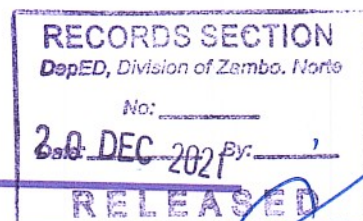




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 241, 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 15, 2021

1. With the approval of the **ranking sheet for promotion and swapping agreement**, 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 22, 2021.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Evangeline E. Maria	Master Teacher I	Katipunan I and IV
2. Madelyn L. Roda	Master Teacher I	Katipunan I
3. Marilou D. Pamunag	Master Teacher II	Tampilisan
4. Ciel Honee C. Cajocon	Master Teacher I	Tampilisan
5. Karen Hazel M. Ruiz	Teacher II	Polanco II
6. Dionisia C. Dizon	Teacher III	Sergio Osmeña I
7. Emmie P. Basong	Teacher II	Mutia District
8. Jovelyn D. Ysa-al	Teacher II	Sebaca NHS
9. Edelyn P. Mentolaroc	Teacher III	Polanco NHS
10. Robski B. Amorin	Teacher III	Manawan NHS
11. Wenceslao B. Ascabano	Teacher II	Siayan NHS
12. Jinckie A. Abapo	Teacher III	Katipunan NHS
13. Homero P. Montallana	Teacher III	Katipunan IV
14. Jay-ar P. Bahana	Teacher III	Tampilisan II
15. Raymond S. Tromata	Teacher II	Kalawit
16. Ma. Juvy P. Dacumos	Teacher II	Kalawit
17. Renilo D. Tatoy	Teacher III	Tampilisan NHS
18. Maylyn R. Saren	Teacher III	Gutalac I
19. Karen D. Cababat	Teacher II	Tampilisan NHS
20. Dadeth Jane S. Lingao-lingao	Teacher II	Labason II
21. Shiela H. Deloria	ADAS III	Division Office
22. Joven P. Panal	Teacher I	Salug NHS
23. Liezel Love Merida	Teacher I	SNAS
24. Brian L. Rebleza	Teacher I	Malayal NHS
25. Mardiya U. Wahid	Teacher I	Alam Mudja Sai NHS

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0073/11242021

Navigating to
Opportunities to
Re-engineer for
Transformation &
Empowerment



Capitol Drive, Estaka, Dipolog City, 7100
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
"Be and Do Much Better Each Day
Sense of Agency"
Sense of Urgency"



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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.

PERSONNEL Division Advisory to Submit Pertinent Papers for Appointment/A0073/11242021

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



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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

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

Label: DIVISION Documents

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- C. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- D. **2 copies** Marriage Contract (if married woman)
- E. **1 copy** Work Experience Sheet
- F. **2 copies** PRC License
- G. **2 copies** PRC Rating
- H. **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*
- I. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- J. **1 copy Latest IPCRF**
- H. **2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺

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



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