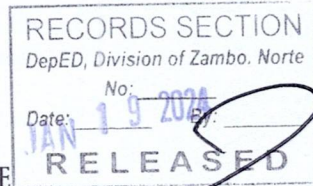




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 19, 2024

Division Memorandum  
No. 52, s. 2023

**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 Senior High School 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 January 26, 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](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://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/brg/DM- SubmitPertinentPapersforAppointment  
000006-2024/01172024



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



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**Enclosure No. 1**

<b>S/N</b>	<b>NAME OF TEACHER</b> <i>(Newly hired Senior High)</i>	<b>POSITION TITLE</b>	<b>RESIDENCE</b>	<b>PLACE OF ASSIGNMENT</b>
1.	Angel Mae Sanchez	Teacher II	Kalawit, ZDN	Pianon NHS
2.	Irish M. Salipot	Teacher II	Kalawit, ZDN	Pianon NHS
3.	Lyn B. Enoy	Teacher II	Polanco, ZDN	Polanco NHS
4.	Noel T. Tupang	Teacher II	Kalawit, ZDN	Kalawit NHS-Paraiso Ext.
5.	El Yah Rose R. Pasco	Teacher II	Sirawai, ZDN	Sirawai NHS
6.	Prama Intan H. Cañas	Teacher II	Sibuco, ZDN	Sibuco NHS
7.	Delfie C. Abregana	Teacher II	Salug, ZDN	Binoni NHS
8.	Leosa G. Antido	Teacher II	Tampilisan, ZDN	Gatas NHS
9.	Ivoh B. Paculba	Teacher II	Sergio Osmeña, ZDN	Marapong NHS
10.	Kristine A. Bual	Teacher II	Leon B. Postigo, ZDN	Tinuyop NHS
11.	Adolf Chin M. Sumondod	Teacher II	Baliguian, ZDN	Baliguian NHS
12.	Joy U. Sumalinog	Teacher II	Baliguian, ZDN	Baliguian NHS
13.	Jennilyn S. Taata	Teacher II	Sergio Osmeña, ZDN	Marapong NHS
14.	Ellyn Mae L. Manaya	Teacher II	Sirawai, ZDN	Dacon NHS
15.	Juvelyn H. Maghanoy	Teacher II	Sergio Osmeña, ZDN	Sergio Osmeña NHS- Marapong Ext.
16.	Nurfaida A. Cadil	Teacher II	Sirawai, ZDN	Sirawai NHS

PERSONNEL/brg/DM- Submit Pertinent Papers for Appointment  
000006-2024/01172024



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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

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Republic of the Philippines  
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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 2023

**Directions:**

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph) and [www.depedzn.net](http://www.depedzn.net)

**1<sup>st</sup> Folder: "CSC Documents"**

- 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 Teacher II Senior High-TVL Track newly hired only)
- 1 photocopy TESDA Trainers Methodology Certificate** (If Teacher II Senior High-TVL Track newly hired only)

**2<sup>nd</sup> Folder: "201 DIVISION Documents"**

- 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 (Neuro-psychological 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.

**Note: Please read and follow the instructions carefully.**

**Thank you!** ☺



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