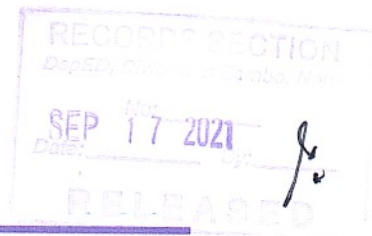




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 182, 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 17, 2021

1. With the approval of the **plotting sheet for promotion**, 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 24, 2021.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Roxanne V. Moreno	Master Teacher I	Katipunan NHS

2. For any queries or clarifications, you may call telephone number (065) 212 5843, or email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0057/09102021





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

REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION
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

Label: For CSC Document

- H. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- I. **2 copies** Original Work Experience Sheet
- J. **2 copies** Original Authenticated PRC License (must be certified by e PRC)
- K. **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.*
- L. **2 copies** Original PDF (Position Description Form) Revised 2017
- M. **1 photocopy** Latest Approved Appointment or Separation Order of Vice (if Natural Vacancy)/if not NV and if Reclassification, pls disregard
- N. **1 photocopy** of Latest Appointment (if renewal; if not, pls disregard)

Label: DIVISION Documents

- P. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- Q. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- R. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- S. **2 copies** Marriage Contract (if married woman)
- T. **1 copy** Work Experience Sheet
- U. **2 copies** PRC License
- V. **2 copies** PRC Rating
- W. **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*
- X. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- Y. **1 copy Latest IPCRF**
- O. **2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0057/09102021

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"