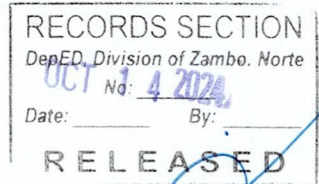




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 14, 2024

Division Memorandum
No. JFJ, 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, Promoted and Transferred 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 **October 21, 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/cjj/DM- SubmitPertinentPapersforAppointment
0000058-2024/10102024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: 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

NEWLY PROMOTED MASTER TEACHERS

S/N	NAME OF APPOINTEE (thru Natural Vacancy)	POSITION TITLE	CURRENT SCHOOL	PLACE OF ASSIGNMENT
1.	Mary Jeanne J. Dumajel	Master Teacher I	Sindangan PDS Sindangan Central District	Fatima ES Sindangan Central District
2.	Genelyn C. Ruiz	Master Teacher I	Siocon CS Siocon District	J.P. Brillantes ES Siocon District
3.	Juvelyn E. Reyes	Master Teacher II		Siocon CS Siocon District

NEWLY HIRED JUNIOR HIGH SCHOOL TEACHERS

S/N	NAME OF APPOINTEE (thru Natural Vacancy)	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	FLORA MAY S. DAGA	Teacher I	Gutalac, ZDN	Gutalac NHS- Mamawan (Junior High)
2.	GERALDINE H. PELIGRINO	Teacher I	Gutalac, ZDN	Gutalac NHS (Junior High)
3.	LEONORA Y. AGOSTO	Teacher I	Labason, ZDN	Malintuboa NHS (Junior High)
4.	JEAN S. CENAS	Teacher I	Jose Dalman, ZDN	Manawan NHS (Junior High)
5.	AUBREY LANE F. NAZARENO	Teacher I	Pres. M.A. Roxas, ZDN	Moliton NHS (Panamplay Ext.) (Junior High)
6.	MERCA H. HUSSIN	Teacher I	Sibuco, ZDN	Sibuco NHS (Junior High)
7.	CHANEL L. CANAO	Teacher I	Sindangan, ZDN	Don Natividad L. Macias IS (Junior High)
8.	YASSER J. ISNAIN	Teacher I	Sibuco, ZDN	Sibuco NHS - Mantivoh (Junior High)
9.	JOY DIAQUINO	Teacher I	Siayan, ZDN	Mangilay NHS (Junior High)
10.	QUENEE ROSE C. TAC-AN	Teacher I	Labason, ZDN	Malintuboa NHS (Junior High)



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: 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

11.	GERTRUDES M. BLANDO	Teacher I	Liloy, ZDN	Compra NHS (Junior High)
12.	REGGIE P. AGRABIO	Teacher I	Tampilisan, ZDN	Tampilisan NHS (Junior High)
13.	CHARL ACE B. EMOTIN	Teacher I	Pres. M.A. Roxas, ZDN	Marupay NHS (Junior High)
14.	JERIELLE R. DAGUMAN	Teacher I	Sergio Osmeña, ZDN	Sergio Osmeña NHS (Junior High)
15.	FRIGGA L. LESONDRA	Teacher I	Polanco, ZDN	San Pedro NHS (Junior High)
16.	GRAZELLE HOPE G. DUMABOC	Teacher I	Sibuco, ZDN	Malayal NHS (Junior High)
17.	NUR-AINA J. SALLANGAN	Teacher I	Sibuco, ZDN	Sibuco NHS - Pangian (Junior High)
18.	JUDIAN M. DUMAYA	Teacher I	Jose Dalman, ZDN	Manawan NHS (Junior High)
19.	GELLIE ANN D. LAPINIG	Teacher I	Jose Dalman, ZDN	Dinasan NHS (Junior High)
20.	SARHANA B. ELLIH	Teacher I	Sirawai, ZDN	Sirawai NHS (Junior High)
21.	FADZRIA W. NASSER	Teacher I	Sirawai, ZDN	Cawit-Cawit NHS (Junior High)
22.	MARY VENELU G. MOAY	Teacher I	Sergio Osmeña, ZDN	Sergio Osmeña NHS (Junior High)
23.	JEAN IVAN G. AGEAS	Teacher I	Sibutad, ZDN	Sibutad NHS (Junior High)
24.	NESSLY INNA V. ZAMORA	Teacher I	Sindangan, ZDN	Bartolome C. Lira Sr., NHS-Siasin Annex (Junior High)
25.	ENA JANE C. CONTURNO	Teacher I	Sindangan, ZDN	Sindangan NHS (Enrique C. Nueva IS) (Junior High)
26.	JECCEL P. BANIASIA	Teacher I	Polanco, ZDN	Polanco NHS (Junior High)
27.	CHYREL MARGARET S. ALEGARBES	Teacher I	Gutalac, ZDN	Pitawe IS (Junior High)
28.	DANTIE L. ALID	Teacher I	Sirawai, ZDN	Sirawai NHS (Junior High)
29.	ROLAN E. AMILULA	Teacher I	Sirawai, ZDN	Guban Annex HS (Junior High)
30.	ABSER L. SARAIL	Teacher I	Sirawai, ZDN	Sirawai NHS (Junior High)



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

NEWLY HIRED SENIOR HIGH SCHOOL TEACHERS

S/N	NAME OF APPOINTEE <i>(thru Natural Vacancy)</i>	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	NELVIE JANE J. CAPAROSO	Teacher I	Salug, ZDN	Binoni NHS (Senior High)
2.	EDWIN M. BAYAWA JR.	Teacher I	Liloy, ZDN	Comprá NHS (Senior High)
3.	AIZEN PEARL S. DELGADO	Teacher I	Baliguian, ZDN	Baliguian NHS (Senior High)
4.	KENNETH Q. CADAG	Teacher I	Liloy, ZDN	Comprá NHS (Senior High)
5.	LAIKA D. MANDUSIH	Teacher I	Sibuco, ZDN	Cawit-Cawit NHS (Senior High)
6.	ELTHON S. DIVINAGRACIA	Teacher I	Gutalac, ZDN	Gutalac NHS- Mamawan (Senior High)
7.	CHERILYN S. HERNAN	Teacher I	Sindangan, ZDN	Siari John H. Roemer NHS (Senior High)
8.	ROGIE A. SEGUBIA	Teacher I	Sergio Osmeña, ZDN	Marapong NHS (Senior High)
9.	GERALD L. MARCHAN	Teacher I	Gutalac, ZDN	Gutalac Senior High School
10.	VINCENT GERZON	Teacher I	Pres. M.A. Roxas, ZDN	Marupay NHS (Senior High)
11.	JOMAR B. FEROLINO	Teacher I	Sindangan, ZDN	Siari John H. Roemer NHS (Senior High)
12.	CAMILLE JOY A. INSANG	Teacher I	Sindangan, ZDN	Sindangan NHS (Senior High)
13.	NIKO M. PANTOJA	Teacher I	Sindangan, ZDN	Tinaplan IS (Senior High)
14.	MILDRED S. CARBONILLA	Teacher I	Salug, ZDN	Bacong NHS (Senior High)
15.	JAYSON C. POLINAR	Teacher I	Gutalac, ZDN	Gutalac NHS Extension - San Juan (Senior High)
16.	ARSHEEMA M. MUSA	Teacher I	Sibuco, ZDN	Sibuco NHS (Senior High)
17.	ANALYN B. CAMPOMANES	Teacher I	Gutalac, ZDN	Gutalac NHS Extension - Panganuran (Senior High)



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
 Email: zn.division@deped.gov.ph Website: www.depedzn.net
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

97



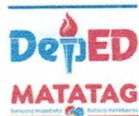
Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

18.	NIQUIL P. PABUAYA	Teacher I	Sergio Osmeña, ZDN	Marapong NHS (Senior High)
19.	LANIE JANE C. BALAYONG	Teacher I	Labason, ZDN	Matias C. Ranillo NHS (Senior High)
20.	REGEN G. DUMANAT	Teacher I	Liloy, ZDN	Bacong NHS (Senior High)
21.	RYAN S. UMBANG	Teacher I	Gutalac, ZDN	Canuto Enerio NHS (Senior High)
22.	JOHNSON S. ODJALA	Teacher I	Gutalac, ZDN	Gutalac Senior High School
23.	RODOLFO B. SUMAYLO JR.	Teacher I	Gutalac, ZDN	Gutalac Senior High School- Tipan
24.	MARVIE A. REMOLLO	Teacher I	Salug, ZDN	Balakan NHS (Senior High)
25.	KHENY B. GALUS	Teacher I	Godod, ZDN	Balakan NHS (Senior High)
26.	JANETH B. DAGPIN	Teacher I	Gutalac, ZDN	Gutalac NHS Extension - Panganuran (Senior High)
27.	EDRIL M. LIHAYLIHAY	Teacher I	Salug, ZDN	Balakan NHS (Senior High)

NEWLY TRANSFERRED TEACHERS

S/N	NAME OF APPOINTEE (thru Natural Vacancy)	POSITION TITLE	CURRENT SCHOOL	PLACE OF ASSIGNMENT
1.	GLADES MAY S. IGOT	Teacher I	Dilawa NHS	Piñan NHS (Junior High)
2.	ROSALINDA C. CUENCA	Teacher I	Tampilisan NHS	Sindangan NHS (Junior High)
3.	PAULETTE T. MATABALAN	Teacher I	Sindangan Special Education Center	Sindangan NHS (Junior High)
4.	ALMA CALLON- ARASID	Teacher I	Mauricio V. Landingin IS	Sirawai NHS (Junior High)
5.	FARRAH JANE J. PORIOL	Teacher I	Lapero NHS	Bethlehem IS (Junior High)
6.	RANESSA O. CASINTAHAN	Teacher I	Immaculada IS	Dansalan IS (Junior High)
7.	MARY JANE T. ABILA	Teacher I	San Jose NHS	Sergio Osmeña NHS (Junior High)
8.	NESTOR T. BRILLANTES, JR	Teacher I	Baliguian NHS	Kalawit NHS Ext. - Paraiso (Senior High)



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: 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

9.	LILEBETH S. BALASE	Teacher III	Sas IS	Ubay NHS (Senior High)
10.	MERVIN A. EMIA	Teacher III	Siari John H. Roemer NHS	Katipunan NHS (Senior High)
11.	MARIFI T. JAGOON	Teacher II	Marapong NHS	La Libertad NHS (Senior High)
12.	EVANGELINE D. AYING	Teacher III	Godod NHS	San Pedro NHS (Senior High)
13.	RUDYARD L. HIBAYA	Teacher III	Gutalac NHS	Lingasad IS (Senior High)
14.	LYMDEL S. OLIVEROS	Teacher III	Zamboanga del Sur Division	Katipunan NHS (Senior High)



Republic of the Philippines
Department of Education

REGION IX
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 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*)
- 1 photocopy** **TESDA National Certificate II** (*If Senior High-TVL Track*)
- 1 photocopy** **TESDA Trainers Methodology Certificate** (*If 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.
- 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! ☺



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn_division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

gn



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR TRANSFER
(TEACHING ONLY)**
Revised June 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** 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)
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*

“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! ☺



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: 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. 4

**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 Senior High-TVL Track)*
- 1 photocopy** **TESDA Trainers Methodology Certificate** *(If 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
- 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! ☺



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte