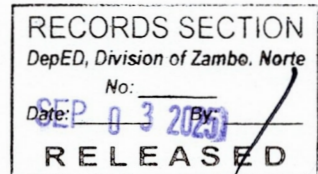




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 3, 2025

Division Memorandum
No. 422, s. 2025

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, Promoted and Transferred Administrative Officer II**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Appointment In-charge, Personnel Unit of this division on or before **September 9, 2025**.

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.

MAJARANI M. JACINTO EdD, CESO V
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment
0000045-2025/09022025



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



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

Newly Hired Administrative Officer II

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	QUITONG, BEDILBERT B.	Administrative Officer II	Rizal, ZDN	Balubohan ES Roxas II (Manuel A. Roxas) District
2.	ZOZOBRADO, ALEX R.	Administrative Officer II	Liloy, ZDN	Panglima Uttoh Aban ES Sirawai District
3.	BERADIO, ANGELE A.	Administrative Officer II	Godod, ZDN	Bunawan ES Godod District
4.	MAING, CHRISTOPHER B.	Administrative Officer II	Kalawit, ZDN	Sibuco CS Sibuco District

Newly Promoted Administrative Officer II

S/N	NAME OF APPOINTEE	CURRENT POSITION TITLE	POSITION TITLE	PLACE OF ASSIGNMENT
1.	BONGATO, TIRSO DARIO P.	ADAS II	Administrative Officer II	Dalongdong ES Sindangan North District
2.	LUGSANAY, EGLYN B.	ADAS II	Administrative Officer II	Daniel Maing IS Kalawit District
3.	SOREÑO, LOVELY JESSA MAE S.	ADA IV	Administrative Officer II	Nato IS Sindangan Central District
4.	TORRES, ERLAN MONICA I.	ADAS III	Administrative Officer II	Talinga NHS Bacungan District
5.	BAFLOR, RONEL B.	ADAS II	Administrative Officer II	Tinuyop ES Bacungan District



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

Enclosure No. 2

**LIST OF REQUIREMENTS FOR PROMOTION
(NATURAL VACANCY)**

Directions:

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Scan 201 file Division documents and save as PDF FILE (submit soft copy to the 201 file In-charge)**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at www.csc.gov.ph and www.depedzn.net**
- **Do not EDIT the enclosed Position Description Form. Fill out the ITEM NUMBER, WORK STATION (school assignment) and signed by the School Principal/PSDS.**

"CSC Documents" *fastened in white paper folder:*

- A. 2 copies** Original Notarized **CSC Form No. 212/Personal Data Sheet (Revised 2025)** 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 and depedzn.net)*
- B. 1 copy** Original **Work Experience Sheet**
- C. 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- D. 1 copy** Original **Oath of Office (Revised 2025)**, notarized by private lawyer, *Open Date, if possible.*
- E. 1 copy** Original **PDF (Position Description Form) Revised 2017** *(print enclosed PDF to be signed by the Principal or PSDS).*
- F. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

"201 DIVISION Documents" *Scan documents and save as PDF FILE (submit soft copy to the Incharge)*

- A. 1 copy** Original **Oath of Office (Revised 2025)**, notarized by private lawyer, *Open Date, if possible.*
- B. 1 copy** Original Notarized **CSC Form No. 212/Personal Data Sheet (Revised 2025)** 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 and depedzn.net)*
- C. 1 copy** Original **PDF (Position Description Form) Revised 2017** *(print enclosed PDF to be signed by the Principal and PSDS)*
- D. 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- E. 1 copy** Designation Orders, if there's any
- F. 1 copy Latest** Notarized Sworn Statement of Assets and Liabilities
- G. 1 copy** Notices of Salary Adjustments/Step Increments
- H. 1 copy** Form 211 Medical Certificate **(Revised 2025)** with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- I. 1 copy** NBI Clearance
- J. 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- K. 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- L. Commendations/Awards or Copies of Disciplinary Actions** (if there's any)
- M. 1 copy** Latest IPCRF (SY 2024-2025)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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

Enclosure No. 3

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(NONTeaching Only)**

Revised AUGUST 2025

Directions:

- **Submit the CSC Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only.**
- **Scan 201 file Division documents and save as PDF FILE (submit soft copy to the 201 file In-charge)**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Ensure ALL documents are properly filled-out and signed as applicable.**
- **Forms downloadable at www.csc.gov.ph and www.depedzn.net**
- **Do not EDIT the enclosed Position Description Form. Fill out the ITEM NUMBER, WORK STATION (school assignment) and signed by the School Principal/PSDS.**

"CSC Documents" *fastened in white paper folder:*

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2025)** 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 and depedzn.net*)
- 1 copy** **Work Experience Sheet**
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Original **Oath of Office (Revised 2025)** notarized by private lawyer, Open Date, if possible.
- 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 copy** Transcript of Record Undergrad and Grad School (*Authenticated by the School Registrar*)
- 1 copy each** **Certificate of Employment**
- 1 copy each** **Certificate of Trainings**
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

"201 DIVISION Documents" *Scan all documents and save as PDF FILE*

- 1 copy** Original Oath of Office (**Revised 2025**) notarized (private lawyer) or signed by HRMO/AO V, Open Date, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (**Revised 2025**) 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 and depedzn.net*)
- 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 Certificate (**Revised 2025**) with one (1) photocopy of results (Neuropsychiatric Exam, Drug Test, Blood Test, Chest 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** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

Separate Folder:

- 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 (*if none please proceed to Payroll Section of this Division.*)

Note: Please read and follow the instructions carefully.

Thank you!



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Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Officer II			
2. ITEM NUMBER		3. SALARY GRADE			
		SG - 11 STEP 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input checked="" type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class			
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
DEPARTMENT OF EDUCATION		REGIONAL OFFICE IX-ZAMBOANGA PENINSULA			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
DIVISION OF ZAMBOANGA DEL NORTE					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P 30,024.00	P 2,000.00/PERA		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
ADMINISTRATIVE OFFICER V		PUBLIC SCHOOLS DISTRICT SUPERVISOR			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP, PRINTER, PROJECTOR, EXTERNAL DRIVE, ETC.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**Personnel Administration**

Recruitment and Selection

Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:

- recruitment and selection of applicants in the school assigned
- promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment
- Prepare ERF of qualified teachers and submit to SDO for processing

Property Custodianship:

- Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead
- Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
- Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials
- Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
- Prepare and submit reports on all property accountability of the school

General Administrative Support

- Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers
- Assist the school planning team in the preparation of SIP/AIP
- Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc
- Perform other functions as may be assigned by the immediate supervisor

21. QUALIFICATION STANDARDS

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	None Required	None Required	CS Professional/Appropriate Eligibility for Second Level Position
21e. Core Competencies			Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION			ADVANCED
21f. Leadership Competencies			Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS			ADVANCED
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		ADVANCED
40%	Personnel Administration		
30%	Property Custodianship		
30%	General Administrative Support		

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Signature Over Printed Name/Date

Supervisor's Name, Date and Signature