



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum:  
No. 20, 2021

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS (ELEMENTARY AND SECONDARY)  
ALL OTHERS CONCERNED

FROM : **MA. LIZA R. TABILON, CESO V**  
Schools Division Superintendent

SUBJECT : CALL FOR APPLICANTS FOR VACANT TEACHING POSITIONS IN  
DEPED - ZAMBOANGA DEL NORTE DIVISION

DATE : JANUARY 25, 2021

- The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions:

Vacant Positions	School/District Assignment	No. of Items	CSC Prescribed Qualification
MT III- Elementary	Division Office	1	<b>Education:</b> BEED/BSED Plus MAED Graduate; <b>Experience:</b> 2 Years as MT-II <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
MT I- Secondary	Sindangan NHS	1	<b>Education:</b> BSED W/ 18 MA units; <b>Experience:</b> 3 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
	Katipunan NHS	1	
MT I - Elementary	Sergio Osmeña I	1	<b>Education:</b> BEED/BSED W/ 18 MA units; <b>Experience:</b> 3 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
	Sindangan Central	1	
Head Teacher III	Sindangan NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. Education units w/ appropriate field of specialization; <b>Experience:</b> HT for 2 Years/ Teacher for 5 Years <b>Training:</b> 24 hrs. Relevant Training <b>Eligibility:</b> PBET/LET





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Head Teacher I- Secondary	Sindangan NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. Education units w/ appropriate field of specialization; <b>Experience:</b> TIC for 1 Year; Teacher III for 5 Years <b>Training:</b> 24 hrs. Relevant Training <b>Eligibility:</b> PBET/LET
	Manukan NHS	1	
Teacher III- Secondary	Sirawai- Piacan NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 2 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
Teacher III- Elementary	Piñan District	3	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 2 Years Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
	Katipunan I	1	
	South Sindangan	3	
	La Libertad	1	
	Polanco I	1	
	Gutalac I	1	
Teacher II- Secondary	Sta. Maria NHS	1	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
	Bartolome C. Lira NHS	1	
	Manukan NHS	2	
	Sirawai NHS	1	
Teacher II- Elementary	Kalawit	1	<b>Education:</b> BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> None Required <b>Eligibility:</b> PBET/LET
	Siocon	1	
	Siayan	1	
Administrative Assistant III	Division Office-Payroll	1	<b>Education:</b> Completion of 2 Years College Studies Incl. or Supplemented w/ 12 units in Accounting <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 hrs. Relevant Training <b>Eligibility:</b> PBET/LET
Administrative Officer IV	Division Office	1	<b>Education:</b> Bachelor's Degree Relevant to the Job <b>Experience:</b> 1 Year Relevant Experience <b>Training:</b> 4 Years of Relevant Training





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2. All documents of interested applicants must be submitted to the respective School Selection Committee (for secondary) and District Selection Committee (for elementary) for assessment of authenticity, completeness and veracity and submit to the Division Office - Personnel Section on or before **February 15, 2021**. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).
3. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 and 2).
4. The skills test and interview will be on **March 1- 3, 2021**. Applicants are required to bring original copies of documents submitted during the interview and skills test.
5. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
6. For information, guidance and compliance.





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Enclosure No. 1 of DM No. \_\_\_\_\_ s. 2021

**CHECKLIST OF REQUIREMENTS  
(For Master Teachers)**

Name of Teacher: \_\_\_\_\_ School/District: \_\_\_\_\_

<b>BASIC REQUIREMENTS</b>	<b>Mark a check (/) on the appropriate column.</b>	
	Complied	Not Complied
A. Omnibus Certification		
B. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
C. One (1) Authenticated PRC License		
D. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)		
E. Latest Service Record signed by HRMO		
F. Duly Authenticated Copy of Transcript of Records		
<b>DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT</b>		
<b>a. Introduced any of the following which has been ADOPTED or USED by the school or district.</b> <ul style="list-style-type: none"> <li>Report on the use of the curriculum or instructional materials submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, etc.)</li> </ul>		
<b>b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years.</b> <ul style="list-style-type: none"> <li>Accomplishment report as Subject Coordinator for at least one year signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser)</li> </ul>		
<b>c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently.</b> <ul style="list-style-type: none"> <li>Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the</li> </ul>		





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committee with attachments (any applicable MOV such as sample instructional materials, etc)		
<p><b>d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare.</b></p> <ul style="list-style-type: none"> <li>A copy of a completed research evaluated/accepted by Division Research Committee.</li> </ul>		
<p><b>e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years.</b></p> <ul style="list-style-type: none"> <li>Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, pictures</li> </ul>		
<p><b>f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)</b></p> <ul style="list-style-type: none"> <li>Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures)</li> </ul>		
<p><b>g. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</b></p> <ul style="list-style-type: none"> <li>Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won;</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers.</li> </ul>		
<p><b>h. Authorship</b></p> <ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<p><b>DEMONSTRATION TEACHING</b></p> <ul style="list-style-type: none"> <li>Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc)</li> </ul>		

**Complied** – documents meet the requirements in terms of veracity, authenticity and completeness.





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**Not complied** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This checklist must be submitted with the folder of the teacher.

Enclosure No. 2 of DM No. \_\_\_\_\_ s. 2021

**CHECKLIST OF REQUIREMENTS  
(For Head Teachers)**

Name of Teacher: \_\_\_\_\_ School/District: \_\_\_\_\_

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	Complied	Not Complied
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>DOCUMENTS FOR ASSESSMENT/EVALUATION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>Latest Service Record signed by HRMO</li> <li>Designation (if applicable)</li> <li>Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>Certificate/Plaque/Trophy and other MOVs of the award received, highest level ONLY.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>Accomplishment report submitted to the School Principal corroborated by at least 3 teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</li> </ul>		
<b>c. Research and Development Projects</b>		





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<ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b> <ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D.a Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records</li> </ul>		
<b>D.b Training, any of the following (submit only the highest level)</b> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**Complied** – documents meet the requirements in terms of veracity, authenticity and completeness.

**Not complied** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This checklist must be submitted with the folder of the teacher.





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Enclosure No. 3 of DM No. \_\_\_\_\_ s. 2021

**CHECKLIST OF REQUIREMENTS  
(For Teacher 2 and Teacher 3)**

Name of Teacher: \_\_\_\_\_ School/District: \_\_\_\_\_

<b>BASIC REQUIREMENTS</b>	<b>Mark a check (/) on the appropriate column</b>	
	Complied	Not Complied
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>DOCUMENTS FOR ASSESSMENT/EVALUATION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>• Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>• Latest Service Record signed by HRMO</li> <li>• Designation (if applicable)</li> <li>• Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>• Certificate/Plaque/Trophy and other MOVs of the award received, highest level ONLY.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>• Accomplishment report submitted to the School Principal corroborated by at least 3 teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</li> </ul>		
<b>c. Research and Development Projects</b>		
<ul style="list-style-type: none"> <li>• A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b>		
<ul style="list-style-type: none"> <li>• A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or</li> <li>• A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		





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<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b>		
<ul style="list-style-type: none"> <li>• Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D.a Education</b>		
<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> </ul>		
<b>D.b Training, any of the following (submit only the highest level)</b>		
<ul style="list-style-type: none"> <li>• 3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>• 1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>• Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**Complied** – documents meet the requirements in terms of veracity, authenticity and completeness.

**Not complied** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This checklist must be submitted with the folder of the teacher.





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Enclosure No. 4 of DM No. \_\_\_\_\_ s. 2021

**CHECKLIST OF REQUIREMENTS  
(For Non-Teaching Positions)**

Name of Applicant: \_\_\_\_\_ School/District: \_\_\_\_\_

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	Complied	Not Complied
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
III. One (1) Authenticated PRC License		
<b>DOCUMENTS FOR ASSESSMENT/EVALUATION</b>		
<b>A. Performance Rating</b> <ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)</li> </ul>		
<b>B. Experience</b> <ul style="list-style-type: none"> <li>Latest Service Record signed by HRMO</li> <li>Designation (if applicable)</li> <li>Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b> <ul style="list-style-type: none"> <li>Certificate/Plaque/Trophy and other MOVs of the award received, highest level ONLY.</li> </ul>		
<b>b. Innovations</b> <ul style="list-style-type: none"> <li>Accomplishment report submitted to the School Principal corroborated by at least 3 teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc)</li> </ul>		
<b>c. Research and Development Projects</b> <ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b> <ul style="list-style-type: none"> <li>A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or</li> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		





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<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b>		
<ul style="list-style-type: none"> <li>• Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D.a Education</b>		
<ul style="list-style-type: none"> <li>• Authenticated Transcript of Records</li> </ul>		
<b>D.b Training, any of the following (submit only the highest level)</b>		
<ul style="list-style-type: none"> <li>• 3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>• 1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>• Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

**Complied** – documents meet the requirements in terms of veracity, authenticity and completeness.

**Not complied** – documents do not meet the requirements in terms of veracity, authenticity and completeness.

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This checklist must be submitted with the folder of the applicant.

PERSONNEL/Division Memorandum/DM001-2021/01252021

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation&  
E-mpowerment



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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"