



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: 2024
 Date: NOV 11 2024 By: [Signature]
RELEASED

November 11, 2024

Division Memorandum
 No. 610 s. 2024

**CALL FOR APPLICANTS FOR VACANT SCHOOL PRINCIPAL II, III AND IV
 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**

This Division invites all interested and qualified applicants for the hereunder vacant School Admin positions:

ELEMENTARY

POSITION/PLACE OF ASSIGNMENT/SG	PLANTILLA ITEM NO.	VICE
SCHOOL PRINCIPAL II - DIVISION OFFICE (for deployment) SG20-P60,157	1. OSEC-DECSB-SP2-570008-2014	MAGALSO, AGUSTINA PEGARIDO,ret.
	2. OSEC-DECSB-SP2-570012-2012	PATAGOC, LUCILA BANLAT, ret.
	3. OSEC-DECSB-SP2-570009-2021	DADAN, RICHARD GANTALAO, prom.
	4. OSEC-DECSB-SP2-570029-2023	Reclass Item of ONTONG, ALFIE MASARAL
	5. OSEC-DECSB-SP2-570007-2021	SUMACAY, MAJEL MANANG, prom.
	6. OSEC-DECSB-SP2-570011-2012	OVERA, CELSO CARIAGA, prom.
	7. OSEC-DECSB-SP2-570067-2012	LECERA, LINDO SARANILLO, prom.





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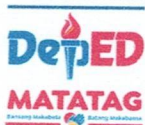
SCHOOL PRINCIPAL III – DIVISION OFFICE (for deployment) SG21-P67,005	1. OSEC-DECSB-SP3- 570014-2024	Reclass Item of PILADAS, NEMIA EDULLANTES
SCHOOL PRINCIPAL IV – DIVISION OFFICE (for deployment) SG22-P74,836	1. OSEC-DECSB-SP4- 570007-2022	ELCAMEL, MARLOU PADAONG, prom.

SECONDARY – JUNIOR HIGH SCHOOL

POSITION/PLACE OF ASSIGNMENT/SG	PLANTILLA ITEM NO.	VICE
SCHOOL PRINCIPAL III CLUSTER I – Polanco I (Polanco NHS) SG 21 – P67,005	OSEC-DECSB-SP3- 570015-2024	Reclass Item of ROMAGUERA, DAISY
SCHOOL PRINCIPAL IV CLUSTER II – Katipunan I (Katipunan NHS) SG 22 – P74,836	OSEC-DECSB-SP4- 570005-2019	SUBEBE, ARNULFO GAPO, ret.
SCHOOL PRINCIPAL II CLUSTER VI – Baliguian (Baliguian NHS) SG 20 – P60, 157	OSEC-DECSB-SP2- 570008-2011	ONTANAN, MARIO TUNGGAL, prom.

All interested and qualified applicants should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced with page number 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 **Division Office-Personnel Section on or before November 14, 2024, Thursday, until 5:00 pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory



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



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documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

Below is the CSC Prescribed Minimum Qualification Standard of the said positions.

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEMENTARY School Principal II	SG - 20 (P60,157)	Bachelor's Degree in Elementary education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)
SECONDARY School Principal II		Bachelor's Degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	
ELEMENTARY School Principal III	SG - 21 (P67,005)	BEED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	





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SECONDARY School Principal III	SG – 21 (P67,005)	BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	
SECONDARY School Principal IV	SG – 22 (P74,836)	BSED; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	3 yrs as Principal	RA 1080 (Teacher)

The hiring and promotion process for School Admin 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.** Download the **Score Sheet (Enclosure No. 2)** for your reference on the computation of points.

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).

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

DATE	ACTIVITY	VENUE
November 11, 2024 (Monday) 8:00am-5:00pm	Submission of Application Documents	SDO- Personnel Section
November 14, 2024 8:00am-5:00pm	Deadline for Submission of Application Documents	
November 15, 2024 8:00am-5:00pm	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION)	4th Floor, New SDO Bldg.



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

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).

For information, guidance and compliance.

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

PSU/gdm/CallforApplicantsforSchoolAdminposition/November11, 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 (i) 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)