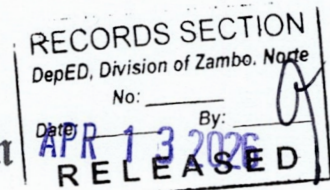




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

April 13, 2026

**Division Memorandum**

No. 198 s. 2026

**SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT**

**To: Public Schools District Supervisors  
Elementary/ Secondary School Heads  
Division Personnel  
All Others Concerned**

1. With the approval of the Plotting Worksheet of **Newly Hired Non-Teaching Personnel**, 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 **April 20, 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 0910-866-0158 and connect to Personnel Section, email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) , or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
4. Immediate and widest dissemination of this Memorandum is desired.

**MAJARANI M. JACINTO EdD, CESO V**  
Schools Division Superintendent ✱

*Encl: As stated*

OSDS/mmj/DM-Submit Pertinent Papers for Appointment  
04132026



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1

**Newly Hired Nonteaching Employees**

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1	<b>MAGANGCONG, KHALIDAH G.</b>	Administrative Aide VI	Turno, Dipolog City	Records Section, SDO
2	<b>ZAMORA, MARIA LUNINGNING B.</b>	Administrative Assistant III	La Libertad, Zamboanga del Norte	OSDS, SDO
3	<b>VERCEDE, JUDY ANN S.</b>	Administrative Aide IV	Sindangan, Zamboanga del Norte	Sindangan National Agricultural Integrated School, Sindangan Central
4	<b>PACQUIAO, KIMBERLY B.</b>	Senior Bookkeeper	Roxas, Zamboanga del Norte	President Manuel Roxas National High School, Roxas I

**Newly Promoted Nonteaching Employees**

S/N	NAME OF APPOINTEE	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1	<b>RAGAY, MA. KRISTINE Z.</b>	Registrar I	Galas, Dipolog City	Planning Section, SGOD, SDO
2	<b>SANTANDER, SHALMAINE E.</b>	Project Development Officer I	Obay, Polanco, Zamboanga del Norte	Polanco Central School, Polanco I
3	<b>JUGO, CHARIES M.</b>	Administrative Officer I	Sindangan, Zamboanga del Norte	Sindangan National High School, Sindangan Central



Republic of the Philippines  
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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES  
(NONTEACHING ONLY)**  
Revised JANUARY 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 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](http://www.depedzn.net).** Please take note of the revised forms 2025.
- **Do not EDIT the enclosed Position Description Form. Fill out WORK STATION (school assignment) and signed by the School Principal/PSDS.**

**“CSC Documents” fastened in white paper folder:**

- 2 copies** Original Notarized **CSC Form 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 [depedzn.net](http://depedzn.net))
- 1 copy** **Work Experience Sheet**
- 1 photocopy** **PRC LICENSE/CSC ELIGIBILITY**
- 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 **PDF (Position Description Form) Revised 2017** (print attached enclosure)
- 1 copy** Transcript of Record Undergrad and Grad School (photocopy only)
- 1 copy each** **Certificate of Employment**
- 1 copy each** **Certificate of Trainings**
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)

**“201 DIVISION Documents” Scan all 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 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 [depedzn.net](http://depedzn.net))
- 1 copy** Original **Work Experience Sheet**
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (print attached enclosure)
- 1 photocopy** **PRC LICENSE/CSC ELIGIBILITY**
- 1 copy** Form 211 Medical Certificate (**Revised 2025**) with one (1) photocopy of results (Neuropsychiatric Exam, Drug Test, Blood Test, Chest X-ray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if any) (Authenticated by the School Registrar)
- 1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)

**Separate Folder:**

- 1 copy** **GSIS** Filled-out Membership Form with picture
- 1 copy** **PAG-IBIG** Membership 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!**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte