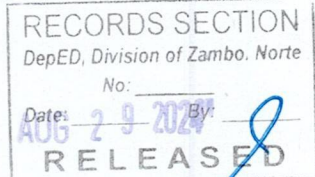




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 29, 2024

Division Memorandum
No. 49, s. 2024

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

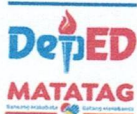
TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Plotting Worksheet of **Newly Hired Junior High School Teachers and Senior 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 **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/cj/DM- SubmitPertinentPapersforAppointment
0000051-2024/08292024



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

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

NEWLY HIRED JUNIOR HIGH SCHOOL TEACHERS

S/N	NAME OF PROMOTED TEACHERS (thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Jasmin E. Bato	Teacher I (SPIMS)	Labason IS (Junior HS)
2.	Icon Jules F. Descallar	Teacher I	Sta. Maria NHS (Junior HS)
3.	Jovel Gay D. Fernandez	Teacher I	Sta. Maria NHS (Junior HS)
4.	Mary Earl T. Albino	Teacher I	Ponot NHS (Junior HS)
5.	Mark Benjie S. Duhig	Teacher I	Liloy NHS-Silucap Ext. (Junior HS)

NEWLY HIRED SENIOR HIGH SCHOOL TEACHERS

S/N	NAME OF PROMOTED TEACHERS (thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Angelica C. Malabarbas	Teacher I	Sta. Maria NHS (Senior High)
2.	Marvin D. Trinidad	Teacher I	Balakan NHS (Senior High)
3.	Jean M. Dima-ampao	Teacher I	Sebaca NHS (Senior High)
4.	Antonio B. Booc	Teacher I	Malayal NHS (Senior High)
5.	Edgar T. Maglinte	Teacher I	Don Teotimo Z. Ochotorena NHS (Senior High)
6.	Jabil U. Mangura	Teacher I	Cawit-Cawit NHS (Senior High)
7.	Mart Jhon V. Mandas	Teacher I	Moliton NHS (Senior High)
8.	Richalyn I. Suliman	Teacher I	Gunyan NHS (Senior High)
9.	Fauja A. Saga	Teacher I	Dacon NHS (Senior High)
10.	Shareymaine Dyle C. Villarín	Teacher I	Don Jose Aguirre NHS (Senior High)



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
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

11.	Christopher Van Roy Arabia	Teacher I	Alam Mudja Sai NHS (Senior High)
12.	Suzzainne L. Puro	Teacher I	La Union IS (Senior High)
13.	Rolie Mae E. Diabo	Teacher I	Raba NHS (Senior High)
14.	Gemelyn S. Eribal	Teacher I	Sta. Maria NHS (Senior High)
15.	Dawn Roxanne B. Camilo	Teacher I	Batayan NHS (Senior High)
16.	Marlou D. Dangan	Teacher I	Raba NHS (Senior High)



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

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(TEACHING ONLY)**
Revised July 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/AO V
- 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! ☺



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