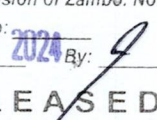




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: 2024
 Date: 19 2024 By: 
RELEASED

November 19, 2024

Division Memorandum

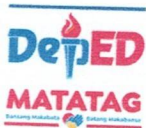
No. 634 s. 2024

**CALL FOR APPLICANTS FOR VACANT SPET I AND II 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 Special Education Teacher I and II positions:

<u>CLUSTER II</u>			
<u>MANUKAN I</u>	Special Education Teacher II	OSEC-DECSB-SPET2- 570226-2021	ANTIQUINA, HENNIVIE SAGUIN, resigned RUBIO, ELSIE E., trans. CABILIN, MYLENE MASIBAY, resigned
<u>MANUKAN II</u>		OSEC-DECSB-SPET2- 570004-2022	
<u>ROXAS I</u>		OSEC-DECSB-SPET2- 570002-2022	
<u>CLUSTER IV</u>			
<u>SALUG I</u>	Special Education Teacher I	OSEC-DECSB-SPET1- 570026-2024	NEW ITEM
SALUG NHS			
<u>CLUSTER V</u>			
<u>GUTALAC I</u>	Special Education Teacher I	OSEC-DECSB-SPET1- 570025-2024	NEW ITEM
GUTALAC NHS			



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: zn.division@deped.gov.ph

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LABASON			
UBAY NHS	Special Education Teacher I	OSEC-DECSB-SPET1-570066-2018	UNFILLED
CLUSTER VI			
SIOCON	Special Education Teacher II	OSEC-DECSB-SPET2-570225-2021	GALO, CONCEPCION PACTOL, prom.

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 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 November 25, 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.

The hiring and promotion process for SPET 1 and SPET 2 positions will adhere to **DO 66, s. 2007**.

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

CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ELEMENTARY SPET 2	SG15 (38,413)	Bachelor's Degree in Education with specialization in Special Education	4 hours relevant training	1 year experience as Special Education Teacher I	PBET;Teacher



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SECONDARY SPET 1	SG 14 (35,434)	Bachelor's Degree in Education with specialization in Special Education	None required	None required	PBET;Teacher (LET in Secondary)
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For the schedule on the timeline of activities, please refer below:

DATE	ACTIVITY	VENUE	PERSONNEL In-Charge
November 18, 2024 (Monday) 8:00am-5:00pm	Submission of Application Documents	Preferred District	District DHSC
November 25, 2024 (Monday) 8:00am-5:00pm	Deadline for Submission of Application Documents	Preferred District	District DHSC
November 26, 2024 (Tuesday)	Initial Evaluation	District	District DHSC
November 27-28, 2024 8:00am-5:00pm (Wednesday-Thursday)	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION)	To be identified by Each District where vacancy exist	1. District DHSC 2. Division HRMPSB Member & Secretariat <u>POCULAN, ROBERT III</u> <u>BACARA, PAMELA</u> <u>GARAY, JEMIMA</u> - For ROXAS I, MANUKAN I&II Districts <u>ACAYLAR, ERVIE</u> <u>DAYAPDAPAN, SHELAMAE</u> <u>POLICARPO, DIONALDO</u> - For SALUG I and LABASON District <u>BAYRON, MARYLYNNE</u> <u>PANTOJA, JOSEPH</u> <u>MORGIA, GLORYJANE</u> - For GUTALAC I & SIOCON Districts



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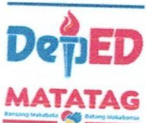
The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any **false and fraudulent** document submitted shall be grounds for disqualification per DepEd Order (No. 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).

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

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

PSU/gdm/CallforApplicantsforTeacher2&3positions/November18,2024



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Enclosure No.1 to DM No. _____, s.2024

Name of Applicant: _____ DUAN: _____
 Position Applied For: _____
 School of the Position Applied for.: _____ Contact Number: _____ Ethnicity: _____
 Religion: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

Instruction: 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 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) and Diploma, 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. IPCRF and Certification of Performance Rating for the Last Three Years duly signed by the Administrative Officer V (Helen Tangon) (Ref: DO 66, s.2007)			
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.2024s

SUBMISSION OF APPLICATION PROCESS FLOW

1. Qualified applicants are advised to follow the procedure for the submission of application documents as stated:
 - 1.a Obtain Division Unique Applicant Number (DUAN) by creating 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)