



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: _____
 Date: _____ By: _____
RELEASED

Office of the Schools Division Superintendent

October 3, 2024

Division Memorandum
 No. 527 s. 2024

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 AND 2 NONTEACHING
 POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors
 School Heads for Elementary and Secondary Level
 Administrative Officer II
 All Others Concerned**

In line with Schools Division Office D4D (Decentralization, Devolution, Delegation and Deputization), where the conduct of primary selection of lower positions is decentralized and localized at the district level, this Division invites all interested and qualified applicants for the following vacant positions:

CLUSTER/DISTRICT	SCHOOL/PLACE OF ASSIGNMENT	POSITION	PLANTILLA ITEM NO.	VICE
DIVISION ITEMS	1. CID (EPS) Office	Administrative Aide VI	OSEC-DECSB-ADA6-570082-2014	OCUPE, MARY JERICA L, prom.
	2. PERSONNEL Office	Administrative Aide VI	OSEC-DECSB-ADA6-570083-2014	BOLNEO, MARY MAE VILLAVER, prom.
	3. ACCOUNTING OFFICE	Administrative Assistant II	OSEC-DECSB-ADAS2-570024-2004	BANZUELA, MARLYN ARIPAL, prom.
	4. Office of the ASDS	Administrative Assistant III	OSEC-DECSB-ADAS3-570150-2014	DE LA CERNA, MARIFE ANO-AN, prom.

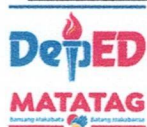




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CLUSTER I				
RIZAL	Rizal NHS – Senior HS)	Administrative Assistant II	OSEC-DECSB-ADAS2-570072-2016	BAYOBAY, FRANKLIN ARBOIZ, resigned
PIÑAN	Piñan NHS – Senior HS	Registrar I	OSEC-DECSB-R1-570032-2016	PARREÑO, GERTIE INSONG, resigned
CLUSTER II				
MANUKAN I	Manukan NHS – Senior HS	Administrative Assistant II	OSEC-DECSB-ADAS2-570074-2016	LACANO, LARRY AGUILAR, transfer
CLUSTER IV				
SALUG I	Salug NHs	Guidance Counselor I	OSEC-DECSB-GUIDC1-570028-2008	UNFILLED
LILOY I	Liloy NHS	Guidance Counselor I	OSEC-DECSB-GUIDC1-570023-2008	TAN, SOCORRO DAYMIEL, resigned
CLUSTER V				
Gutalac I	District Office	Administrative Assistant III	OSEC-DECSB-ADAS3-570083-2014	FUERTES, RANDY ALVAREZ, prom.
Gutalac I	Gutalac NHS	Disbursing Officer II	OSEC-DECSB-DO2-570023-2007	LIM, ERMIE EDAYAN, retired
Upper Gutalac II	District Office	Administrative Assistant III	OSEC-DECSB-ADAS3-570102-2017	ANITO, JESSIE CAGAPE, prom.
CLUSTER VI				
Siocon	Siocon CS	Administrative Assistant III	OSEC-DECSB-ADAS3-570108-2017	Dapat, Karen Shane B., prom.



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All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.

Applicants must secure **Division Unique Application Number (DUAN)** through this link depedzn.net or <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **preferred districts where the vacancy exist through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II or to the Division Office - Personnel Unit for the division items on or before October 14, 2024, Monday until 5:00 pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

The hiring and promotion process for nonteaching positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**. Points obtained based on the old guidelines will no longer be considered or accepted.

Below is the job description and minimum qualification standard required for the said positions. Please be guided accordingly.

A. CSC QUALIFICATION STANDARD

Position and Salary Grade	QUALIFICATION				Competency (if applicable)
	Education	Training	Experience	Eligibility	
Administrative Aide VI - SG 6	Completion of 2 years college studies	None Required	None Required	Career Service Sub-Professional / First Level Eligibility	Bachelor's degree; 2 years relevant experience; Knowledge on Computer (MS Word, MS Excel, Power Point, Google Sheet, etc.)

B. JOB DESCRIPTION

FOR PERSONNEL Office - To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.

FOR CID Office - To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.





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A. CSC QUALIFICATION STANDARD					
Position and Salary Grade	QUALIFICATION				
	Education	Training	Experience	Eligibility	Competency (if applicable)
Administrative Assistant II/Disbursing Officer II - SG 8 (Item for Accounting Section and Field)	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility	BS Acctg. Tech; with NC III Bookkeeping, knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.); with 2 years experience in Bookkeeping, Auditing or other acctg.related work

B. JOB DESCRIPTION

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

A. CSC QUALIFICATION STANDARD

Position and Salary Grade	QUALIFICATION				
	Education	Training	Experience	Eligibility	Competency (if applicable)
Administrative Assistant III - SG 9 (Item for Office of the ASDS)	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility	Bachelor's degree related to Secretarial courses; Basic Knowledge in Computer Operations such as MS Office, MS Excel, Google Sheet, etc.)

B. JOB DESCRIPTION

To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.



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A. CSC QUALIFICATION STANDARD					
Position and Salary Grade	QUALIFICATION				
	Education	Training	Experience	Eligibility	Competency (if applicable)
Administrative Assistant III - SG 9 (For field items)	Completion of 2 years college studies	4 hours relevant training	1 year relevant experience	CS Sub Professional/ First Level Eligibility	BS in Accountancy or BS Acctg. Tech; with NC III Bookkeeping, knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.); with 2 years experience in Bookkeeping, Auditing or other acctg.related work

B. JOB DESCRIPTION

This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

A. CSC QUALIFICATION STANDARD

Position and Salary Grade	QUALIFICATION				
	Education	Training	Experience	Eligibility	Competency (if applicable)
Registrar I - SG 11	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/Appropriate Eligibility for Second Level Position	Knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.);

B. JOB DESCRIPTION

Organize and administer records, progression and graduation eligibility of all students within the school's systems; report on trends, students of concern and other areas needed.

A. CSC QUALIFICATION STANDARD

Position and Salary Grade	QUALIFICATION				
	Education	Training	Experience	Eligibility	Competency (if applicable)
Guidance Counselor - SG 11	Bachelor's degree relevant to the job	None Required	None Required	RA 1080 (Guidance Counselor)	Knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.);

B. JOB DESCRIPTION

Provides and implements guidance and counseling services.





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The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any **false and fraudulent** document submitted shall be grounds for disqualification per DepEd Order (No. 19 s. 2022).

This Division adheres to the **Equal Employment Opportunity Principle (EEOP)**, thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).

Timeline of activities for the comparative assessment will be announced in a separate memorandum.

This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts. For information, guidance and compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

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PSU/gdm/CallforApplicantsforNonteachingposition/October3,2024



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Enclosure No. 1 of DM No. _____ s. 2024

CHECKLIST OF REQUIREMENTS
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
 Position Applied For: _____
 School of the Position Applied for.: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()

DUAN: _____
 Contact Number: _____
 Religion: _____
 Solo Parent: Yes () No ()

Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
c. Duly accomplished and sworn PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR), Diploma and GWA (if applicable) including completion of graduate and post-graduate units/degrees, if available			
g. Photocopy of Certificate/s of Training, if applicable			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. Photocopy of latest appointment, if applicable			
j. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➤ Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. ➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (j) is not relevant to the position to be filled. 			

Attested:

 HRMO/AO II Designate

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

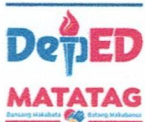
I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Subscribed and sworn to before me this _____ day of _____, year _____.

 Name and Signature of Applicant

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Enclosure No.2 to DM No. _____, s.2024

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create initial registration of application through ***depedzn.net*** or <https://depedzn.net/appreg>
 - 1.b. Update Personal Information
 - 1.c. Click Apply Now
 - 1.d. Select desired Position
 - 1.e. Click **Apply Now** Button
 - 1.f. Select District
 - 1.g. Select School/Office and click Continue
 - 1.h. Click Print Applicant Profile
 - 1.i. Download and Print (Attach Printout in the Application Documents)