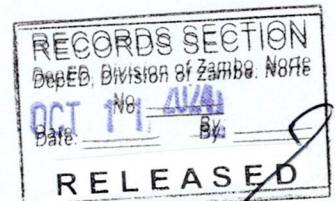




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

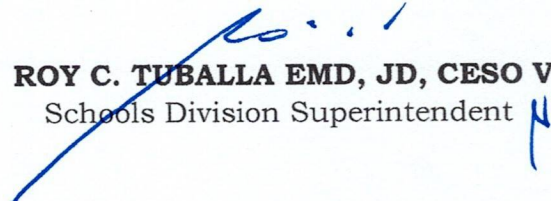
October 11, 2024

Division Memorandum  
No. 541, 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 Newly Promoted Nonteaching Employees**, 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 **October 18, 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/ cji/ DM- SubmitPertinentPapersforAppointment  
000057-2024/10102024



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



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**NEWLY HIRED NONTEACHING PERSONNEL**

S/N	Name of Newly Hired	Position Title	Residence	School/District
1.	<b>ALONA N. ANDAJAO</b>	Registrar I	Labason, ZDN	<b>Ubay NHS</b>
2.	<b>DAISY ANN L. BAYRON</b>	Administrative Officer II	Rizal, ZDN	<b>Sebaca NHS</b>
3.	<b>DANICA MARIE E. BALLADARES</b>	Administrative Officer II	Rizal, ZDN	<b>Nasipang ES</b> Rizal District
4.	<b>AN HEZEL E. APUT</b>	Administrative Officer II	Sibutad, ZDN	<b>Nangcaan ES</b> Rizal District
5.	<b>ELPE M. PORRAS</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>Situbo ES</b> Sergio Osmeña I District
6.	<b>MAHALEEL G. CALUNSAG</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>New Tangub ES II</b> Sergio Osmeña I District
7.	<b>JOYCEE ANNE J. YABO</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>Nebo ES</b> Sergio Osmeña II District
8.	<b>SHINY MAY A. BUTANAS</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>Lebote ES</b> Sergio Osmeña II District
9.	<b>RIZA LISA B. SAURA</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>Mahayahay ES</b> Sergio Osmeña II District
10.	<b>MARLYN E. AGEAS</b>	Administrative Officer II	Sergio Osmeña, ZDN	<b>Tinago ES</b> Sergio Osmeña II District
11.	<b>MARY ROSE V. BENAURO</b>	Administrative Officer II	Sibutad, ZDN	<b>Libay ES</b> Sergio Osmeña II District
12.	<b>ABEGAIL O. TUGAHAN</b>	Administrative Officer II	Katipunan, ZDN	<b>Dabiak NHS</b>
13.	<b>JENELYN C. GUMANAD</b>	Administrative Officer II	Manukan, ZDN	<b>Serongan ES</b> Manukan I District
14.	<b>RONEL F. JAKOSALEM</b>	Administrative Officer II	Manukan, ZDN	<b>Saluyong NHS</b>
15.	<b>ALEMAR N. LIMBUAN</b>	Administrative Officer II	Roxas, ZDN	<b>Piñalan IS</b> Roxas I District
16.	<b>RIESEL JANE S. BARTONICO</b>	Administrative Officer II	Roxas, ZDN	<b>Tantingon ES</b> Roxas I District



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17.	<b>MA. LOURDES B. DACUA</b>	Administrative Officer II	Roxas, ZDN	<b>Piñamar ES</b> Roxas I District
18.	<b>EDNOLEIN L. INCIO</b>	Administrative Officer II	Dipolog City, ZDN	<b>Sibatog ES</b> Roxas I District
19.	<b>ANNA RHEA M. ARMEDILLA</b>	Administrative Officer II	Roxas, ZDN	<b>Panampalay ES</b> Roxas II District
20.	<b>MARY GRACE F. PACURE</b>	Administrative Officer II	Siayan, ZDN	<b>Dumoyog ES</b> Siayan District
21.	<b>RUSHELLE V. MOSEP</b>	Administrative Officer II	Sindangan, ZDN	<b>Moyo ES</b> Siayan District
22.	<b>RHIMARC C. CRAMPATANTA</b>	Administrative Officer II	Siayan, ZDN	<b>Guibo ES</b> Siayan District
23.	<b>JHOAN MAE S. LERIN</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Marupay ES</b> Ponot (Jose Dalman) District
24.	<b>CHRISTIAN VAN PELIADO GUANTERO</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Lipay ES</b> Ponot (Jose Dalman) District
25.	<b>LENIE DANGASE LECERA</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Lopero ES</b> Ponot (Jose Dalman) District
26.	<b>GILBERTO SUCIA COHENA</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Lumaping ES</b> Ponot (Jose Dalman) District
27.	<b>RIENA MAE W. ACOJEDO</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Labakid ES</b> Ponot (Jose Dalman) District
28.	<b>ARLYN J. KISMALI</b>	Administrative Officer II	Jose Dalman, ZDN	<b>Ilihan NHS</b>
29.	<b>JILL C. MANLAYAS</b>	Administrative Officer II	Sindangan, ZDN	<b>Bato ES</b> Sindangan South District
30.	<b>JASON A. ACOPE</b>	Administrative Officer II	Leon B. Postigo, ZDN	<b>Nasibac IS</b> Bacungan (Leon B. Postigo) District
31.	<b>MARINEL A. BACO</b>	Administrative Officer II	Leon B. Postigo, ZDN	<b>Midatag ES</b> Bacungan (Leon B. Postigo) District
32.	<b>AUBREY ROSE S. PANDAC</b>	Administrative Officer II	Leon B. Postigo, ZDN	<b>Lower Tinaplan ES</b> Bacungan (Leon B. Postigo) District
33.	<b>LEAH GORE ALINGAS</b>	Administrative Officer II	Leon B. Postigo, ZDN	<b>Tinguiban ES</b> Bacungan (Leon B. Postigo) District
34.	<b>IVEANNE THERESE M. LAPINIG</b>	Administrative Officer II	Leon B. Postigo, ZDN	<b>Tinuyop ES</b> Bacungan (Leon B. Postigo) District



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35.	<b>ANA ROSE A. GOBIATE</b>	Administrative Officer II	Gutalac, ZDN	<b>Pitawe IS</b> Gutalac II District
36.	<b>ANGIELYN P. LIMBOY</b>	Administrative Officer II	Gutalac, ZDN	<b>Bayanihan ES</b> Gutalac II District
37.	<b>NORMENA C. HAMID</b>	Administrative Officer II	Gutalac, ZDN	<b>Tipan ES</b> Gutalac II District
38.	<b>LADY LIZ DIANNE C. GOMEZ</b>	Administrative Officer II	Tampilisan, ZDN	<b>Malila T. ES</b> Tampilisan District
39.	<b>MAE ANN L. JAUCULAN</b>	Administrative Officer II	Tampilisan, ZDN	<b>New Dapitan ES</b> Tampilisan District
40.	<b>MARY JEAN B. FEROLINO</b>	Administrative Officer II	Tampilisan, ZDN	<b>Tilubog ES</b> Tampilisan District
41.	<b>SHERILYN T. LADJABANGSA</b>	Administrative Officer II	Baliguian, ZDN	<b>Linay ES</b> Baliguian District
42.	<b>RENIL S. SOLATORIO</b>	Administrative Officer II	Sibuco, ZDN	<b>Lipuno ES</b> Sibuco District
43.	<b>JEANETTE M. DELASAS</b>	Administrative Officer II	Sirawai, ZDN	<b>Maharadjia Asim IS</b> Siocon District
44.	<b>DREXLER L. VISITACION</b>	Administrative Officer II	Siocon, ZDN	<b>Jolito Camatura ES</b> Siocon District
45.	<b>ALFREDO C. MERCADO JR.</b>	Administrative Officer II	Gutalac, ZDN	<b>Sas IS</b> Gutalac II District
46.	<b>JERRY MAE P. LECIAS</b>	Administrative Assistant II	Sindangan, ZDN	<b>Siayan NHS (Senior HS)</b>
47.	<b>APPLE SANDEE D. SAMLA</b>	Administrative Assistant II	Liloy, ZDN	<b>Compra NHS</b>
48.	<b>IMY C. ZOSOBRAO</b>	Administrative Assistant II	Salug, ZDN	<b>Salug NHS</b>

**NEWLY PROMOTED NONTEACHING PERSONNEL**

S/N	NAME OF APPOINTEE (thru Natural Vacancy)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	<b>GRACE C. MATIAS</b>	Administrative Officer II	<b>Nilabo ES</b> Rizal District
2.	<b>AILENE MARIE R. AMBA</b>	Administrative Officer II	<b>Rizalina ES</b> Rizal District
3.	<b>LORENE V. AGUSTIN</b>	Administrative Officer II	<b>Mapang ES II</b> Rizal District

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4.	<b>EMPERATRIZ N. PARADERO</b>	Administrative Officer II	<b>San Juan ES</b> Sergio Osmeña I District
5.	<b>KAREN E. LISBOS</b>	Administrative Officer II	<b>S. Osmeña NHS- Bagong Baguio</b>
6.	<b>BEVERLY ANNE Z. AMANDAC</b>	Administrative Officer II	<b>New Dapitan ES</b> Katipunan II District
7.	<b>ETHEL FE B. RETES</b>	Administrative Officer II	<b>Pangandao ES</b> Manukan I District
8.	<b>ALEX A. BELONGHILOT</b>	Administrative Officer II	<b>San Antonio ES</b> Manukan II District
9.	<b>RONELO V. BOHOL</b>	Administrative Officer II	<b>Lingatongan ES</b> Manukan II District
10.	<b>RHEA V. MACUTE</b>	Administrative Officer II	<b>Saluyong ES</b> Manukan II District
11.	<b>CHARLEMAGNE I. LEE</b>	Administrative Officer II	<b>Dipane ES</b> Manukan II District
12.	<b>AGNES R. ANDALAHAO</b>	Administrative Officer II	<b>Gupot ES</b> Manukan II District
13.	<b>ANALIE C. FERMIN</b>	Administrative Officer II	<b>Langatian NHS - Extension Lipakan</b>
14.	<b>FERNALINE P. ROSALEJOS</b>	Administrative Officer II	<b>Situbo ES</b> Roxas II District
15.	<b>JOLIE BOY A. LIRA</b>	Administrative Officer II	<b>Tague ES</b> Siayan District
16.	<b>JUNRIE MARK V. VILLARIN</b>	Administrative Officer II	<b>Tamarok ES</b> Ponot (Jose Dalman) District
17.	<b>DOÑA MARY GLEM FRIGILLANO GUMANAD</b>	Administrative Officer II	<b>Sigamok ES</b> Ponot (Jose Dalman) District
18.	<b>MC CHARBY CESPON VILLANUEVA</b>	Administrative Officer II	<b>Murob ES</b> Ponot (Jose Dalman) District
19.	<b>JESON S. GALOPE</b>	Administrative Officer II	<b>Panganuran ES</b> Gutalac I District
20.	<b>ABDURAKMAN N. ATANI</b>	Administrative Officer II	<b>Litawan ES</b> Sibuco District
21.	<b>BEN B. BAHANDI JR.</b>	Administrative Officer II	<b>Julian Soriano CHS</b>



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Enclosure No. 3

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(NONTEACHING 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/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](http://www.csc.gov.ph) and [www.depedzn.net](http://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 shall only sign the pg 2 of PDF)
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 copy each** Certificate of Employment
- 1 copy each** Certificate of Trainings

**“201 DIVISION Documents” fastened and placed in a light brown Expanded Envelope:**

- 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 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](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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](http://www.csc.gov.ph) and [www.depedzn.net](http://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](http://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)
- 1 photocopy** **TESDA National Certificate II** (If Teacher II Senior High-TVL Track)
- 1 photocopy** **TESDA Trainers Methodology Certificate** (If Teacher II Senior High-TVL Track)

**“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](http://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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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