



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No:	
Date: 06 2026	By:
RELEASED	

Office of the Schools Division Superintendent

January 06, 2026

Division Memorandum
No. 09, 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 Comparative Assessment Result (CAR) of **Newly Promoted Head Teachers**, 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 **January 13, 2026**.
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
0000002-2026/01052026



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

Newly Promoted Head Teachers

S/N	NAME OF APPOINTEE	CURRENT POSITION TITLE	POSITION TITLE	PLACE OF ASSIGNMENT
1.	MONDIJAR, ELMER T.	Head Teacher I	HEAD TEACHER II	Sto. Niño ES Polanco I District
2.	DE VERA, JAIME JR. P.	Head Teacher I	HEAD TEACHER II	Milad ES Polanco II District
3.	TULABING-CAAY, BHEBELOU M.	Teacher III	HEAD TEACHER II	San Pedro NHS
4.	CABRERA, ROWENA B.	Teacher III	HEAD TEACHER II	Jesus A. Ramos NHS



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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.depedzn.net.** Please take note of the revised forms 2025.
- **Do not EDIT the enclosed Position Description Form (PDF). Fill out ONLY the WORK STATION (school assignment) and signed by the School Principal/PSDS.**

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

- 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 depedzn.net*)
- 1 copy** Original **Work Experience Sheet**
- 1 photocopy** **PRC LICENSE.**
- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- 1 copy** Original **Position Description Form (PDF) Revised 2017** (*print enclosed PDF to be signed by the Principal or PSDS*).
- 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)*

- 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- 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 depedzn.net*)
- 1 copy** Original **Work Experience Sheet**
- 1 copy** Original **Position Description Form (PDF) Revised 2017** (*print enclosed PDF to be signed by the Principal and PSDS*)
- 1 photocopy** **PRC LICENSE.**
- 1 copy** Designation Orders, if there's any
- 1 copy** **Latest** Notarized Sworn Statement of Assets and Liabilities
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- M.** Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- N.** **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 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;">HEAD TEACHER II</p>			
2. ITEM NUMBER		3. SALARY GRADE			
		SG - 15 STEP 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input 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 40,024.00		P 2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
PUBLIC SCHOOLS DISTRICT SUPERVISOR			SCHOOLS DIVISION SUPERINTENDENT		
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 Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
<p>Head teachers are responsible for overseeing the day-to-day operations of their school. They set and enforce policies, manage staff, and ensure that students receive a quality education in a safe and healthy environment.</p> <p>Head teachers often have many responsibilities outside of the classroom as well. They may be tasked with developing curriculum, fundraising, managing student discipline, and other duties.</p>					

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

A head teacher typically has a wide range of responsibilities, which can include:

- Developing and implementing policies and procedures to meet the needs of students and teachers
- Overseeing the hiring of new staff members, evaluating their performance, and making decisions about termination or advancement based on performance
- Evaluating student progress and communicating with parents about any concerns
- Honoring individual student needs by creating an environment that is safe, supportive, and challenging
- Conducting staff meetings to discuss goals and objectives, as well as issues regarding student discipline or staff relationships
- Maintaining records of student attendance, grades, behavior issues, and other pertinent information
- Managing funds and financial records to ensure fiscal responsibility
- Providing guidance to teachers and other staff members regarding pedagogical methods, classroom management, and curriculum planning
- Planning lessons that align with state standards and meet students' diverse needs

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BEED/BSED or Bachelor's Degree with 18 professional education units	HT for one (1) year; or TIC for one (1) year; or Teacher for four (4) years	24 hours of relevant training	RA 1080 (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
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	ADVANCED
70%	Instructional Supervision	ADVANCED
30%	Administrative Tasks	ADVANCED

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