



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



Division Advisory  
 No. 180, s. 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 : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : September 16, 2021

1. With the approval of the **plotting sheet for newly hired**, the appointee listed hereunder is hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before September 23, 2021.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Genilyn Malacat	ADAS II	Bacungan NHS
2. Chonalisa S. Iguana	ADAS II	Gutalac NHS
3. Sariva A. Tiol	ADAS II	Salug NHS
4. Mary Joy C. Bunot	ADAS II	Bacung CS
5. Sheena Marie Suelto	ADAS II	Juan Bugarin CS
6. Diana Jean C. Gongob	ADAS II	Moliton NHS
7. Philmarie A. Elope	ADAS II	Seres NHS
8. Mark C. Rusiana	ADAS III	Division Office
9. Sheryl Mae S. Pasturan	Admin Officer II	Siocon III
10. Jeny E. Pepito	Teacher I	Lawagan ES, Labason III

2. For any queries or clarifications, you may call telephone number (065) 212 5843, or 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).

3. For information and guidance.

*PERSONNEL/brg/Division Advisory to Submit Pertinent Papers for Appointment/A0056/09102021*

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



Capitol Drive, Estaka, Dipolog City, 7100  
 Tel No.: (065) 212-5843  
 e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)



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



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**REQUIREMENTS FOR NEWLY HIRED**  
*Revised April 2021*

**Directions:**

- **Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at [www.csc.gov.ph](http://www.csc.gov.ph)**

**Label: CSC Documents**

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by PRC)
- 2 copies** PRC Rating
- 4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (Revised 2018)** *Open Date, if possible.*
- 2 copies** Original PDF (Position Description Form) Revised 2017
- 1 photocopy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)/if not NV, pls disregard.

**Label: DIVISION Documents**

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Transcript of Record (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 1 copy** Work Experience Sheet
- 2 copies** PRC License
- 2 copies** PRC Rating
- 2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem **Oath of Office (revised 2018)** *Open Date, if possible*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

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

**Thank you! ☺**

