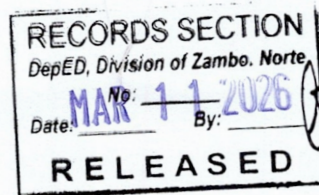




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

March 11, 2026

Division Memorandum
No. 162, s. 2026

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 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 **March 18, 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 Vg
Office of the Schools Division Superintendent

Encl: As stated

PERSONNEL/cjj/DM- SubmitPertinentPapersforAppointment
0000006-2026/03092026



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	PLACE OF ASSIGNMENT
1	SUMINGUIT, MAYRIL G.	TEACHER II	Buena Suerte ES Mutia District
2	CRISPINO, KHENNE D.	TEACHER III	New Lebangon ES Polanco II District
3	EMPEYNADO JR, DEMOSTHENES G.	TEACHER III	Linabo ES Polanco II District
4	CAIS, FLOREPI C.	TEACHER III	New Lebangon ES Polanco II District
5	PISAN, IRISH A.	TEACHER III	Napuyan ES Piñan District
6	PISAN, DENNIS A.	TEACHER III	Santa Fe ES Piñan District
7	DINOPOL, ANAVILE C.	TEACHER III	Delampinas ES Mutia District
8	NAGAL, IRIS O.	TEACHER III	Alvenda ES Mutia District
9	ACBAYAN, FE C.	TEACHER III	Totongon ES Mutia District
10	OBNIMAGA, MERCEDITA A.	TEACHER III	Libay ES Sibutad District
11	CUTAD, CHRISTY DAWN N.	TEACHER III	Oyan ES Sibutad District
12	LAYAWA, APRIL P.	TEACHER III	Sibutad Central ES Sibutad District
13	AUGIS, ENESIA G.	TEACHER III	Sipaloc ES Sibutad District
14	OLIVERON, GEMARIE L.	TEACHER III	Oyan ES Sibutad District
15	OMANDAM, MENCY A.	TEACHER III	Calube ES Sibutad District
16	ESPINOSA, GLORIA L.	TEACHER III	Libay ES Sibutad District
17	CARBONILLA, IRENE R.	TEACHER III	Boboringan ES Piñan District
18	ANDIG, KATHLEEN G.	TEACHER III	Bagong Silang ES Piñan District
19	GABRINEZ, RIZA M.	TEACHER III	Daan Tipan ES Piñan District
20	JUMAWAN, NIDA E.	TEACHER III	Boboringan ES Piñan District
21	SARTIN, MAGNOLIA S.	TEACHER III	Piñan CS Piñan District
22	LAGROSA, VIRGIE C.	TEACHER III	Sikitan ES



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			Piñan District
23	SUMAGANG, JEIDE B.	TEACHER III	San Roque ES Rizal District
24	ALUMBRO, LADY GRACE O.	TEACHER III	Nangca ES Rizal District
25	BOMEDIANO, CATHERINE M.	TEACHER III	Nasipang ES Rizal District
26	SERENCIO, RUVIE C.	TEACHER III	Damasing ES Rizal District
27	RENACIA, JOVELYN M.	TEACHER III	New Dapitan ES Rizal District
28	BUSTILLO, EJENALYN C.	TEACHER III	Nasipang ES Rizal District
29	MELENDREZ, SHEILA MAE D.	TEACHER III	Kauswagan ES Sergio Osmeña II District
30	JUMALON, ISAGANI C.	TEACHER III	Princesa Lamaya ES Sergio Osmeña II District
31	EPAT, HIEDE A.	TEACHER III	Nueva Vista ES Sergio Osmeña II District
32	ARCADIO, JANETH S.	TEACHER III	Nueva Vista ES Sergio Osmeña II District
33	AGIAS, ROSSELLYN M.	TEACHER III	Polanco CS Polanco I District
34	GINGOYON, EGLEN D.	TEACHER III	Sto. Niño ES Polanco I District
35	CUNTAPAY, KAREN LOU J.	TEACHER III	Villahermosa ES Polanco I District
36	BELDAD, ELENITA C.	TEACHER III	Isis ES Polanco I District
37	MAG-ABO, JAYSON O.	TEACHER III	Isis ES Polanco I District
38	AVILA, RUTCHELLE O.	TEACHER III	San Jose PS La Libertad District
39	RELUYA, MELODY M.	TEACHER III	Bagong Baguio ES Sergio Osmeña I District
40	BERSALES, JENEPHIL E.	TEACHER III	Don Eleno Razo ES Sergio Osmeña I District
41	BAYRON, CHRISTINE JOY B.	TEACHER III	San Juan ES Sergio Osmeña I District
42	HECHANOVA, JIESEL C.	TEACHER III	Penacio ES Sergio Osmeña I District
43	BUNA, JOLIBEE S.	TEACHER II	Nazareth ES Sergio Osmeña I District
44	ANOBA, APRIL CANDY A.	TEACHER II	Kauswagan ES Sergio Osmeña II District
45	JIMENEZ, MARY ANN L.	TEACHER II	Mambong IS Siocon District



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46	MAURICIO, GERRY P.	TEACHER II	Sergio Osmeña NHS (Senior High)
47	BASALO JR., VALERIANO C.	TEACHER II	Mutia NHS (Junior High)
48	BOMEDIANO, CHARLITO S.	TEACHER II	Mutia NHS (Junior High)
49	CAULAWON, EDUARDO T.	TEACHER II	La Libertad NHS (Junior High)
50	POTOY, JAN EDUARD B.	TEACHER II	Mutia NHS (Senior High)
51	BUCOL, AILEEN L.	TEACHER II	Sibutad NHS (Senior High)
52	BULLANDAY, EDLYN P.	TEACHER III	Silawe NHS (Junior High)
53	ABEJERO, ROWENA K.	TEACHER III	Sianib NHS (Junior High)
54	JIMOYA, MA. PAZ M.	TEACHER III	Polanco NHS (Junior High)
55	BORLING, LLOYD E.	TEACHER III	Sergio Osmeña NHS (Junior High)
56	CUENCA, JEHAZEN B.	TEACHER III	Sergio Osmeña NHS (Junior High)
57	PACETE, CHITO R.	TEACHER III	Sergio Osmeña NHS (Junior High)
58	SANTIAGO, KENDEY R.	TEACHER III	Marapong NHS (Junior High)
59	LAMORIZA, DARYL D.	TEACHER III	Sibutad NHS (Junior High)
60	VELASCO, RUBY M.	TEACHER III	Rizal NHS (Junior High)
61	PENASO, BERTILLO R. JR.	TEACHER III	Rizal NHS (Junior High)
62	TACLAP, JOSE NOREL S. JR.	TEACHER III	Mutia NHS (Senior High)
63	OVERA, SHIERNEST DANIELLE L.	TEACHER III	Piñan NHS (Junior High)
64	CAÑETE, RIZA T.	TEACHER III	Piñan NHS (Senior High)
65	BOHOL, LORETA N.	TEACHER III	Nanginan ES Katipunan I District
66	AM-IS, MARIO D.	TEACHER III	Gulapa ES Katipunan I District
67	DIMASUHID, MARIFE A.	TEACHER III	Nanginan ES Katipunan I District
68	SARIO, EDUARDO T.	TEACHER III	Marupay ES Roxas I (Manuel A. Roxas) District



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69	TEMONIO, DIASEHNEL G.	TEACHER III	Marupay ES Roxas I (Manuel A. Roxas) District
70	ESTORPE, MONICA F.	TEACHER III	Marupay ES Roxas I (Manuel A. Roxas) District
71	BARTONICO, ANNELAINE M.	TEACHER III	Nabilid ES Roxas I (Manuel A. Roxas) District
72	SUMAMBOD, MARY JANE A.	TEACHER III	Moliton ES Roxas II (Manuel A. Roxas) District
73	SUMAMBOD, LYN A.	TEACHER III	Moliton ES Roxas II (Manuel A. Roxas) District
74	SANTANDER, BENEDICTA B.	TEACHER III	Balubohan ES Roxas II (Manuel A. Roxas) District
75	OMEREZ, HAIDE C.	TEACHER III	Panampalay ES Roxas II (Manuel A. Roxas) District
76	CORDOVA, NIÑA R.	TEACHER III	Balubohan ES Roxas II (Manuel A. Roxas) District
77	BULAQUEÑA, MADILYN B.	TEACHER III	Linay CS Manukan II District
78	LANGCAMON, ANN CLYTON E.	TEACHER III	Loquilos ES Manukan II District
79	RECAPENTE, REBECCA D.	TEACHER III	Lingatongan ES Manukan II District
80	RECAPENTE, ELAIZA A.	TEACHER III	Loquilos ES Manukan II District
81	MANLANGIT, MARY JANE A.	TEACHER III	Patunan ES Manukan I District
82	LOPEZ, ALDRIN D.	TEACHER III	Patunan ES Manukan I District
83	MARIÑAS, JUHN MARK J.	TEACHER III	Serongan ES Manukan I District
84	DENIEGA, NOVELYN R.	TEACHER III	Sirawai CS Sirawai District
85	BENDE, IMELDA J.	TEACHER III	Pangandao ES Manukan I District
86	BAYNOSA, LOU JAY A.	TEACHER III	Patunan ES Manukan I District
87	TIONG, ABDONIEZER G.	TEACHER III	Suisayan ES Manukan I District
88	JUMAWAN, BENIGNO G.	TEACHER III	Pangandao ES Manukan I District
89	ANIÑON, JOVANNE M.	TEACHER III	Palaranan ES



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			Manukan I District
90	OLAVIDES II, EDGAR O.	TEACHER III	Singatong ES Katipunan I District
91	TEVES, ARBEL JOHN A.	TEACHER II	Celestino T. Montaña Sr. NHS (Senior High)
92	LEDAMA, JAY BEE H.	TEACHER III	Jesus A. Ramos NHS (Junior High)
93	BAHIAN, HYRTZEL A.	TEACHER III	Jesus A. Ramos NHS (Junior High)
94	CABRERA, REJOICE B.	TEACHER III	President Manuel A. Roxas NHS (Senior High)
95	DEGALA, SHENNE MAE D.	TEACHER III	Dohinob NHS (Junior High)
96	ALALUM, VEM D.	TEACHER III	Dohinob NHS (Junior High)
97	ACOPIADO, RUTH M.	TEACHER III	Ancito A. Sagario NHS (Junior High)
98	TANGAPA, SALMI M.	TEACHER III	Seres NHS (Junior High)
99	ATACA, GEORGE S.	TEACHER II	Ancito A. Sagario NHS (Junior High)
100	ONDOG, DAYLIN E.	TEACHER II	President Manuel A. Roxas NHS (Junior High)
101	ANGHOY, CHARLYN A.	TEACHER II	Tantingon ES Roxas I (Manuel A. Roxas) District
102	CASALTA, MARY ROSE B.	TEACHER III	President Manuel A. Roxas NHS (Junior High)
103	RECESIO, MARILYN R.	TEACHER III	Misok ES Sindangan North District
104	BAZAR, MIRALUNA M.	TEACHER III	Upper Nipaan ES Sindangan North District
105	BULAY-OG, VINCENT DAVE V.	TEACHER III	Motibot IS Sindangan North District
106	ABIA, GLENDA B.	TEACHER III	Fatima ES Sindangan Central District
107	TINASAS, ELEONOR A.	TEACHER III	Sindangan Pilot Demonstration School Sindangan Central District
108	PABITAY, ROSEVILLA P.	TEACHER III	Maras East ES Sindangan South District
109	PACATANG JR, PANTALEON B.	TEACHER III	Bato ES Sindangan South District



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110	HISOLER, REAHLYN JOY D.	TEACHER III	Bucana ES Sindangan South District
111	SAMBO, RICKY A.	TEACHER III	Bato ES Sindangan South District
112	GUMABAO, MARY ANNE A.	TEACHER III	Bato ES Sindangan South District
113	BANDIVAS, AVSTER M.	TEACHER III	Titik ES Sindangan South District
114	DUNQUE JR, REY R.	TEACHER III	Tinaplan IS Sindangan South District
115	LABADLABAD, ELLEN S.	TEACHER II	Ponot CS Ponot (Jose Dalman) District
116	TIMONIO, LIEZL V.	TEACHER II	Lumaping ES Ponot (Jose Dalman) District
117	SOHITADO, KAREN T.	TEACHER III	Ponot CS Ponot (Jose Dalman) District
118	ESCARPE, ARCELITO C.	TEACHER III	Balatakan ES Ponot (Jose Dalman) District
119	MANLUNAS, MARY JINKY T.	TEACHER III	Manawan ES Ponot (Jose Dalman) District
120	VIDAL, LORIE CRIS B.	TEACHER III	Tinuyop NHS (Junior High)
121	MUNDO, RIZER MARIE M.	TEACHER III	Sindangan NHS (Junior High)
122	NAVA, JESSIE M.	TEACHER III	SNAIS (Junior High)
123	ESCUADRO, ROMELYN A.	TEACHER III	Sindangan NHS (Junior High)
124	NAVA, MICHELLE L.	TEACHER III	Ramon Magsaysay NHS (Junior High)
125	ALIMAN, THEMELIZA B.	TEACHER III	SNAIS (Junior High)
126	BARRO, ATHELA D.	TEACHER III	Siari John H. Roemer NHS (Junior High)
127	DALUD, MARCRIS NAIZH O.	TEACHER III	Siari John H. Roemer NHS (Junior High)
128	QUIRANTE, MARIA LEAH B.	TEACHER III	Siari John H. Roemer NHS (Junior High)
129	ABASOLO, JEAN REAH G.	TEACHER III	Siayan NHS (Junior High)
130	SORRONDA, FLORIBETH D.	TEACHER III	Lope J Añana ES Salug II District
131	SALDIA, GRACE JANELLE S.	TEACHER III	Ramon Magsaysay ES Salug II District
132	TIMTIM, AILYN T.	TEACHER III	Silucap ES



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			Liloy I District
133	QUIRANTE, JUICY FLOR G.	TEACHER III	New Bethlehem ES Liloy I District
134	VILLASAN, BRAIDA P.	TEACHER III	Malila L ES Liloy I District
135	SANTOYAS, FHERLYN N.	TEACHER III	Causwagan ES Liloy I District
136	TIMAGOS, JULIE FE L.	TEACHER III	San Miguel ES Liloy I District
137	JAALAIN, VICTORIA G.	TEACHER III	El Paraiso ES Liloy I District
138	REFUGIO, LILIBETH B.	TEACHER III	Compra ES Liloy I District
139	BUCAN, LUCIANA M.	TEACHER III	Miampic ES Godod District
140	ANGGOT, EDELITA M.	TEACHER III	Sipit ES Godod District
141	BENDIJO, JOSERICO P.	TEACHER III	Rambon ES Godod District
142	MANGAYAO, EDWIN T.	TEACHER III	Palandok ES Bacungan (Leon B. Postigo) District
143	LIBATO, APRIL ROSE A.	TEACHER III	Bacungan CS Bacungan (Leon B. Postigo) District
144	ROMERO, SHARON CYD A.	TEACHER III	Tinuyop ES Bacungan (Leon B. Postigo) District
145	JANANI, IRISH S.	TEACHER III	Lower Titik ES Bacungan (Leon B. Postigo) District
146	DAGPIN, ELENA B.	TEACHER III	Tinuyop ES Bacungan (Leon B. Postigo) District
147	ABATAYO, CASIANA G.	TEACHER III	Dinuan ES Salug I District
148	YTANG, ANALIZA C.	TEACHER III	Balakan ES Salug I District
149	TOBIAS, NIÑA L.	TEACHER III	Dinuan ES Salug I District
150	BERONIO, ANABEL Y.	TEACHER III	Dinuan ES Salug I District
151	INFANSO, REYCIL B.	TEACHER III	Dinuan ES Salug I District
152	ESCORIAL, AGNES D.	TEACHER III	Salug CS Salug I District
153	LIBOON, GERALDINE C.	TEACHER III	Salug NHS (Senior High)



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154	BARRIOS, LORADEL O.	TEACHER III	Compra NHS (Junior High)
155	TIGO, HEIDE A.	TEACHER III	Talinga NHS (Junior High)
156	BOGANOTAN, MARGIE D.	TEACHER III	Talinga NHS (Junior High)
157	SIMBORIO, JHERARD G.	TEACHER III	Godod NHS (Junior High)
158	TAYONA, LIZA L.	TEACHER III	Godod NHS (Junior High)
159	ANGGOT, EMMALYN M.	TEACHER III	Godod NHS (Junior High)
160	BUSTILLO, JASMIN M.	TEACHER III	Godod NHS-Raba Annex (Junior High)
161	MOHAMETANO, MARVIN A.	TEACHER III	Baluno IS (Junior High)
162	BENLOT, FLORITA N.	TEACHER II	Bunawan ES Godod District
163	SUMAMPONG, AIREN A.	TEACHER II	Delucot ES Godod District
164	TUYAC, MICHELE C.	TEACHER II	Bunawan ES Godod District
165	LAURENTE, HENRYMAE Q.	TEACHER II	Delucot ES Godod District
166	TABOTABO, NIKKI ROSE M.	TEACHER II	Rambon ES Godod District
167	REGIS JR., JOSE D.	TEACHER III	Binoni NHS (Senior High)
168	RABANAL, JENELYN B.	TEACHER III	Bacong NHS (Junior High)
169	ROMERO, REIAN L.	TEACHER II	Tinuyop NHS (Junior High)
170	PANAL, JOVEN P.	TEACHER III	Salug NHS (Junior High)
171	MALOLOY-ON, JOJE G.	TEACHER III	Salug NHS (Junior High)
172	SUMAYLO, REYMOND P.	TEACHER III	Liloy NHS (Junior High)
173	DIZON, IRISH JOY M.	TEACHER III	Liloy NHS (Junior High)
174	LARAGA, ROSE MAY B.	TEACHER III	Liloy NHS (Junior High)
175	ORBIGOZO, MA. REALENE A.	TEACHER III	Liloy NHS (Junior High)
176	CUIZON, ELIZABETH A.	TEACHER II	Lower Titik ES Bacungan (Leon B. Postigo) District



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177	ORTIZ, LUCITA S.	TEACHER II	Lower Titik ES Bacungan (Leon B. Postigo) District
178	DAAROL, ELVIRA T.	TEACHER III	Liloy NHS (Senior High)
179	TAGCOS, GINA J.	TEACHER III	Rosalina M. Carloto Mem. ES Gutalac I District
180	ORTEGA, EDNALYN T.	TEACHER III	Pitogo ES Gutalac I District
181	DAGA, FE S.	TEACHER III	San Isidro ES Gutalac I District
182	VILLAMAR, EVANREX	TEACHER III	Rosalina M. Carloto Mem. ES Gutalac I District
183	ANTIQUINA, ADNIE E.	TEACHER III	Mambong IS Siocon District
184	LARGO, SHEENA JANE M.	TEACHER III	Map ES Gutalac II District
185	BALAIS, JAKE RED S.	TEACHER III	ALS Labason District
186	PARTOSA, HAZEL GRACE	TEACHER III	Osukan ES Labason District
187	GERMATA, EVERLYN P.	TEACHER III	Mambong IS Siocon District
188	VILLAFUERTE, NIEZEL F.	TEACHER III	Lapatan ES Labason District
189	JACINTO, VIVIAN Q.	TEACHER III	Matiag ES Siocon District
190	PARAMI, ELSIE M.	TEACHER III	Tampilisan CS Tampilisan District
191	MANAIT, MARITES G.	TEACHER III	Tampilisan CS Tampilisan District
192	SALIBAT, MARESA C.	TEACHER III	Balacbaan ES Tampilisan District
193	ORO, EVA M.	TEACHER III	Cabong ES Tampilisan District
194	VALERA, KRISTINE I.	TEACHER III	Cabong ES Tampilisan District
195	GRAPA, JOSTINA F.	TEACHER III	Sto. Niño ES Gutalac II District
196	TINGOT, AILYN T.	TEACHER III	Upper Gutalac CS Gutalac II District
197	REDONDO, ORLANDO M.	TEACHER III	ALS Kalawit District
198	BALUCOT, ENCARNACION H.	TEACHER III	Fatima ES Kalawit District



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199	SULLANO, MESCHEL C.	TEACHER III	Marcelo ES Kalawit District
200	ASENTISTA, MARYCHRIS J.	TEACHER III	Kalawit District
201	ATES, RICOVILLA L.	TEACHER III	Fatima ES Kalawit District
202	SALAZAR, MARISSA B.	TEACHER III	Palalian ES Kalawit District
203	QUINES, ANNABEL A.	TEACHER III	Tampilisan NHS (Senior High)
204	AGUILAR, VIRGINIA D.	TEACHER III	Malintuboa NHS (Junior High)
205	JIMENEZ, ROSEMARCY B.	TEACHER III	Gatas NHS (Junior High)
206	GENERAL, JONATHAN B.	TEACHER III	Kalawit NHS-Paraiso Ext. (Junior High)
207	EVANGELISTA, MARY MAY A.	TEACHER III	Gutalac NHS (Junior High)
208	PASCO, MARISTEL R.	TEACHER III	Gutalac NHS (Junior High)
209	MULATO, ANDIE J.	TEACHER III	San Juan NHS (Senior High)
210	CARIDO, MARK ANTHONY	TEACHER II	Kipit Agro-Fishery HS (Senior High)
211	REQUINA, REJANE M.	TEACHER II	Ubay NHS (Senior High)
212	ANTE, GEOVANNI M.	TEACHER II	Gutalac NHS (Junior High)
213	GUINDOL, MAY ANNIE T.	TEACHER II	Gutalac NHS (Junior High)
214	MONTEHERMOSO, JEMMA T.	TEACHER II	Pitogo ES Gutalac I District
215	PATAGOC, ROCHELLE S.	TEACHER II	Upper Gutalac CS Gutalac II District
216	BANDICO, MARICHU B.	TEACHER II	Palalihan ES Kalawit District
217	AURIGE, GLENDA R.	TEACHER III	Julian Soriano MCHS (Junior High)
218	HABAY, RAYMOND M.	TEACHER III	Julian Soriano MCHS (Senior High)
219	GABREZA, CLARITO JR. M.	TEACHER III	Baliguian NHS (Junior High)
220	ESTRERA, ANALYN R.	TEACHER III	Baliguian NHS (Junior High)
221	TIGLE, MARIO M.	TEACHER III	Baliguian NHS (Senior High)



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222	ANDO, ROMERO JR. G.	TEACHER III	Baliguian NHS (Senior High)
223	CEBALLOS, MARYNELL C.	TEACHER II	Siocon National Science HS (Junior High)
224	BACALING, ABEGUIL MAY R.	TEACHER II	Siocon National Science HS (Senior High)
225	JUNCO, MARIFE M.	TEACHER II	Siocon National Science HS (Senior High)
226	TROYO, SARALEE DEYNA N.	TEACHER II	Malayal NHS (Junior High)
227	DANGKAHAN, NURFAIZA B.	TEACHER II	Sto. Niño ES Sibuco District
228	OSAMA, MISTEKA R.	TEACHER II	Lunday Valley Elementary School - Sibuco District
229	LUMIGIS, ANELIEN S.	TEACHER II	Tabayo ES Siocon District
230	GALO, AILEEN A.	TEACHER II	Hatib Asamuddin ES Siocon District
231	CAMARO, WINDELYN A.	TEACHER II	Malinao ES Baliguian District
232	LALIYAH, RAYANA N.	TEACHER III	Nala ES Sibuco District
233	PEPITO, AIZA C.	TEACHER III	Dinolan ES Sibuco District
234	JAI, SARA ROSE T.	TEACHER III	Malayal Community School Sibuco District
235	GUINILAC, CHERRY E.	TEACHER III	Malayal Community School Sibuco District
236	CABANLIT, RHEYCARL B.	TEACHER III	Binawing ES Sibuco District
237	WAHI, RABIA D.	TEACHER III	Hatib Asamuddin ES Siocon District
238	LIM, SUE EILEEN A.	TEACHER III	Maharadja Asim IS Siocon District
239	DINGCONG, MONICA DIANNE D.	TEACHER III	Cuyan ES Siocon District
240	BALUAN, SADRIA H.	TEACHER III	Maharadja Asim IS Siocon District
241	DAYAGANON, DIVINE MAY O.	TEACHER III	Maharadja Asim IS Siocon District
242	CAMOTA, ANALISA A.	TEACHER III	Hatib Asamuddin ES Siocon District



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Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

243	PATOH, RACHELLE ANN L.	TEACHER III	Tabayo ES Siocon District
244	ALCORIN, ELLEN O.	TEACHER III	Tabayo ES Siocon District
245	SALMAN, LAARNI S.	TEACHER III	Balagonan ES Siocon District
246	DUHAYLUNGSOD, ROLYN	TEACHER III	Hatib Asamuddin ES Siocon District
247	MOGAWA, JUNREL C.	TEACHER III	Butian ES Baliguian District
248	TEJANO, MARISSA N.	TEACHER III	Baliguian CS Baliguian District
249	SINGCO, MARIO ANTHONY U.	TEACHER III	Baliguian CS Baliguian District
250	HITALADA, RAQUEL D.	TEACHER III	Baliguian CS Baliguian District
251	MONTINA, MELANIE A.	TEACHER III	Sirawai CS Sirawai District
252	KIYA, RHODANGEL P.	TEACHER III	Malinao ES Baliguian 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.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)
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2024-2025)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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 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 II			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 12, 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 checked="" 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
				P33,947.00	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 Supervisors	<input checked="" type="checkbox"/>			General Public	<input checked="" type="checkbox"/>
Non Supervisors	<input type="checkbox"/>			Other Agencies	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>			Others (Please Specify):	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>			Other/s (Please Specify)	
Field Work	<input 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	1 year teaching experience	8 hours of training in any of or a cumulative of the ff: Curriculum, Pedagogy, Subject Specialization acquired with the last 5 years	PBET: Teacher

21e. Core Competencies

Competency Level
SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION
<i>INTERMEDIATE</i>

21f. Leadership Competencies

Competency Level
ORAL COMMUNICATION, WRITTEN COMMUNICATION AND COMPUTER/ICT SKILLS
<i>INTERMEDIATE</i>

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

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

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 II (SENIOR HIGH)			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 12, 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	
		P32,245.00		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	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input 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 checked="" 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
<p>Acad Track and Core Subjects: Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education ----- Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject TVL Track: Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education ----- Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization</p>	<p>Acad Track and Core Subjects: 1 year experience in teaching or industry work in relevant strand/subject TVL Track: 1 year experience in teaching or industry experience in relevant strand/area of specialization</p>	<p>Acad Track and Core Subjects: 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject specialization acquired within the last 5 years TVL Track: NC II and TMC I in relevant technical-vocational course(s) in the area of specialization</p>	<p>RA 1080</p>

21e. Core Competencies **Competency Level**

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

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

<p>Percentage of Working Time</p>	<p>(State the duties and responsibilities here:)</p>	<p>ADVANCED</p>
<p>70%</p>	<p>Actual Teaching</p>	
<p>30%</p>	<p>Paper Works</p>	

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**

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 III <i>(SENIOR HIGH)</i>			
2. ITEM NUMBER		3. SALARY GRADE			
		Salary Grade 13, 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 34,421.00		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>					
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17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	_____	
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					
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- 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
Acad Track and Core Subjects: Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education -----Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with atleast 12 units towards Master's degree in the rel. strand/subject	2 years experience in teaching/ or industry work in relevant strand/subject	Academic Track: 16 hours of training in any of or a cumulative of the following: Curriiculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080

21e. Core Competencies **Competency Level**

SELF MANAGEMENT, PROFESSIONALISM AND ETHICS, RESULT FOCUS, TEAMWORK, SERVICE ORIENTATION AND INNOVATION	ADVANCED
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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%	Actual Teaching	
30%	Paper Works	

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Signature Over Printed Name/Date

Supervisor's Name, Date and Signature