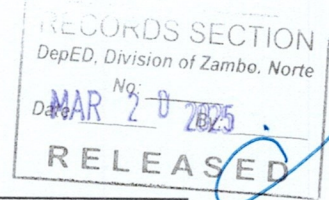




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



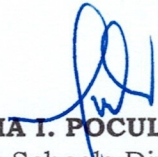
March 20, 2025

Division Memorandum
No. 150, 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 the **Newly Hired 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 **March 26, 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.


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

Encl: Aps stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment
0000020-2025/03202025



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

NEWLY HIRED TEACHERS

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
ELEMENTARY				
1.	PALAD, ANALYN F.	Teacher I	Godod, ZDN	MAKINARYAS ES Godod District
2.	BANGGOT, LAIZA E.	Teacher I	Godod, ZDN	BANUANGAN IS (MEP) Godod District
3.	DELA PENA, ALGIE C.	Teacher I	Labason, ZDN	MALINTUBOAN ES Labason District
4.	JAIEN, SAGERA L.	Teacher I	Labason, ZDN	NEW SALAVACION ES (MEP) Labason District
5.	NIÑEZA, SHENAK S.	Teacher I	Labason, ZDN	OSUKAN ES (MEP) Labason District
6.	CUEVAS, JOBIL SHILOH C.	Teacher I	Labason, ZDN	KIPIT ES Labason District
7.	FERNANDEZ, MERRY ROSE E.	Teacher I	Liloy, ZDN	BAYBAY CS Liloy II District
8.	PLACIBE, JERAYMAR A.	Teacher I	Manukan, ZDN	Alternative Learning System Manukan I District
9.	TABADA, WILMA T.	Teacher I	Mutia, ZDN	DIOLEN ES Mutia District
10.	SANDOT, JUVY P.	Teacher I	Mutia, ZDN	MUTIA CS Mutia District
11.	TARUC, LISARLYN D.	Teacher I	Polanco, ZDN	DANSULLAN ES Polanco II District
12.	BANONG, CRISELYN C.	Teacher I	Jose Dalman, ZDN	DINASAN ES Ponot (Jose Dalman) District
13.	ENGUITO, CRISTINA T.	Teacher I	Jose Dalman, ZDN	LIPAY ES Ponot (Jose Dalman) District
14.	RICABERTE, ERVIN P.	Teacher I	Pres. M.A. Roxas, ZDN	PIÑAMAR ES Roxas I (Manuel A. Roxas) District



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15.	ESPAÑOL, KEVEN A.	Teacher I	Salug, ZDN	MUCAS ES Salug I District
16.	BALANE, MONISA A.	Teacher I	Salug, ZDN	RAMON MAGSAYSAY ES (MEP) Salug II District
17.	PAÑALES, KATHLEEN GRACE B.	Teacher I	Salug, ZDN	FATIMA ES Salug II District
18.	OTONG, TRIXCY DENICE Q.	Teacher I	Salug, ZDN	IPILAN ES Salug II District
19.	BUHALE, HEVELYN D.	Teacher I	Salug, ZDN	LOPE J. ANANA ES Salug II District
20.	MARIQUIT, SAMUEL A.	Teacher I	Sergio Osmeña, ZDN	SITUBO ES Sergio Osmeña I District
21.	ATALAD, SITTI AISA A.	Teacher I	Sirawai, ZDN	PIACAN ES (MEP) Sirawai District
22.	SALASA, GEY MARY A.	Teacher I	Kalawit, ZDN	PARAISO ES Kalawit District
JUNIOR HIGH SCHOOL				
23.	PATES, FATIMA B.	Teacher I	Mutia, ZDN	Head Tipan IS
24.	CABABAT, CHRISTOPHER V.	Teacher I	Salug, ZDN	Salug NHS
25.	JUMAWAN, JESEL B.	Teacher I	Tampilisan, ZDN	Tampilisan NHS
26.	ESTRADA, AILYN L.	Teacher I	Labason, ZDN	Immaculad IS (Ubay NHS)
27.	MA. CLEOFE I. LADERA	Teacher I	Piñan, ZDN	Piñan NHS
28.	ABELLANA, ARJIE P.	Teacher I	Liloy, ZDN	Liloy NHS – Silucap
29.	HAMOY, STEPHANIE S.	Teacher I	Sindangan, ZDN	Bartolome C. Lira Sr. NHS-Lawagan
30.	DAJONAN, JUREY D.	Teacher I	Polanco, ZDN	Piñan NHS
SENIOR HIGH SCHOOL				
31.	JAUCULAN, ERWIN A.	Teacher II	Polanco, ZDN	Polanco NHS
32.	MAGHINAY, JAYSA T.	Teacher I	Katipunan, ZDN	Sergio Osmeña NHS



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33.	ABRIGANA, ANGEL MAE R.	Teacher II	Katipunan, ZDN	Katipunan NHS
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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 January 2025

Directions:

- **Submit the CSC Documents and the 201 file Division Documents fastened in a white paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS. On page 1 of the 201 file Division Documents, indicate in the following format: name, position, and school/district.**
- **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:

- K. 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)*
- L. 1 copy** **Work Experience Sheet**
- M. 1 photocopy** **Certificate of Eligibility/PRC License**
- N. 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
- O. 1 copy** Original **PDF (Position Description Form) Revised 2017** (print enclosed PDF to be signed by the School Principal/PSDS) Note: Do not edit #21. QUALIFICATION STANDARDS page 2 of the form.
- P. 1 photocopy** **TESDA National Certificate II** (If Senior High-TVL Track)
- Q. 1 photocopy** **TESDA Trainers Methodology Certificate** (If Senior High-TVL Track)
- R. 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)

“201 DIVISION Documents” fastened in white paper folder:

- 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** (print attached PDF to be signed by the School Principal/PSDS) Do not edit #21. Qualification Standard page 2 of the form
- 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 (Neuropsychological 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 (if there's any)
- J. 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

Separate Folder: Please comply/process the following insurances before submitting except GSIS.

- 1 copy** **GSIS** Filled-out Membership Form with picture
- 1 copy** **PAG-IBIG** Membership Data 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 <p style="text-align: center;">Teacher I</p>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 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		
SCHOOL PRINCIPAL			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 checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
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 checked="" type="checkbox"/>	<input 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					
<p>A teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.</p>					

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

Teacher Responsibilities:

Develop and issue educational content including notes, tests, and assignments.

- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Ensure your classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's degree plus 18 professional units in education with appropriate major	None Required	None Required	PBET;Teacher
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
70%	Actual Teaching		
30%	Paper Works		

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

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

Teacher Responsibilities:

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Ensure your classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Technical-Vocational Livelihood (TVL) Track: Bachelor's degree holder; or graduate of technical - vocational course(s) in the area of specialization ACADEMIC TRACK AND CORE SUBJECTS: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject Arts & Design: Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject Sports: Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	Technical-Vocational Livelihood (TVL) Track: At least NC* II +TMC**1 *Appropriate to the specialization ACADEMIC TRACK AND CORE SUBJECTS: None required Arts & Design: 4 hours of training relevant to the course in the Track Sports: 4 hours of training relevant to the course in the Strand	Technical-Vocational Livelihood (TVL) Track: None required ACADEMIC TRACK AND CORE SUBJECTS: None required Arts & Design: 1-year relevant teaching/industry work experience Sports: 1-year relevant teaching/industry work experience	RA 1080

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:)	
70%	Actual Teaching	ADVANCED
30%	Paper Works	

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

_____ Supervisor's Name, Date and Signature