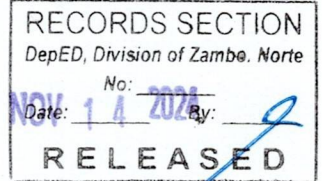




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



November 14, 2024

Division Memorandum
No. 621, 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 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 **November 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.

LOURMA I. POCULAN EMD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: Aps stated

PERSONNEL/ cji/ DM- SubmitPertinentPapersforAppointment
0000064-2024/11142024



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Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

NEWLY HIRED TEACHERS

S/N	NAME OF APPOINTEE (thru Natural Vacancy)	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
ELEMENTARY				
1.	CLARISSA S. CABABAT	Special Education Teacher I	Baliguian, ZDN	Baliguian CS Baliguian District
2.	MA. JEAN RIZA B. JAMOLOD	Teacher I	Polanco, ZDN	Crisologo ES Polanco I District
3.	MARISSA L. MIRASOL	Teacher I	Polanco, ZDN	De Venta Perla ES Polanco II District
4.	SWEET ETHEL M. TAYONA	Teacher I	Polanco, ZDN	Linabo ES Polanco II District
5.	CHINGVI C. DUMALO- AN	Teacher I	Polanco, ZDN	Magangon ES Polanco I District
6.	CHERRY JANE D. GALVEZ	Teacher I	Polanco, ZDN	Dangi ES Polanco II District
7.	REGINA GRACE A. BRIONES	Teacher I	Polanco, ZDN	New Sicayab ES Polanco II District
8.	CHARLENE D. DIONSON	Teacher I	Polanco, ZDN	Lapayanbaja ES Polanco II District
9.	DELIA E. OGUIS	Teacher I	Polanco, ZDN	Sianib ES Polanco II District
10.	ROSALIE E. JABAL	Teacher I	Polanco, ZDN	Linabo ES Polanco II District
11.	FLORDELIZA E. DISONGLO	Teacher I	Polanco, ZDN	Linabo ES Polanco II District
12.	MARY ROSE B. ZULUETA	Teacher I	Siayan, ZDN	Suminogod ES Siayan District
JUNIOR HIGH				
13.	REMA C. CARAO	Teacher I	Sirawai, ZDN	Mauricio V. Landingin IS
14.	ROGER M. LIM JR.	Teacher I	Baliguian, ZDN	Baliguian NHS-Alam Mudja Sai CHS ext.
15.	KIMBERLY A. SEPERINO	Teacher I	Pres. M.A. Roxas, ZDN	Moliton NHS (Panampalay Ext)
16.	RAQUEL O. PELIGRINO	Teacher I	Gutalac, ZDN	Gutalac NHS-Tipan Annex
17.	SHEENA LYN B. PILA	Teacher I	Piñan, ZDN	Piñan NHS



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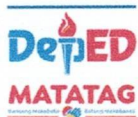


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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

18.	ELLA MARIE C. DURANO	Teacher I	Sirawai, ZDN	Sirawai NHS
19.	JIERAH MAE J. MARIÑAS	Teacher I	Manukan, ZDN	Manukan NHS (Serongan Annex)
20.	CATHERINE JOY A. ESTRADA	Teacher I	Jose Dalman, ZDN	Ponot NHS
21.	SOFIA M. BAKIL	Teacher I	Sirawai, ZDN	Cawit-Cawit NHS
22.	MEHELLE GRACE D. ANGHAG	Teacher I	Rizal, ZDN	Sebaca NHS
23.	ANNEKA V. TABOTABO	Teacher I	Sindangan, ZDN	Doña Natividad L. Macias IS
24.	CHARLYN G. MACARIO	Teacher I	Leon B. Postigo, ZDN	Bacungan NHS (to be deployed at Tinuyop NHS)
25.	PALUMA HEZEL ANN T. ORTEGA	Teacher I	Baliguian, ZDN	Baliguian NHS-Alam Mudja Sai CHS ext.
26.	DARYLLE GAIL G. BONOCAN	Teacher I	Polanco, ZDN	San Pedro NHS
27.	ANALYN F. PATACSIL	Teacher I	Siocon, ZDN	Sta. Maria NHS
28.	EUGENE R. ANTIQUINA	Teacher I	Siocon, ZDN	Malayal NHS
29.	MARICEL N. DE LEON	Teacher I	Sergio Osmeña, ZDN	San Jose NHS
30.	ALGER D. CLERIGO	Teacher I	Sergio Osmeña, ZDN	Sergio Osmeña NHS
31.	MARIANNE L. CALAGO	Teacher I	Sergio Osmeña, ZDN	Sergio Osmeña NHS - Bagong Baguio Ext.
32.	CRISTY MAE B. DOLOR	Teacher I	Sindangan, ZDN	Bartolome C. Lira, Sr. NHS
33.	WELLENE MAY B. MAGNAONG	Teacher I	Tampilisan, ZDN	Tampilisan NHS
34.	MARICEL S. PATLUNAG	Teacher I	Jose Dalman, ZDN	Dinasan NHS
35.	SALVIA B. MADJALES	Teacher I	Siocon, ZDN	Julian Soriano MCHS
36.	EDISSA V. PANTALITA	Teacher I	Sirawai, ZDN	Sirawai NHS
37.	LEA MYCA C. DANDOY	Teacher I	Katipunan, ZDN	Katipunan NHS - Bulawan Ext.
38.	DONIKKA J. ORONG	Teacher I	Pres. M.A. Roxas, ZDN	Piñalan IS
39.	THYZA JANE G. OYOG	Teacher I	Baliguian, ZDN	Baliguian NHS
40.	JOVANIE D. SAMUYAG	Teacher I	Sindangan, ZDN	Dinasan NHS



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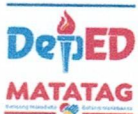
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

	SENIOR HIGH			
41.	LIEZL G. ZERNA	Teacher I	Sindangan, ZDN	Siari John H. Roemer NHS
42.	VALERIE MARIE N. LANIOSO	Teacher I	Katipunan, ZDN	Katipunan NHS

NEWLY TRANSFERRED TEACHERS

S/N	NAME OF APPOINTEE <i>(thru Natural Vacancy)</i>	POSITION TITLE	CURRENT SCHOOL	PLACE OF ASSIGNMENT
1.	DIVINI GRE A. BAJAO	Teacher I	Gutalac NHS	Polanco NHS-Sianib Annex (Junior High)
2.	CARLEN MAY L. TUBIGON	Teacher I	Bulawan IS	Katipunan NHS (Junior High)
3.	JUBY MAE B. DE LOS REYES	Teacher I	Bacungan NHS	Piñan NHS (Junior High)
4.	DEBORAH B. DABOS	Teacher I	Manukan NHS	Sindangan NHS (Junior High)
5.	MERYCIAN A. NONONG	Teacher I	Mangilay NHS	Bacungan NHS-Talinga Annex (Junior High)
6.	CHONA G. CALUNOD	Teacher I	Sindangan NHS	Siari John H. Roemer NHS (Junior High)
7.	KIMBERLY B. NUÑEZ	Teacher I	Gutalac NHS	Salug NHS (Senior High)
8.	NEIL KARL C. PACULANANG	Teacher III	Talinga NHS	Siari John H. Roemer NHS (Junior High)
9.	AIDA S. ASENDA	Teacher II	Feliciano Castillo NHS	Sindangan National Agricultural IS (Junior High)
10.	EMMELINE S. VILLASAWA	Teacher III	Talinga NHS	Sindangan National Agricultural IS (Junior High)
11.	MIRASOL ESCUADRO-ORTEGA	Teacher II	Manukan NHS	Sindangan NHS (Senior High)
12.	MARIA GINA B. CABANELA	Teacher III		Gutalac NHS (transfer thru swapping agreement)
13.	MARITES P. COBERO	Teacher III		Canuto Enerio NHS (transfer thru swapping agreement)



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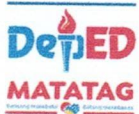


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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

NEWLY TRANSFERRED SCHOOL PRINCIPAL

S/N	NAME	POSITION TITLE	SCHOOL/DISTRICT
1.	RODULFO B. SECRETO, JR.	School Principal I	Compra NHS



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(TEACHING ONLY)**

Revised October 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:

- A. 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)
- B. 1 copy** **Work Experience Sheet**
- C. 1 photocopy** **Certificate of Eligibility/PRC License**
- D. 1 copy** Original **Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- K. 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: See Attached PDF File for Printing)
- E. 1 photocopy** **TESDA National Certificate II** (If Senior High-TVL Track)
- F. 1 photocopy** **TESDA Trainers Methodology Certificate** (If Senior High-TVL Track)
- G. 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)

“201 DIVISION Documents” fastened in white paper folder:

- A. 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.*
- B. 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)
- L. 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: See Attached PDF File for Printing)
- C. 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- D. 1 copy** Form 211 (medica-l) revised 2018 with one (1) photocopy of results (Neuropsychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- E. 1 copy** NBI Clearance
- F. 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- G. 1 photocopy** Marriage Contract/Certificate (if married only)
- H. 1 copy** Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- I. 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

“Submit at Payroll Section (Elementary, SHS, Non-IUS), submit to Bookkeeper In-charge (IUS) Documents” fastened in white paper folder:

- J. 1 copy** **GSIS** Filled-out Membership Form with picture
- K. 1 copy** **PAG-IBIG** Membership Form issued by PAG-IBIG.
- L. 1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- M. 1 copy** **BIR Registration Form** reflecting TIN number received by BIR or generated online.

Note: Please read and follow the instructions carefully.

Thank you! ☺



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Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR TRANSFER
(TEACHING ONLY)**

Revised October 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:*

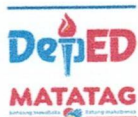
- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (*Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website*)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC 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: See Attached PDF File for Printing*)
- 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: See Attached PDF File for Printing*)
- 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)
- 1 copy** of BIR FORM 2316 (for Payroll Section)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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