46.	Evangeline T. Obnimaga	Teacher III	Siocon District
47.	Lucy S. Soledad	Teacher III	Siocon District
48.	Juliet V. Flores	Teacher III	Siocon District
49.	Jonah E. Busca	Teacher III	Siocon District

NEWLY PROMOTED JUNIOR HIGH SCHOOL TEACHERS

S/N	NAME OF PROMOTED TEACHERS <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Edmil L. Rebollos	Teacher III	Liloy NHS (Junior High)
2.	Anna Luz D. Surjedo	Teacher II	Liloy NHS (Junior High)
3.	Brian L. Rebleza	Teacher II	Liloy NHS (Junior High)
4.	Kathleen Kim A. Maratas	Teacher III	Bacungan NHS (Junior High)
5.	Peter Jessie Y. Felix	Teacher III	Bacungan NHS (Junior High)
6.	Christian Neoller T. Lacason	Teacher III	Bacungan NHS (Junior High)
7.	Jeff Pio Pry P. Bayawa	Teacher III	Bacungan NHS (Junior High)
8.	Julita E. Empis	Teacher III	Salug NHS (Junior High)
9.	Melwida P. Galleposo	Teacher III	Salug NHS (Junior High)
10.	Nezil C. Bucog	Teacher III	Gutalac NHS (Junior High)
11.	Maristel R. Pasco	Teacher II	Gutalac NHS (Junior High)



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NEWLY PROMOTED SENIOR HIGH SCHOOL TEACHERS

S/N	NAME OF PROMOTED TEACHERS <i>(thru Natural Vacancy)</i>	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Mark Luther A. Almonte	Teacher II	Sindangan National Agricultural IS (Senior High)
2.	Wilito D. Tayone	Teacher II	Kalawit NHS (Senior High)
3.	Ira Monica C. Dagpin	Teacher II	Sta. Maria NHS (Senior High)
4.	Al Anthonie C. Gumapo	Teacher II	Julian Soriano MCHS (Senior High)
5.	Claire G. Miranda	Teacher III	Gutalac 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 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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