



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



Division Memorandum:
No. 585, 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 : DECEMBER 9, 2021

1. The Schools Division of Zamboanga del Norte once again invites all interested and qualified applicants for the following positions previously declared as vacant but was not yet fill in due to no applicants submitted their pertinent papers for assessment:

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
School Principal IV (Secondary)	SP4-570004-2019	SNAS	1	Education: Master's Degree in the fields of Admin., Supervision, Leadership/Management plus 24 doctoral units; Experience: 2 Years as SP III Training: 56 hrs. Relevant Training Eligibility: RA 1080
Head Teacher IV (Elementary)	HTEACH4-570044-2014	KALAWIT	1	Education: Completed Academic Req in the field of Administration, Supervision, Leadership or Management; Experience: HT III for 2 year; Training: 32 hrs. Relevant Training Eligibility: RA 1080
Head Teacher III Secondary	HTEACH3-570001-2010	BACONG NHS	1	Education: At least 36 MA units in the field of Administration, Supervision, Leadership/Management Experience: Head Teacher for 2 yrs.; Training: 32 hrs. Relevant Training Eligibility: RA 1080
Head Teacher III (Elementary)	HTEACH3-570353-1998	BALIGUIAN	2	Education: At least 36 MA units in the field of Administration, Supervision, Leadership/Management Experience: Head Teacher for 2 yrs.; Training: 32 hrs. Relevant Training Eligibility: RA 1080
	HTEACH3-570360-1998	SINDANGAN SOUTH		





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Head Teacher II (Secondary)	HTEACH2-570044- 2017	BACONG NHS	1	Education: At least 24 MA units in the Field of Administration, Supervision, Leadership/ Management; Experience: HT for 1 year; Training: 24 hrs. Relevant Training Eligibility: RA 1080
Head Teacher I (Elementary)	HTEACH1-570054- 2018	PONOT	1	Education: At least 12 MA units in the Field of Administration, Supervision, Leadership/ Management; Experience: 3 yrs. Teaching Exp. & TIC/OIC for at least 1 year; Training: 24 hrs. Relevant Training Eligibility: RA 1080

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 **December 15, 2021**.

4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1).

5. The skills test and interview will be on **December 21, 2021**. Applicants are required to bring original copies of documents submitted during the interview and skills test (Skills test and interview schedule may change without prior notice).

6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

7. For information, guidance and compliance.

PERSONNEL/Job/Division Memorandum/DM0023-2021/12092021





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Enclosure No. 1 of DM No. 365 s. 2021

CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL
(Reference: DO No. 42, s. 2007)

Name of Teacher: _____ School/District: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
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 www.csc.gov.ph		
III. One (1) Authenticated PRC License		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating		
<ul style="list-style-type: none"> • Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience		
<ul style="list-style-type: none"> • Latest Service Record signed by HRMO • Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award		
<ul style="list-style-type: none"> • Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations		
<ul style="list-style-type: none"> • Report of the innovation duly approved by superior DepEd Official/s corroborated by at least 3 Department Heads/Master Teacher 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) 		
c. Research and Development Projects		
<ul style="list-style-type: none"> • A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship		
<ul style="list-style-type: none"> • 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 • A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia		
<ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS) 		





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D.a Education <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
D.b Training, any of the following <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.

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

AGREEMENT

All lacking/required documents shall be submitted on or before December 15, 2021. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2021.

 Signature over Printed Name of Applicant

 Signature Over Printed Name of DSC/SSC
 Chair or Representative

CERTIFICATION

To the HRMPSB:

This is to certify that the documents of the above-named applicant for HT ___/SP ___ have been screened by this committee and have been forwarded as:

_____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2021.

 DSC/SSC Chairperson

Members:

Conformé: _____
 Applicant's Signature Over Printed Name

Date: _____

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

PERSONNEL/Division Memorandum/DM0023-2021/12092021

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



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