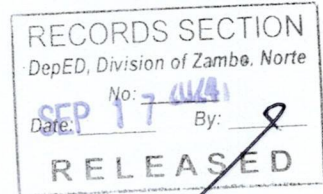




Republic of the Philippines
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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent


September 17, 2024

Division Memorandum
No. 497, 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 and 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 24, 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/cji/DM- SubmitPertinentPapersforAppointment
0000055-2024/09172024



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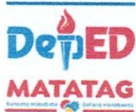
Enclosure No. 1

NEWLY HIRED ELEMENTARY TEACHERS

S/N	Name of Newly Hired	Position Title	Residence	School Assignment
1.	Reymark V. Pasinabo	Teacher I	Baliguian, ZDN	Butin ES Baliguian District
2.	Junard J. Ponce	Teacher I	Gutalac, ZDN	Canuto Enerio ES Gutalac II District

NEWLY PROMOTED TEACHERS

S/N	NAME OF PROMOTED TEACHERS (thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Umbra B. Lakim	Teacher II	Piacan ES Sirawai District
2.	Joseph M. Fernandez Jr.	Teacher II	Sirawai NHS (Junior High)
3.	Nurpayda A. Abang	Teacher II	Sirawai NHS (Senior High)
4.	Vergie F. Tindugan	Master Teacher II	Bagong Baguio ES Sergio Osmeña I District
5.	Ivy A. Areglado	Master Teacher II	Nanginan ES Katipunan I District
6.	Sean S. Mascardo	Master Teacher I	Patagan ES Manukan I District
7.	Evelyn E. Mascardo	Master Teacher I	Serongan ES Manukan I District
8.	May Danelle B. Café	Master Teacher I	Mate ES Manukan I District
9.	Nancy P. Tulabing	Master Teacher I	Pangandao ES Manukan I District
10.	Lilith S. Jumuad	Master Teacher II	Minang ES Roxas I District
11.	Camela S. Gerzon	Master Teacher I	Lipakan ES Roxas II District
12.	Nipany Joy R. Alcalde	Master Teacher I	Lapero ES Sindangan North
13.	Marilou E. Pernia	Master Teacher II	Cilago ES Bacungan District



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14.	Nelly L. Bicoy	Master Teacher I	Sipit ES Godod District
15.	Jocylene D. Ceriales	Master Teacher I	Mabuhay ES Liloy I District
16.	Vivian C. Manosa	Master Teacher I	Malila L ES Liloy I District
17.	Jissel B. Zozobrado	Master Teacher I	San Isidro ES Liloy II District
18.	Enerio E. Recaña	Master Teacher II	Baybay CS Liloy II District
19.	Mary Jane T. Lawag	Master Teacher I	Danao ES Salug I District
20.	Jerry C. Brobo	Master Teacher I	Fatima ES Salug II District
21.	Perla T. Acain	Master Teacher I	Malintubonan ES Labason District
22.	Josephine P. Tagailo	Master Teacher II	Osukan ES Labason District
23.	Leahvic Diozeth I. Villagracia	Master Teacher II	Gutalac CS Gutalac I District
24.	Llewelyn May M. Berjame	Master Teacher I	San Juan ES Gutalac I District



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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:*

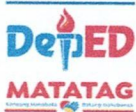
- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC 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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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**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! 😊



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