



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

Division Advisory
No. _____, 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 : December 20, 2021

1. With the approval of the **plotting sheet of newly hired teachers**, the appointees listed hereunder are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before December 27, 2021.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Odessa Amor A. Yosores	Teacher I	Macasing ES, Siayan III
2. Edward D. Bularon	Teacher I	Baybay CS, Liloy II
3. Jane P. Nadela	Teacher I	Litawan ES, Sibuco I
4. Ricky Apostol	Teacher I	Guibo ES-Lacanapan Ext, Siayan III
5. Maribeth E. Lacpao	Teacher I	Selese ES, Siayan III
6. Lonie B. Mandamian	Teacher I	Candiz ES, Siocon II
7. Sheena Jane T. Montano	Teacher I	Guisokan ES, Katipunan IV
8. Richel C. Gabato	Teacher I	Sto. Niño ES, Sibuco I
9. Blanca Flor L. Gone	Teacher I	Mauricio Laguindingin Memorial ES, Sirawai II
10. Melafel D. Calago	Teacher I	Mabuhay ES, Sergio Osmeña
11. Jaicen Rose A. Beluan	Teacher I	Miatan ES, Katipunan III
12. Arnel B. Balaga	Teacher I	Sto. Niño ES, Sibuco I

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/A0075/12202021

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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**REQUIREMENTS FOR NEWLY HIRED
(Elem and Junior High)**

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: 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 è PRC)
- 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

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 or Form 2305 (If transfer of Employer) (secure @ BIR)
- 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! ☺

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0068/11082021

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