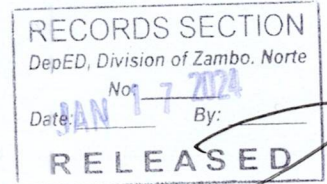




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 17, 2024

Division Memorandum  
No. 47, s. 2023

**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 hired **Project Development Officers (PDO I)**, 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 **January 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/brg/DM- SubmitPertinentPapersforAppointment  
000006-2024/01172024

Enclosure No. 1



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  
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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**LIST OF HIRED PROJECT DEVELOPMENT OFFICER I**

S/N	NAME	RESIDENCE	HOME BASED SCHOOL	DISTRICT
1.	GEKABEL M. VELARDE	POLANCO, ZDN	SGOD-HRD SECTION	DIVISION OFFICE
2.	JORDAN N. ORDENIZA	RIZAL, ZDN	RIZAL CS	RIZAL
3.	EMELY M. OBNIMAGA	ROXAS, ZDN	SERGIO OSMENA CS	SERGIO OSMEÑA I & II
4.	CHRISTIAN JAMES S. PACO	DIPOLOG CITY, ZDN	PIÑAN CS	PIÑAN
5.	MARIANNA KESTREL T. HARAYO	DAPITAN CITY, ZDN	POLANCO CS	POLANCO I
6.	RHEA FREZL E. SUMIOG	SIBUTAD, ZDN	SIBUTAD CS	SIBUTAD
7.	VANNE OLIVE M. AGNIS-JUMAWAN	KATIPUNAN, ZDN	KATIPUNAN CS	KATIPUNAN I
8.	JANICE J. CALAGUIAN	POLANCO, ZDN	ROXAS CS	ROXAS I
9.	BEAUNONI C. TINGSON	MANUKAN, ZDN	MANUKAN WEST CS	MANUKAN I
10.	MICHAEL S. BALIGASA	JOSE DALMAN, ZDN	PONOT CS	PONOT (JOSE DALMAN)
11.	EVELYN E. BAGUISAN	SIAYAN, ZDN	SIAYAN CS	SIAYAN
12.	CELESTE MAE J. PATLINGRAO	SINDANGAN, ZN	SINDANGAN PDS, SC	SINDANGAN CENTRAL
13.	DIVINE RHEA C. GARRIDO	SINDANGAN ZDN	JUAN BUGARIN CS	SINDANGAN NORTH
14.	SHECKA PEARL M. PAGHUBASAN	SINDANGAN, ZDN	MANDIH CS	SINDANGAN SOUTH
15.	ADAILANE N. LLEDO	SALUG, ZDN	SALUG CS	SALUG I
16.	GRACE SUNDAY CLAIRE P. BORLING	GODOD, ZDN	GODOD CS	GODOD
17.	PHILIP O. JUMAWAN	LILOY, ZDN	LILOY CS	LILOY I
18.	LIMBERT P. ESPINA	LILOY, ZDN	BAYBAY CS	LILOY II
19.	CLARISSE LORRAINE B. FERRERAS	LABASON, ZDN	LABASON IS	LABASON
20.	NORIZA JEAN L. DAGA	POLANCO, ZDN	GUTALAC CS	GUTALAC I
21.	REYNALD C. TAMONAN	GUTALAC, ZDN	MAMAWAN ES	GUTALAC II
22.	NOEL P. DACUMOS	KALAWIT, ZDN	KALAWIT CS	KALAWIT
23.	LEAH B. LAGUNAY	TAMPILISAN,	TAMPILISAN	TAMPILISAN



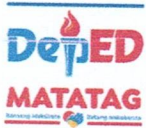
Republic of the Philippines  
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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

24.	YVONNE MANERA	SIOCON, ZDN	SIOCON CS	SIOCON
25.	MUSADDAR L. BANGUIH	SIRAWAI, ZDN	SIRAWAI CS	SIRAWAI I
26.	RICHARD P. PIA	SIBUCO, ZDN	SIBUCO CS	SIBUCO

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment  
000006-2024/01172024



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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  
(NONTEACHING ONLY)**

Revised October 2023

**Directions:**

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.
- 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)

**1<sup>st</sup> Folder: "CSC Documents"**

- 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 each** **Certificate of Employment**
- 1 copy each** **Certificate of Trainings**

**2<sup>nd</sup> Folder: "201 DIVISION Documents"**

- 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.

**Note: Please read and follow the instructions carefully.**

**Thank you! ☺**



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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