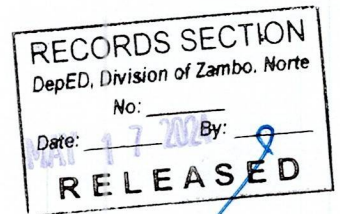




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 9, 2024

Division Memorandum
No. 273, 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 Comparative Assessment Result of newly hired nonteaching personnel, 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 **May 24, 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/brg/DM- SubmitPertinentPapersforAppointment
0000034-2024/050172024



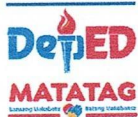
Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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Enclosure No. 1

S/N	Name of Newly Hired Nonteaching Personnel	Position Title	Residence	Place of Assignment
1.	Erika D. Gomez	Administrative Aide III	Sicayab, Dipolog City	OSDS Office, SDO
2.	Crisha Mae Z. Barbaso	Administrative Aide VI	Galas, Dipolog City, ZDN	Personnel Section, SDO
3.	Khaireyah G. Magangcong	Administrative Aide VI	Upper Turno, Dipolog City, ZDN	Personnel Section, SDO
4.	Lenie B. Gemina	Administrative Assistant II	Gutalac, ZDN	Gutalac I District Office
5.	Kathleen B. Vendencia	Administrative Assistant II	Sibutad, ZDN	Sibutad CS, Sibutad District
6.	Jewil Cristy J. Paalisbo	Administrative Assistant III	Sergio Osmena, ZDN	Sergio Osmena II District
7.	Hashim A. Pawa	Administrative Assistant II	Sirawai, ZDN	Sirawai NHS-Senior High



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Enclosure No. 3

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(NONTEACHING ONLY)**
Revised May 2024

Directions:

- **Submit the CSC Documents fastened in a white paper folder and the 201 file Division Documents fastened and placed in a light brown expanded envelope 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 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**

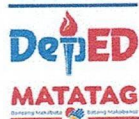
“CSC Documents” *fastened in white paper folder:*

- 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
- E. 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)*
- F. 1 copy** **Transcript of Record Undergrad** and Grad School (if there's any)
- G. 1 copy** each **Certificate of Employment**
- H. 1 copy** each **Certificate of Trainings**

“201 DIVISION Documents” *fastened and placed in a light brown Expanded Envelope:*

- 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)*
- C. 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)*
- D. 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- E. 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- F. 1 copy** NBI Clearance
- G. 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- H. 1 photocopy** Marriage Contract/Certificate (if married only)
- I. 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- J. 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)
- K. 1 copy** **GSIS** Filled-out Membership Form with picture
- L. 1 copy** **PAG-IBIG** Membership Form issued by PAG-IBIG.
- M. 1 copy** **PhilHealth** Membership Data Record issued by PhilHealth.
- N. 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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