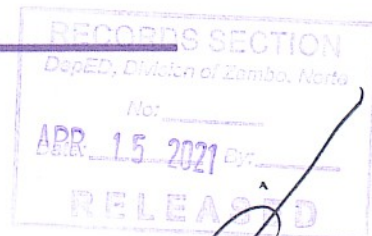




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 49, 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 SUBSTITUTE
APPOINTMENT

DATE : APRIL 15, 2021

1. With the approval of the substitute selection form, the names listed hereunder are hereby advised to submit their pertinent papers for appointment processing to the Personnel Unit of this division as soon as possible (See Enclosure No. 1 for the checklist of requirements).

NAME OF SUBSTITUTE	NAME OF VICE	SCHOOL/ DISTRICT
1. Mary Rose E. Fernandez	Jean T. Borling	Liloy II District
2. Rutchelle O. Avila	Mary Chillet Q. Embrado	La Libertad District
3. Melymar S. Sialon	Cherry Mae T. Amante	Katipunan I
4. Marlou D. Dangan	Jasmin M. Bustillo	Godod - Raba Annex
5. Arjan H. Geraga	Reyna Mayumi L. Angik	Manukan II District

2. For further inquiries, all concerned may contact Mrs. Marylynne B. Bayron,

Administrative Officer IV, Personnel Unit, at this number 09161086859.

3. For information and guidance.

PERSONNELjrab/Division Advisory to Submit Pertinent Papers for Substitute Appointment/A002/04152021

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



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



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Enclosure No. 1 of DA No. _____ s. 2021

REQUIREMENTS FOR SUBSTITUTE TEACHER

Note: Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.

Label: For CSC Document

- C. 4 copies** Notarized FORM 212/Personal Data Sheet (Revised 2017)
- D. 2 copies** Assumption to Duty
- C. 2 copies** Work Experience Sheet
- D. 2 copies** PRC License (1 original authenticated by PRC)
- E. 2 copies** PRC Rating (photocopy)
- F. 2 copies** Notarized by Private Atty. or signed by Principal Oath of Office (revised 2017) *Open Date*
- G. 2 copies** PDF (Position Description Form) Revised 2017
- H. 1 copy** Form 6 of Vice (Personnel on leave)

Label: For DIVISION Document

- I. 1 copy** Notarized FORM 212/PDS (Revised 2017)
- J. 2 copy** Work Experience Sheet
- K. 2 copies** PRC License (must certified by è PRC)
- L. 2 copies** Photocopy of PRC Rating
- M. 1 copy** Notarized by the private Atty. or signed by Principal Oath of Office (revised 2018) *Open Date*
- N. 2 copies** Marriage Contract (if married woman)
- O. 2 copies** Transcript of Record (Authenticated by the School Registrar)
- P. 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- I. 4 copies** Notarized Sworn Statement of Assets and Liabilities 2019

Note: Forms downloadable at www.csc.gov.ph

PERSONNEL/Division Advisory to Submit Pertinent Papers for Substitute Appointment/A002/04152021

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