



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 Date: MAR 04 2026 By: [Signature]
 RELEASED

Office of the Schools Division Superintendent

March 03, 2026

Division Memorandum

No. 143, s. 2026

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT FOR APPROVED
 PLANTILLA ALLOCATION LIST (PAL)**

TO: Public Schools District Supervisors
 School Principals and School Heads
 Section/ Unit Heads
 All concerned personnel

1. With the approval of the Plantilla Allocation List (PAL) **due to ECP and Reclassification of Items in Junior High School**, 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 **March 09, 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 4

Encl: As stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment
 0000006-2026/03022026



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 APPOINTEE	POSITION TITLE	ITEM NUMBER	SCHOOL/DISTRICT
1	CRIETA, MARLON V.	TEACHER IV	TCH4-570032-2026	Siay IS
2	FUSIN, CHEZEL M.	TEACHER IV	TCH4-570033-2026	Matam NHS
3	HUPA, CHENDY LOU I.	TEACHER IV	TCH4-570029-2026	Manukan NHS (Serongan Annex)
4	RAZO, NORY JANE D.	TEACHER IV	TCH4-570074-2026	Binoni NHS
5	SUMAMPONG, ROSIE G.	TEACHER IV	TCH4-570072-2026	Binoni NHS
6	SURTIDA, BERLEIN ANN E.	TEACHER IV	TCH4-570073-2026	Binoni NHS



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Enclosure No. 2

**LIST OF REQUIREMENTS FOR
APPROVED PAL-due to ERF and RECLASSIFICATION OF ITEM**
Revised February 2026

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 hard and 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:*

- 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 depedzn.net*)
- B. 1 copy** Original **Work Experience Sheet**
- C. 1 photocopy** **PRC LICENSE.**
- D. 1 copy** Original **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, Open Date, if possible.
- E. 1 copy** Original **Position Description Form (PDF) 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 **Panunumpa sa Katungkulan (Revised 2025)**, notarized by Private Lawyer, Municipal or City Mayor, Barangay Captain, 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 depedzn.net*)
- C. 1 copy** Original **Work Experience Sheet**
- D. 1 copy** Original **Position Description Form (PDF) Revised 2017** (*print enclosed PDF to be signed by the Principal and PSDS*)
- E. 1 photocopy** **PRC LICENSE.**
- F. 1 copy** Designation Orders, if there's any
- G. 1 copy** **Latest** Notarized Sworn Statement of Assets and Liabilities
- H. 1 copy** Notices of Salary Adjustments/Step Increments
- I. 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Blood Test, Urinalysis, Chest X-ray, Drug Test, Neuropsychiatric Exam)
- J. 1 copy** NBI Clearance
- K. 1 copy** Transcript of Record Undergrad and Grad School (if there's any) *Authenticated by the School Registrar*
- L. 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 2025-2025)

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			
		Teacher IV			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 14, 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 38,764.00		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					
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.					

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
Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum Pedagogy, Subject Specialization acquired within the last 5 years OR Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	PBET;Teacher

21e. Core Competencies **Competency Level**

SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	<i>ADVANCED</i>
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21f. Leadership Competencies **Competency Level**

ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS	<i>ADVANCED</i>
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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
70%	Actual Teaching	<i>ADVANCED</i>
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