



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION DepED, Division of Zambo. Norte No: _____ Date: <u>OCT 11 2024</u> <b>RELEASED</b>
--

October 11, 2024

Division Memorandum  
 No. 542 s. 2024

**CALL FOR APPLICANTS FOR VACANT HEAD TEACHER 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
<b>CLUSTER I</b>				
<b>LA LIBERTAD DISTRICT</b>		Head Teacher III	OSEC-DECSB-HTEACH3-570415-1998	BULAJAO, DAYLINDA JUMAWAN, retired
<b>SERGIO OSMEÑA I DISTRICT</b>		Head Teacher I	OSEC-DECSB-HTEACH1-570053-2008	JAUCULAN, FIDEL GALLEPOSO, retired
	Sergio Osmeña NHS	Head Teacher IV Subject: <b>FILIPINO</b>	OSEC-DECSB-HTEACH4-570021-2014	VILLANUEVA, LINDY PADIN, deceased
<b>CLUSTER II</b>				
<b>KATIPUNAN II DISTRICT</b>		Head Teacher I	OSEC-DECSB-HTEACH1-570204-2020	EMPEYNADO, ERLINDA LELIC, retired



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



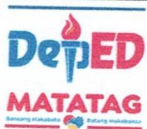
Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<b>MANUKAN II DISTRICT</b>		Head Teacher I	OSEC-DECSB-HTEACH1-570013-2009	LANGCAMON, ROGELIO ANTIGA, retired
<b>CLUSTER III</b>				
<b>SINDANGAN CENTRAL DISTRICT</b>		Head Teacher III	OSEC-DECSB-HTEACH3-570412-1998	MANAYA, ESMERALDO BARAZON,
<b>CLUSTER IV</b>				
<b>LILLOY I DISTRICT</b>		Head Teacher II	OSEC-DECSB-HTEACH2-570032-2023	BERSABAL, TEODIVELA DINGAL, deceased
<b>CLUSTER VI</b>				
<b>BALIGUIAN DISTRICT</b>		Head Teacher I	OSEC-DECSB-HTEACH1-570013-2017	HADJAL, MILAGROSA BANGUIH, retired
		Head Teacher III	OSEC-DECSB-HTEACH3-570387-1998	PA-A, ROLANDO SOTTO, retired

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](https://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 on or before October 21, 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.



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  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

The hiring and promotion process for School Admin positions will adhere to the following criteria and point system:

<b>Head Teacher Position</b>	<b>DepEd Order No. 7, s. 2023</b>
------------------------------	-----------------------------------

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

Position and Salary Grade	QUALIFICATION				Competency (if applicable)
	Education	Training	Experience	Eligibility	
Head Teacher I / SG 14 (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 preprofessional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)	
Head Teacher II / SG 15 (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	RA 1080 (Teacher)	
Head Teacher III / SG 16 (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for two (2) years ; or TIC for two (2) years; or Teacher for five (5) years	RA 1080 (Teacher)	
Head Teacher IV / SG 17 (Secondary – Junior High School)	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for three (3) years; or Master Teacher (MT) for 2 years	RA 1080 (Teacher)	<b>Filipino</b>



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  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

For the schedule on the timeline of activities, please refer below:

DATE	ACTIVITY	VENUE
<b>October 11, 2024</b> (Friday) 8:00am-5:00pm	Submission of Application Documents	<b>Preferred District</b>
<b>October 21, 2024</b> (Monday) 8:00am-5:00pm	Deadline for Submission of Application Documents	<b>Preferred District</b>
<b>October 16, 2024</b> (Wednesday) 2:00pm	Online Orientation for all interested qualified applicants (via official FB Page: DepEd Tayo - Schools Division of Zamboanga del Norte)	<b>SDO Official FB Page</b>
<b>October 22-25, 2024</b> (Tuesday-Friday)	Initial Evaluation	<b>Preferred District</b>
<b>October 28, 2024</b> (Monday) 8:00am	Comparative Assessment ( <b>SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION</b> )	<b>PIÑAN NHS – for La Libertad, Sergio Osmeña I applicants</b>
		<b>KATIPUNAN NHS – for Katipunan II, Manukan II applicants</b>
		<b>SNAIS – for Sindangan Central applicants</b>
<b>October 29, 2024</b> (Tuesday) 8:00am	Comparative Assessment ( <b>SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION</b> )	<b>LILLOY NHS – for Liloy applicants</b>
		<b>SIOCON NHS – for Baliguan Applicants</b>

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).



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



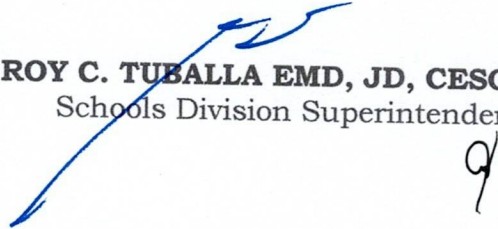
Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

---

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



*PSU/gdm/CallforApplicantsforHeadTeacherposition/October 11,2024*



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  
**Department of Education**  
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
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"> <li>➤ 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.</li> <li>➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.</li> </ul>			

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.



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  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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)