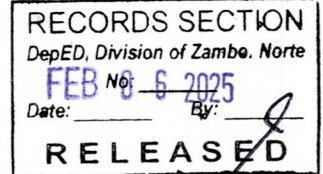




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

February 6, 2025

Division Memorandum
No. 71 s. 2024

CALL FOR APPLICANTS FOR VACANT LEVEL 1 AND 2 NONTEACHING POSITIONS IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE

**To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
Administrative Officer II
Administrative Assistants
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 positions:

CLUSTER/DISTRICT	SCHOOL/PLACE OF ASSIGNMENT	POSITION	PLANTILLA ITEM NO.	VICE
DIVISION ITEMS	1. RECORDS SECTION	Administrative Aide VI	OSEC-DECSB-ADA6-570080-2014	AGUSTIN, LORENE VELASCO, prom.
	2. PAYROLL SECTION	Administrative Assistant II	OSEC-DECSB-ADAS2-570053-2018	VILLARIN, JUNRIE MARK V., prom.
	3. PERSONNEL SECTION	Administrative Assistant II	OSEC-DECSB-ADAS2-570172-2016	BACARA, PAMELA JUSON, prom.
CLUSTER I				
SERGIO OSMEÑA II	Bagumbayan ES	Administrative Officer II	OSEC-DECSB-ADOF2-570046-2023	TABULOC, NORIANIE CAINCAY, waived





Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SERGIO OSMEÑA I	Sergio Osmeña NHS	Administrative Aide III	OSEC-DECSB-ADA3-570052-2004	RULE, JEAN AUGUST PABATANG, prom.
	S. Osmeña CS	Administrative Assistant III	OSEC-DECSB-ADAS3-570078-2014	PARADERO, EMPERATRIZ NACARIO, prom.
MUTIA	District Office	NURSE II	OSEC-DECSB-NURS2-570108-2021	BALAIS, HORLITA DIGAMON, ret.
	Juan C. Dumaog Sr. ES	Administrative Officer II	OSEC-DECSB-ADOF2-570211-2022	CABILING III, ROLDAN BERRO, drop from the rolls
SIBUTAD	Sibutad NHS	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-570026-2007	MALICAY, JOSE RONEL SANTIAGO, prom.
PIÑAN	District Office	Administrative Assistant III	OSEC-DECSB-ADAS3-570072-2014	BELONGHILOT, ALEX ACAMA, prom.
	Piñan NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570027-2004	BUNGA, DHONA ANGELIE ROMINGA, prom.
POLANCO II	San Pedro NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570169-2016	MATIAS, GRACE CUENCA, prom.
	Sianib NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570094-2016	TANGCALAGAN JR, VICENTE FRANCISCO, resigned
RIZAL	Rizal NHS	Disbursing Officer II	OSEC-DECSB-DO2-570007-2011	AMBA, AILENE MARIE RELATOR, prom.
CLUSTER II				
ROXAS I	District Office	NURSE II	OSEC-DECSB-NURS2-570167-2021	JACINTO, THERESA MAE KRISTYL MACARAEG, trans.
	Roxas CS	Administrative Assistant III	OSEC-DECSB-ADAS3-570090-2017	FERMIN, ANALIE CALASANG, prom.



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ROXAS II	Tapesa ES	Administrative Officer II	OSEC-DECSB-ADOF2-570244-2022	GUERRERO, AIRA RUTH A., trans.
	Moliton NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570086-2016	RAZO, JON CALVIN KLEIN PARTOSA, prom.
	Dohinob CS)	Administrative Assistant II	OSEC-DECSB-ADAS2-570103-2017	ROSALEJOS, FERNALINE PAÑO, prom.
	DOHINOBS NHS	Administrative Assistant III	OSEC-DECSB-ADAS3-570053-2014	ANGUIT, MARY JESSIE ROSE BAS, trans.
MANUKAN I	Manukan NHS	Statistician Aide	OSEC-DECSB-STATA-570010-1998	RETES, ETHEL FE BARLA, prom.
		Senior Bookkeeper	OSEC-DECSB-SRBK-570002-2007	ANDALAHAO, AGNES RAFAL, prom.
MANUKAN II	Don Jose Aguirre NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570173-2016	BOHOL, RONELO VILLAVER, prom.
	Villaramos NHS - Jesus A. Ramos NHS	Senior Bookkeeper	OSEC-DECSB-SRBK-570003-2011	MACUTE, RHEA VELOSO, prom.
KATIPUNAN II	Felipe Cadavedo IS	Administrative Assistant III	OSEC-DECSB-ADAS3-570096-2017	AMANDAC, BEVERLY ANNE ZAYAS, prom.
CLUSTER III				
SIAYAN	Basak ES	Administrative Officer II	OSEC-DECSB-ADOF2-570057-2023	OCAMPO, DIVINE RHEA GARRIDO, trans.
	District Office	NURSE II	OSEC-DECSB-NURS2-570107-2021	ANDILAB, ABDULAH PACARAT, trans.
	(Siayan CS)	Administrative Assistant III	OSEC-DECSB-ADAS3-570086-2014	LIRA, JOLIE BOY ALAO, prom.



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SINDANGAN CENTRAL	(SNAIS)	Administrative Aide III	OSEC-DECSB-ADA3-570057-2004	RAMONOLOS, AILEEN ENSIL, prom.
	Sindangan NHS	Security Guard I	OSEC-DECSB-SECG1-570103-1998	PASCULADO, ANTONIO PREJOLES, ret.
SINDANGAN CENTRAL	Sindangan NHS	Disbursing Officer II	OSEC-DECSB-DO2-570004-2007	DUMAJEL, HERON MACION, trans.
CLUSTER IV				
GODOD	Makinarya ES	Administrative Officer II	OSEC-DECSB-ADOF2-570077-2023	SA-A, BHERLAN IGLORIA, trans.
	GODOD NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570079-2016	PASLON, IVY POLIRAN, trans.
BACUNGAN(LEON POSTIGO)	BACUNGAN CS	Administrative Officer II	OSEC-DECSB-ADOF2-570185-2020	LICAYAN, BABY CELESTE LAURENA, trans.
		Administrative Assistant II	OSEC-DECSB-ADAS2-570108-2017	LEE, CHARLEMAGNE INDING, prom.
		Administrative Assistant III	OSEC-DECSB-ADAS3-570081-2014	VILLANUEVA, MC CHARBY CESPON, prom.
SALUG I	Salug NHS	Guidance Counselor I	OSEC-DECSB-GUIDC1-570028-2008	UNFILLED (Re-Call)
PONOT (JOSE DALMAN)	Ponot CS	Administrative Assistant II	OSEC-DECSB-ADAS2-570101-2017	GUMANAD, DOÑA MARY GLEM FRIGILLANO, prom.
LILLOY I	LILLOY NHS	Guidance Counselor I	OSEC-DECSB-GUIDC1-570023-2008	TAN, SOCORRO DAYMIEL, res



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

CLUSTER V				
GUTALAC II	Map ES	Administrative Officer II	OSEC-DECSB-ADOF2-570102-2023	SAI, ANA MARIE GUINDOL, trans.
	Upper Gotalac District Office	Administrative Assistant III	OSEC-DECSB-ADAS3-570102-2017	ANITO, JESSIE CAGAPE (re-call)
	Upper Gotalac CS	Administrative Assistant II	OSEC-DECSB-ADAS2-570112-2017	ODJALA, JOHNSON SUMAYLO,trans.
GUTALAC I	GUTALAC NHS	Disbursing Officer II	OSEC-DECSB-DO2-570023-2007	LIM, ERMIE EDAYAN, ret.
	DISTRICT OFFICE	Administrative Assistant III	OSEC-DECSB-ADAS3-570083-2014	FUERTES, RANDY ALVAREZ, prom.
	Gotalac CS	Administrative Assistant III	OSEC-DECSB-ADAS3-570099-2017	GALOPE, JESON SABANA,prom.
CLUSTER VI				
SIBUCO	LANTAWAN ES	Administrative Officer II	OSEC-DECSB-ADOF2-570195-2020	ASBUD, BENSAR PIEGA, resigned
	Anungon ES	Administrative Officer II	OSEC-DECSB-ADOF2-570125-2023	SIMON, MONSI LANDASAN, trans.
	Binawing ES	Administrative Officer II	OSEC-DECSB-ADOF2-570133-2023	OSAMA, MISTEKA RONDON, trans.
	Sibuco CS	Administrative Assistant III	OSEC-DECSB-ADAS3-570107-2017	ATANI, ABDURAKMAN, prom.
BALIGUIAN	LINAY ES	Administrative Officer II	OSEC-DECSB-ADOF2-570120-2023	MUDJA, KIMBERLY SANDAGAN, trans.
	Baliguian NHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570050-2018	MONTINA, RINA GRACE CASTILLON prom.



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Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SIOCON	BLISS ES	Administrative Officer II	OSEC-DECSB-ADOF2-570361-2022	BANUA, MARIFEL. FRONDA, res.
	(Canatuan ES)	Administrative Officer II	OSEC-DECSB-ADOF2-570149-2023	LAGARE, CHARLENE LIWAGON, trans.
	(Siocon CS)	Administrative Assistant III	OSEC-DECSB-ADAS3-570108-2017	Dapat, Karen Shane Billones, prom.
	Siocon NHS	Disbursing Officer	OSEC-DECSB-DO2-570006-2007	CARAGAN, KIMBERLY CALABRIA, prom.
	Julian Soriano MCHS	Administrative Assistant II	OSEC-DECSB-ADAS2-570013-2014	BAHANDI, BEN JR. BARING, prom.
	Julian Soriano MCHS	Administrative Assistant III	OSEC-DECSB-ADAS3-570050-2014	LISBOS, KAREN EMBOL, prom.
SIRAWAI DISTRICT	District Office	Administrative Assistant III	OSEC-DECSB-ADAS3-570088-2014	DELASAS, JEANETTE MIGUEL, 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 complete, 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 **Division Office - Personnel Section (for division items only)** or 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 February 11, 2025 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.





Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

The hiring and promotion process for Nonteaching positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."**

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

CSC QUALIFICATION STANDARD

Position and Salary Grade	QUALIFICATION				Competency (if applicable)
	Education	Training	Experience	Eligibility	
Security Guard I-SG 3	High School Graduate	None Required	None Required	Security Guard License (MC 11, s.-C at. II)	
Administrative Aide VI - SG 6	Completion of 2 years college studies	None Required	None Required	Career Service Sub-Professional / First Level Eligibility	Bachelor's degree; 2 years relevant experience; Knowledge on Computer (MS Word, MS Excel, Power Point, Google Sheet, etc.)
Administrative Aide III-SG 3	Completion of two years study in college	None Required	None Required	CS Sub Professional/ First Level Eligibility	
Statistician Aide - SG 4	Completion of 2 years college studies	None Required	None Required	Career Service Sub-Professional / First Level Eligibility	Bachelors degree; 2 years relevant experience; Knowledge on Computer (MS Word, MS Excel, Power Point, Google Sheet, etc.)





Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<p>Administrative Assistant II - SG 8 (for PAYROLL SECTION)</p>	<p>Completion of 2 years college studies</p>	<p>4 hours relevant training</p>	<p>1 year relevant experience</p>	<p>CS Sub Professional/ First Level Eligibility</p>	<p>Any accounting or business related course, knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.); preferably with experience on remittance</p>
<p>Administrative Assistant II - SG 8 (for Personnel Office)</p>	<p>Completion of 2 years college studies</p>	<p>4 hours relevant training</p>	<p>1 year relevant experience</p>	<p>CS Sub Professional/ First Level Eligibility</p>	<p>Bachelor's degree; 2 years relevant experience; Knowledge on Computer (MS Word,MS Excel, Power Point,Google Sheet,etc.)</p>
<p>Administrative Assistant II / Disbursing Officer II- SG 8 (field items)</p>	<p>Completion of 2 years college studies</p>	<p>4 hours relevant training</p>	<p>1 year relevant experience</p>	<p>CS Sub Professional/ First Level Eligibility</p>	<p>Any accounting or business related course, knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.)</p>
<p>Administrative Assistant III / Senior Bookkeeper - SG 9 (field items)</p>	<p>Completion of 2 years college studies</p>	<p>4 hours relevant training</p>	<p>1 year relevant experience</p>	<p>CS Sub Professional/ First Level Eligibility</p>	<p>BS in Accountancy, BS Acctg. Tech or any accounting or business related course; with NC III Bookkeeping, knowledge on Computer (MS Word,MS Excel, Google Sheet,etc.); with 2 years experience in Bookkeeping, Auditing or other acctg.related work</p>





Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Administrative Officer II – SG 11	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/Appropriate Eligibility for Second Level Position	Knowledge on Computer (MS Word, MS Excel, Google Sheet, etc.)
Guidance Counselor - SG 11	Bachelor's degree relevant to the job	None Required	None Required	RA 1080 (Guidance Counselor)	Knowledge on Computer (MS Word, MS Excel, Google Sheet, etc.);
NURSE II – SG 16	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	

For the schedule on the timeline of activities, please refer below:

DATE	ACTIVITY	VENUE
February 6, 2025 (Thursday) 8:00am-5:00pm	Submission of Application Documents	SDO-Personnel Section (for division items) Preferred district where vacancies exist (for field items)
February 11, 2025 (Tuesday) 8:00am-5:00pm	Deadline for Submission of Application Documents	
February 12-13, 2025	Initial Evaluation	
February 14, 2025 (Friday) 8:00am	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION) <i>-for field items</i>	Districts where vacancies exist
February 17, 2025 (Monday) 8:00am	Comparative Assessment (SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION) <i>-for Division Office items</i>	4th Floor, New SDO Bldg.

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).



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Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

PSU/gdm/CallforApplicantsforNonteachingposition/Feb62025



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Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. _____ s. 2025

CHECKLIST OF REQUIREMENTS
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
 Position Applied For: _____
 School of the Position Applied for.: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()

DUAN: _____
 Contact Number: _____
 Religion: _____
 Solo Parent: Yes () No ()

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 and sworn 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. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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 (j) 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.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 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) (u)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.





Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No.2 to DM No. _____, s.2024

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create 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)