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

RECORDS SECTION
DepED, Division of Zambo. Norte
Date SEPT. 16, 2026
RELEASED

Office of the Schools Division Superintendent

September 16, 2026

Division Memorandum
No. **496**, s. 2026

NEWLY PROMOTED SCHOOL PRINCIPAL I

TO: **All Concerned Personnel**

1. Following the approval of the **Plotting Worksheet for Newly Promoted School Principal I**, attached is the approved list of newly hired School Principal I assigned to the various schools of the Schools Division of Zamboanga del Norte.

2. The school assignments of the newly promoted School Principal I shall be officially announced through a separate Memorandum. All concerned personnel are therefore advised to await the issuance of the said Memorandum for the official information regarding their respective school stations.

3. In the meantime, all concerned personnel are hereby directed to proceed with the processing and submission of their complete documentary requirements for appointment to the Appointment In-Charge, Personnel Unit, Schools Division Office of Zamboanga del Norte, **on or before September 17, 2026**.

4. The complete list of documentary requirements is attached to this Memorandum for reference and compliance. All concerned appointees shall ensure that the required documents are complete and properly accomplished before submission.

5. For information, guidance and compliance.

MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent

OSDS/MMJ/newlypromotedSchoolPrincipal1
09142026

Enclosure No. 1 of DM No. 496 s. 2026

NEWLY PROMOTED SCHOOL PRINCIPAL I (ELEMENTARY)	
S/N	**NAME**
1	SERANA, LUCINDA GATOC
NEWLY PROMOTED SCHOOL PRINCIPAL I (SECONDARY)	
1	CARNAL, RINA BARCELONA
2	GUDMALIN, SHEILA MAE DAYONDON
3	TOROT, ALEXANDER AJO
NOTHING FOLLOWS	

Republic of the Philippines
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ENCLOSURE NO. 02

LIST OF REQUIREMENTS FOR PROMOTION
(NATURAL VACANCY-NONTEACHING)

Directions:

- **Submit the CSC Documents fastened in a white folder according to the sequence indicated below with Alphabetical Tabbing.**
- **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.**
- ***Scan 201 file Division documents and save as PDF FILE (submit hard and soft copy to the 201 file In-charge)***
- **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.**
- **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
- **PRINT the enclosed Position Description Form (PDF) corresponding to your position. DO NOT EDIT OR ALTER THE CONTENTS OF THE FORM. 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-sized** picture taken within the last 6 months. (*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/CSC ELIGIBILITY.**
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**
F. **1 photocopy** Certificate of Live Birth/Marriage Contract or Certificate (for married employees)
G. **1 copy** Transcript of Record Undergrad with Special Order from CHED and Grad School (if there's any) *Authenticated by the School Registrar*

"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-sized** picture taken within the last 6 months. (*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**
E. **1 photocopy PRC LICENSE/CSC ELIBILITY.**
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 2025-2026)

Note: ***Please read and follow the instructions carefully.***

Thank you! ☺

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** **School Principal I**
2. ITEM NUMBER	**3. SALARY GRADE** **SG 19 STEP 1**

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☑ Province	☐ 1st Class	☐ 5th Class
☐ City	☐ 2nd Class	☐ 6th Class
☐ Municipality	☐ 3rd Class	☐ Special
	☑ 4th Class	

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	**6. BUREAU OR OFFICE**
DEPARTMENT OF EDUCATION	REGIONAL SATELLITE 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 59, 153.00	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

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE	**ITEM NUMBER**

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

LAPTOP, PRINTERS, OFFICE SUPPLIES, INTERNET ROUTER ETC.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	**Occasional**	**Frequent**	**17b. External**	**Occasional**	**Frequent**
Executive / Managerial	☐	☑	General Public	☑	☐
Supervisors	☐	☑	Other Agencies	☑	☐
Non-Supervisors	☐	☑	Others (Please Specify):		
Staff	☐	☑			

18. WORKING CONDITION

Office Work	☐	☑	Other/s (Please Specify)
Field Work	☐	☑	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

As managers, principals were responsible for financial operations, building maintenance, student scheduling, personnel, public relations, school policy regarding discipline, coordination of the instructional program, and other overall school matters.

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

1. Sets, the mission, vision, goals and objectives of the school, creates an environment conducive to teaching-learning process, implements, monitors and assesses the school curriculum and is accountable for higher learning outcomes.
2. Ensuring that academic policies and curriculum are followed
3. Developing and tracking benchmarks for measuring institutional success
4. Helping teachers maximize their teaching potential
5. Meeting and listening to concerns of students on a regular basis
6. Encouraging, guiding and assisting student leaders and teachers
7. Meeting with parents and administrators on a regular basis for problem resolution
8. Enforcing discipline when necessary
9. Providing an atmosphere free of any bias in which students can achieve their maximum potential

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)

21e. Core Competencies	Competency Level
Self- Management, Professionalism & Ethics, Result Focus, Teamwork, Service Orientation & Innovation	*ADVANCED*

21f. Leadership Competencies	Competency Level
Oral Communication, Written communication & Computer/ ICT Skills	*ADVANCED*

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	*(State the duties and responsibilities here:)*	
50%	Ensuring that academic policies and curriculum are followed	*ADVANCED*
10%	Developing and tracking benchmarks for measuring institutional success	
15%	Helping teachers maximize their teaching potential	
5%	Meeting and listening to concerns of students on a regular basis	
10%	Encouraging, guiding and assisting student leaders and teachers	
5%	Meeting with parents and administrators on a regular basis for problem resolution	
3%	Enforcing discipline when necessary	
2%	Providing an atmosphere free of any bias in which students can achieve their maximum potential	

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**