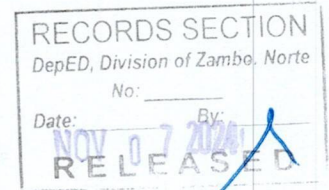




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



November 7, 2024

Division Memorandum
No. 604, s. 2024

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR APPROVED
PLANTILLA ALLOCATION LIST (PAL)**

TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Plantilla Allocation List (PAL) due to ERF and reclassification of item in elementary, junior high school and senior high school, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Appointment In-charge, Personnel Unit of this division on or before **November 15, 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-PAL/Reclass
0000063-2024/11072024



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

Enclosure No. 1

LIST APPROVED PLANTILLA ALLOCATION LIST (PAL) PER APPROVED ERF

S/N	NAME	ITEM NUMBER	POSITION TITLE	SCHOOL/DISTRICT
	ELEMENTARY			
1	LEO A. CUDAS	SP4-570020-2024	School Principal IV	Roxas I (Manuel A. Roxas) District
2	JOERIX P. ATES	SP2-570029-2024	School Principal II	Polanco I District
3	LINETH F. VIVARES	MTCHR2-570031-2024	Master Teacher II	Sirawai District
4	CYNTHIA M. ARANDA	MTCHR2-570032-2024	Master Teacher II	Tampilisan District
5	DENA L. MELICOR	MTCHR2-570033-2024	Master Teacher II	Sindangan Central District
6	GENEVIEVE U. AGUAVIVA	MTCHR2-570034-2024	Master Teacher II	Mutia District
7	JEANNA V. BULAY-OG	MTCHR1-570075-2024	Master Teacher I	Sindangan Central District
8	MARILOU M. REFUGIO	MTCHR1-570079-2024	Master Teacher I	Baliguian District
9	GINA V. LUMILES	MTCHR1-570077-2024	Master Teacher I	Siayan District
10	JADE P. EGONIA	MTCHR1-570078-2024	Master Teacher I	Sibuco District
11	ANNA MAE JOY F. BAZAR	MTCHR1-570076-2024	Master Teacher I	Siayan District
12	DIOBELYN S. CABALIDA	MTCHR1-570083-2024	Master Teacher I	Baliguian District
13	LOREDITH EDNA T. DAYMIEL	MTCHR1-570084-2024	Master Teacher I	Roxas II (Manuel A. Roxas) District
14	ELMER S. RAZO	MTCHR1-570080-2024	Master Teacher I	Roxas II (Manuel A. Roxas) District
15	MARCELINA P. MARAPORIO	MTCHR1-570081-2024	Master Teacher I	Gutalac II District
16	ANITA C. MAHAMOD	MTCHR1-570082-2024	Master Teacher I	Sibuco District
17	EILEEN T. EVES	MTCHR1-570088-2024	Master Teacher I	Sibuco District
18	EMMA R. LACLAC	MTCHR1-570087-2024	Master Teacher I	Roxas II (Manuel A. Roxas) District
19	JESELINE J. ANIÑON	MTCHR1-570086-2024	Master Teacher I	Ponot (Jose Dalman) District
20	NENITA L. OPSAR	MTCHR1-570089-2024	Master Teacher I	Ponot (Jose Dalman) District
21	MICHELLE T. ONDOL	MTCHR1-570085-2024	Master Teacher I	Ponot (Jose Dalman) District
22	JO-ANN G. PUJANES	MTCHR1-570092-2024	Master Teacher I	Ponot (Jose Dalman) District
23	AUDREY CHRISTINE M. UY	MTCHR1-570091-2024	Master Teacher I	Manukan I District
24	JULIET J. ENOT	MTCHR1-570094-2024	Master Teacher I	Labason District
25	MARILYN B. PER	MTCHR1-570093-2024	Master Teacher I	Roxas II (Manuel A. Roxas) District
26	RICHARD A. ABERA	HTEACH4-570015-2024	Head Teacher IV	Piñan District
27	DIOLIE C. INSAG	HTEACH2-570096-2024	Head Teacher II	Siayan District
28	ARNOLD E. LUMUNTOC	HTEACH1-570111-2024	Head Teacher I	Siocon District
29	ARNAIDA A. HAMIN	HTEACH1-570112-2024	Head Teacher I	Sibuco District
30	FRANCISCA E. UY	HTEACH6-570016-2024	Head Teacher VI	Labason District
31	ARLYN G. CRUZ	HTEACH6-570017-2024	Head Teacher VI	Gutalac I District
32	BEN FAIZAL S. HUSSIN	HTEACH5-570032-2024	Head Teacher V	Sibuco District
33	ARLENE A. REBECCA	HTEACH4-570027-2024	Head Teacher IV	Gutalac II District
34	JUANITA O. VIADO	HTEACH2-570105-2024	Head Teacher II	Piñan District
35	NANCY P. TORRALBA	TCH3-570139-2024	Teacher III	Sibuco District

36	JOCELYN O. TABASA	TCH3-571292-2024	Teacher III	Sindangan North District
37	RAIYANA A. JAMANI	TCH3-571296-2024	Teacher III	Sibuco District
38	DINA C. BASCON	TCH3-571441-2024	Teacher III	Siocon District
39	JONAH MIE L. PAUSA	TCH3-571473-2024	Teacher III	Sindangan South District
40	CAROLINA C. ACOPIO	TCH3-571478-2024	Teacher III	Siocon District
41	JOSEPH A. JIM	TCH3-571479-2024	Teacher III	Mutia District
42	ARCELYN C. MANISIG	TCH3-571482-2024	Teacher III	Gutalac II District
43	MERRY CRIS L. ORTIZ	TCH3-571487-2024	Teacher III	Sibuco District
44	JEZREEL L. TAUGIAG	TCH2-570039-2024	Teacher II	Sibuco District
45	NAZARIO P. SALATAN	TCH2-570042-2024	Teacher II	Bacungan (Leon Postigo) District
46	MARY GRACE M. AGUILAR	TCH2-570043-2024	Teacher II	Bacungan (Leon Postigo) District
47	SHERLY L. GALLEPOSO	TCH2-570044-2024	Teacher II	Polanco I District
48	RABIA D. WAHI	TCH2-570096-2024	Teacher II	Siocon District
49	LEONILA S. MARTINEZ	TCH2-570097-2024	Teacher II	Sergio Osmeña I District
50	AILENE V. PACENCIA	TCH2-570099-2024	Teacher II	Liloy I District
51	LILIVIC V. LAGARNIA	TCH2-570100-2024	Teacher II	Sindangan North District
	JUNIOR HIGH SCHOOL			
52	ANDRES L. MATILA	SP3-570022-2024	School Principal III	La Libertad NHS
53	MARCHEL I. ABELLERA	SP3-570020-2024	School Principal III	Mutia NHS
54	JOEL B. ISOLANA	SP3-570019-2024	School Principal III	Manukan NHS
55	BERNADETTE C. DAHILI	SP2-570028-2024	School Principal II	Don Teotimo Ochotorena NHS
56	MA NELFA D. TAMBOLERO	MTCHR2-570039-2024	Master Teacher II	Villaramos NHS
57	ROSALINA T. JAL	MTCHR2-570036-2024	Master Teacher II	Sindangan NHS
58	MARIA KATRINA CONCEPCION S. MAGSIPOK	MTCHR2-570037-2024	Master Teacher II	Sindangan NHS
59	ALMERA M. CARIDO	MTCHR2-570038-2024	Master Teacher II	Kipit Agro-Fishery NHS
60	JAMES RUSSELL M. MORAN	MTCHR1-570065-2024	Master Teacher I	President Manuel A. Roxas NHS
61	LORENA C. VALLECER	MTCHR1-570066-2024	Master Teacher I	Disakan NHS
62	NOR ANA R. LAPUT	MTCHR1-570067-2024	Master Teacher I	Godod NHS
63	JOSELYN C. MANINGO	HTEACH4-570025-2024	Head Teacher IV	Sindangan NHS
64	EDMON A. MARAÑAS	HTEACH4-570026-2024	Head Teacher IV	Salug NHS
65	VIRGINIA B. SUMALPONG	HTEACH3-570046-2024	Head Teacher III	President Manuel A. Roxas NHS
66	DIOSCORO C. GAMIL	HTEACH3-570047-2024	Head Teacher III	Liloy NHS/Compra Annex
67	VIRGILIO R. ANDALAHAO	HTEACH3-570045-2024	Head Teacher III	Katipunan NHS
68	FERNANDITA L. GARAY	HTEACH2-570097-2024	Head Teacher II	Katipunan NHS
69	JOSEFINA S. ESPRA	HTEACH2-570099-2024	Head Teacher II	Seres NHS
70	ARIEL S. CABALIDA	HTEACH2-570098-2024	Head Teacher II	Villa Ramos NHS(DON JOSE AGUIRRE EXT.)
71	MERCEDITA P. MARTINEZ	HTEACH2-570104-2024	Head Teacher II	Ubay NHS
72	REYMA V. CABAÑERO	-HTEACH2-570103-2024	Head Teacher II	Dilawa NHS
73	LUCICAR C. BUHISAN	-HTEACH1-570118-2024	Head Teacher I	Dilawa NHS
74	MARY GRACE D. AGIAS	HTEACH1-570113-2024	Head Teacher I	Katipunan NHS
75	WIGNA D. ASAALI	HTEACH1-570123-2024	Head Teacher I	Ponot NHS
76	ROSADORA M. DOMPALES	HTEACH1-570114-2024	Head Teacher I	Katipunan NHS

77	ROWENA G. CABANLIT	HTEACH1-570120-2024	Head Teacher I	Katipunan NHS (BULAWAN EXT.)
78	JERGEN R. EQUIA	HTEACH1-570121-2024	Head Teacher I	Manawan NHS
79	ROBSKI B. AMORIN	HTEACH1-570122-2024	Head Teacher I	Manawan NHS
80	ELUNA G. SALITA	HTEACH1-570126-2024	Head Teacher I	Manawan NHS
81	CHERYL Q. NARVACAN	-HTEACH1-570115-2024	Head Teacher I	Mutia NHS
82	ARACELI D. MAGSANAY	HTEACH1-570124-2024	Head Teacher I	Polanco NHS
83	CHARITY M. PORACAN	TCH3-572027-2024	Teacher III	Polanco NHS-SILAWE ANNEX
84	JUVELYN T. CUARESMA	TCH3-572038-2024	Teacher III	Siayan NHS
85	ROSA M. MONTEVERDE	TCH3-572037-2024	Teacher III	Siay Integrated School
86	ALOHAN C. ABALAYAN	TCH3-572785-2024	Teacher III	Siay Integrated School
87	JAY-AR T. RENTURA	TCH3-572786-2024	Teacher III	Siay Integrated School
88	ELMER T. PALMA	TCH3-572748-2024	Teacher III	SNAIS
89	MARY GRACE G. HORTILANO	TCH3-572745-2024	Teacher III	Sindangan NHS
90	DREXELL D. AMATONG	TCH3-572746-2024	Teacher III	Sindangan NHS
91	MAHARLIKA P. CARAMPATAN	TCH3-572755-2024	Teacher III	Gutalac NHS
92	MIRAMAY D. MENCHAVEZ	TCH3-572756-2024	Teacher III	Gutalac NHS
93	AILYN JANE O. INION	TCH3-572757-2024	Teacher III	Gutalac NHS
94	CHERRYLYN A. AMONSOT	TCH3-572776-2024	Teacher III	Gutalac NHS
95	KATHERINE B. ALEO	TCH3-572777-2024	Teacher III	Gutalac NHS
96	DOLPHY S. MALANOG JR.	TCH3-572750-2024	Teacher III	Liloy NHS
97	JAY-ANN A. GUTIERA	TCH3-572751-2024	Teacher III	Liloy NHS
98	JARMINE A. VILLAMIL	TCH3-572752-2024	Teacher III	Liloy NHS
99	MARY GRACE S. ABSIN	TCH3-572753-2024	Teacher III	Liloy NHS
100	SEAN NIÑO E. CAMILO,	TCH3-572754-2024	Teacher III	Liloy NHS
101	MIRAFLOR A. ALANTUSON	TCH3-572780-2024	Teacher III	Katipunan NHS
102	MARY ANN G. SUPAT	TCH3-572781-2024	Teacher III	Katipunan NHS
103	JAHMAE B. ARTIAGA	TCH3-572779-2024	Teacher III	Katipunan NHS-Basagan Annex
104	REDGIE P. DECIERDO	TCH3-572760-2024	Teacher III	Lipakan NHS
105	JEMARIE M. DENOLAN	TCH3-572761-2024	Teacher III	Lipakan NHS
106	EVALEN F. MOROD	TCH3-572759-2024	Teacher III	Marupay NHS
107	CHERRY C. ABELLARE	TCH3-572766-2024	Teacher III	Mutia NHS
108	JULIET A. BAGOR	TCH3-572767-2024	Teacher III	Mutia NHS Annex - Tubak
109	ALBERLYN D. ELLO	TCH3-572768-2024	Teacher III	Dilawa NHS
110	MARY ANN S. ORMIS	TCH3-572782-2024	Teacher III	San Isidro NHS
111	ROSIEBEL C. ANDAWE	TCH3-572764-2024	Teacher III	Siayan NHS
112	SALAMUDDIN G. TANDIH	TCH3-572787-2024	Teacher III	Sibuco NHS
113	RICA O. DIONALDO	TCH3-572778-2024	Teacher III	Tampilisan NHS
114	RAYMOND M. LIMPAG	TCH3-572769-2024	Teacher III	Ubay NHS
115	IREIL RAY A. CASTRO	TCH3-572762-2024	Teacher III	Jesus A. Ramos NHS
116	WEBSTER F. VIDAD	TCH3-572763-2024	Teacher III	Bartolome C. Lira NHS
	SENIOR HIGH SCHOOL			
117	RUENA L. LAURITO	TCH3-571396-2024	Teacher III	Siari John H. Roemer NHS
118	ALAN M. FLORES	TCH3-571397-2024	Teacher III	Gutalac NHS
119	MARNILYN F. PACTOL	TCH3-571398-2024	Teacher III	Sindangan NHS

120	NOVA JEAN C. BERMEJO	TCH3-571399-2024	Teacher III	Sindangan NHS
121	NOEL G. ORMILLO	TCH3-571400-2024	Teacher III	Palandok NHS
122	RONALD S. MONTIMOR	TCH3-571401-2024	Teacher III	Sirawai NHS
123	SAGIRA L. ASAKIL	TCH3-572018-2024	Teacher III	Sibuco NHS
124	DELRIK JOHN S. CERNAL	TCH3-572019-2024	Teacher III	Lapero NHS
125	CHARLYN G. CALUNOD	TCH3-572020-2024	Teacher III	Doña Natividad L. Macias Integrated School
126	IVY M. BAYUBAY	TCH3-572758-2024	Teacher III	Salug NHS
127	JEANY B. VARGAS	TCH3-572770-2024	Teacher III	President Manuel A. Roxas NHS
128	JENIFER J. BAGUIO	TCH3-572771-2024	Teacher III	Sebaca NHS
129	BRIAN TED D. RAPAL	TCH3-572772-2024	Teacher III	SNAIS
130	ANTHONY P. CASTILLO	TCH3-572773-2024	Teacher III	Sawang NHS



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**
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** 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 2023-2024)

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