



SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Division Memorandum:

No. 603,2021

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 AND NON-

TEACHING POSITIONS IN DEPED- ZAMBOANGA DEL NORTE

DIVISION

DATE

: DECEMBER 14, 2021

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions:

<b>Vacant Positions</b>	Item Number School/Distric		No. of Items	CSC Prescribed Qualification					
School Principal III (Secondary)	SP3-570007-2019	GODOD NHS	1	Education: BSED/Bachelor's Degree 18 Prof. units plus 6 units management; Experience: 2 Years as Principal Training:40 hrs. Relevant Training Eligibility: RA 1080					
School Principal II (Elementary)	SP2-570009-2012	DIVISION OFFICE	1	Education: Master's Degree in the fields of Admin., Supervision, Leadership/Management plus 6 doctoral units; Experience: 1 Years as SP I Training:48 hrs. Relevant Training Eligibility: RA 1080					
Teacher III	TCH3-570568-2016	SINDANGAN NHS	2	<b>Education:</b> BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization;					
(Secondary)	ТСН3-573634-1998	SNAS	2	Experience: 2 Year Relevant Experience Training: None Required Eligibility: RA 1080					
	TCH3-570675-2016	BACUNGAN I		Education:BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major					
Teacher III (Elementary)	TCH3-570189-2013	SIBUCO II (REPUB)  3 field of specialization; Experience: 2 Year Rele		field of specialization; Experience: 2 Year Relevant Experience					
	TCH3-570270-2018	PIÑAN (REPUB)		Training: None Required Eligibility:RA 1080					







#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Teacher II (Secondary- Senior High)	TCH2-570276-2016	DIVISION OFFICE- SHS	1	Education: Bachelor's Degree majoring in fields under the track; or any Bachelor's Degree plus 15 units of specialization in the strand  Experience: 1 Year Relevant Experience  Training: 4 hrs. Training Relevant to The Courses in the strand  Eligibility: RA 1080				
Teacher II (Secondary)	TCH2-570306-2012	SALUG NHS	1	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field o specialization; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080				
	TCH2-570388-2014	SIOCON II						
	TCH2-570392-2021	SIBUTAD						
	TCH2-570062-2002	MANUKAN II						
	TCH2-570088-2019	SINDANGAN SOUTH		Education: BEED/BSED or Bachelor' Degree w/ 18 Prof. units in Educ. majo				
Teacher II	TCH2-572188-1998	ROXAS I	9	field of specialization;  Experience: 1 Year Relevant Experience  Training: None Required				
(Elementary)	TCH2-570043-2008	TAMPILISAN I						
	TCH2-570091-2019	KALAWIT I		Eligibility: RA 1080				
	TCH2-570051-2021	GODOD (REPUB)	÷					
	TCH2-570323-2013	SIBUCO I (REPUB)						
	TCH1-596849-1998	MANUKAN NHS		Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of				
Teacher I	TCH1-570937-2016	SINDANGAN NHS	3	specialization; Experience: None Required Training: None Required Eligibility: RA 1080				
(Secondary)	TCH1-570062-2014	LANGATIAN NHS						
	TCH1-570204-2017	GUTALAC I		Education: BEED/BSED or Bachelon				
Teacher I	TCH1-596115-1998	KATIPUNAN I	4	Degree w/ 18 Prof. units in Educ. major field of specialization;				
(Elementary)	TCH1-571650-2012	SIBUCO		Experience: None Required				
	TCH1-570926-2015	POLANCO II		Training: None Required Eligibility: RA 1080				
Nurse I	NURSE I	NUR1-571054- 2010	1	Education: Bachelor of Science Nursing; Experience: At least 2 years releval experience; Training: 4 Hrs. relevant training; Eligibility: RA 1080 (Nursing Licensur Exam)				
Administrative Officer II (Elementary)  ADOF2-570199- 2020		GUTALAC	1	Education:Bachelor's Degree relevant the job; Experience: None Required Training: None Required Eligibility:CS Prof				



Capitol Drive, Estaka, Dipolog City, 7100 Tel No.: (065) 212-5843 e-mail address: zn.division@deped.gov.ph





#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- 2. Teacher I and Teacher II (Senior High) positions are still subject to follow ranking in the RQA or facilitate transfer of teachers within the DepEd.
- 3. 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 30, 2021. (See DepEd Order No. 66, s. 2007 and MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).
- 4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 2).
- 5. The skills test and interview will be on January 5, 2022. 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.

PERSONNELjrab/Division Memorandum/DM0024-2021/12142021





#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No.  $\boxed{602}$  s. 2021

Name of Teacher:

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

School/District:

Instruction: Initial assessment of documents should be done by the DSC/SSC in the	oresence		
of the applicant for the position. A photocopy of this accomplished checklist sh			
provided to the applicant.			
BASIC REQUIREMENTS	Mark a check (/) on the appropriate column		
I. Omnibus Certification	С	NC	
		-	
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			
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> <li>Latest Service Record signed by HRMO</li> </ul>			
Latest Approved Appointment			
C. Outstanding Accomplishments			
a. Outstanding Employee Award			
<ul> <li>Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>			
b. Innovations			
<ul> <li>Report of the innovation duly approved by superior DepEd Official/s corroborated</li> </ul>			
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> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>			
d. Publication/Authorship			
<ul> <li>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</li> <li>A copy of newspaper/magazine of wide circulation where authored article on</li> </ul>			
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia  • Certificates (Authenticated by School Principal or PSDS			
Confidences (Authoriticated by School Fillicipal of 13D3			

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





#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

D.a Education	
Authenticated Transcript of Records (at least MAED-CAR)	
D.bTraining, any of the following	
• 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	
<ul> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>	

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, at	uthenticity and completeness.
AGREEMENT	Γ
All lacking/required documents shall be submitted on or before the lacking documents on the agreed date, non-compliance shall constitute to the lacking documents on the agreed date.	reDecember 30, 2021 If applicant fails to submit stitute 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 committee and have been forwarded as: COMPLETEINCOMP  Signed on thisday of, 2021.	for HT/SP have been screened by this PLETE (failed to comply on the agreed date)
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. <i>failed</i> must be submitted with the folder of the applicant.	a to appear on the agreea aate. 1 his checklist

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#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 of DM No. 602 s. 2021

## CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER 2 and 3, RELATED-TEACHING and NON-TEACHING POSITIONS (Reference: DO 66, s. 2007)

Name of Teacher:	School/District:		
<i>Instruction:</i> Initial assessment of documents show of the applicant for the position. A photocopy provided to the applicant.	of this accomplished checklist sho	resence ould be	
BASIC REQUIREM	ENTS	Mark a (/) or appro colu	the priate mn
I. Omnibus Certification		С	NC
II. Fully Accomplished PDS with recent passport-size 2017) and work experience sheet which can be download.	zed picture (CSC Form 212, revised		
III. One (1) Authenticated PRC License	aded at www.csc.gov.pn		
REQUIRED DOCUMENT/S PE	D CDITEDION		
A. Performance Rating	ZR CRITERION		
Certification of Performance Rating for the La	st Three Vegre duly signed by		
Administrative Officer Helen Tangon	st Three Tears duty signed by		
(SY 2017-2018; SY 2018-2019; 2019-2020)			
B. Experience			
<ul> <li>Latest Service Record signed by HRMO</li> </ul>			
Latest Approved Appointment			
C. Outstanding Accomplishments			
a. Outstanding Employee Award			
<ul> <li>Certificate of Recognition/Plaque/Trophy and</li> </ul>	other MOVs of the award received		
b. Innovations	salet 1110 v 3 of the award received.		
<ul> <li>Report of the innovation duly approved by a D</li> </ul>	epEd Official and corroborated by at		
least 3 teaching/non-teaching/teaching-related	personnel, whichever is applicable		
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> <li>A copy of the completed research evaluated/</li> </ul>	accepted by School/District/Division		
Research Committee, whichever is applicable.			
d. Publication/Authorship			
<ul> <li>A copy of the published book/with ISBN or a</li> </ul>	copy of the module/storybook quality		
assured, validated and certified by the Division	LRMDS or Division Learning Area		
Supervisor; or			
<ul> <li>A copy of newspaper/magazine of wide cir</li> </ul>	culation where authored article on		
education was published.			

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e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia





#### SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Certificates (Authenticated by School Principal or PSDS)	
D.a Education	
<ul> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>	
D.bTraining, any of the following	
<ul> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> </ul>	
<ul> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> </ul>	
Certificate of Recognition as chair or co-chair in a technical/planning committee	
C (Complet)	

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

NC (Not complied) – documents do not meet the requirements in terms of veracity, authorized to the new property of the complied of the new property of the new propert	nenticity and completeness.
AGREEMENT	
All lacking/required documents shall be submitted on or before the lacking documents on the agreed date, non-compliance shall constitution of the day of, 2021.	<u>December 30, 2021</u> . If applicant fails to submit tute waiver/withdrawal of application.
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 committee and have been forwarded as: COMPLETEINCOMPLE	TE (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.

PERSONNELjrab/Division Memorandum/DM0024-2021/12142021

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E-mpowerment



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Series of 2018 CS Form No. 9

To: CIVIL SERVICE COMMISSION (CSC)

CVE SERVICE

Republic of the Philippines

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Request for Publication of Vacant Positions

This is to request the publication of the following vacant positions def (Bepted ZN) in the CSC website: 

SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE MA, LIZAR. TABILON EDD, CESO VO

Position Titèle   Plantilla Itènn No.   20b)   Montrity   Qualification Standards   Training   Experience   Eligibility   Compte	9	00	8 7	6	U	4	ω	2	ш		No.
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To less law lines Electronic copy to be submitted to the must be in MS Excel format

25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10
TEACHER I	TEACHER I	TEACHER I	TEACHER I	TEACHER I	TEACHER I	TEACHER I	TEACHER II	TEACHER II	TEACHER II	TEACHER II	TEACHER II	TEACHER II	TEACHER II	TEACHER II	TEACHER II
TCH1-570926-2015	TCH1-571650-2012	TCH1-596115-1998	TCH1-570204-2017	TCH1-570062-2014	TCH1-570937-2016	TCH1-596849-1998	TCH2-570323-2013	TCH2-570051-2021	TCH2-570091-2019	TCH2-570043-2008	TCH2-572188-1998	TCH2-570088-2019	TCH2-570062-2002	TCH2-570392-2021	TCH2-570388-2014
11	11	11	11	11	11	11	12	12	12	12	12	12	12	12	12
23,877	23,877	23,877	23,877	23,877	23,877	23,877	26,052	26,052	26,052	26,052	26,052	26,052	26,052	26,052	24,495
BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC, MAJOR FIELD OF SPECIALIZATION	BSED OR BACHELOR'S DEGREE W/ 18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	BEED/BSED OR BACHELOR'S DEGREE W/18 PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF  SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	PROF. UNITS IN EDUC. MAJOR FIELD OF SPECIALIZATION	UNITS IN EDUC, MAJOR FIELD OF  SPECIALIZATION
NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED									NONE REQUIRED
NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	1 YEAR REL EXF.	1 YEAR REL. EXF.	1 YEAR REL. EXP.	1 YEAR REL. EXP.	1 YEAR REL. EXP.	1 YEAR REL. EXP.	1 YEAR REL. EXP.	1 YEAR REL. EXP.	1 YEAR REL. EXP.
RA 1080 (TEACHER)	RA 1080 (TEACHER)	RA 1080 (TEACHER)	RA 1080 (TEACHER)	RA 1080 (TEACHER)	RA 1080 (TEACHER)	RA 1080 (TEACHER)	PBET/LET	PBET/LET	PBET/LET	PBET/LET	PBET/LET	PBET/LET	PBET/LET	PBET/LET	PBET/LET
POLAINCO II	SIBUCO	KATTP UNAN I	GUTALACI	LANGATTAN NHS	SINDAMGAN NHS	MANUKAN NHS	SIBUCO I (REPUB)	GODOD (REPUB)	KALAWITI	TAMPILISAN I	ROXAS I	SINDANGAN SOUTH	MANUKAN II	SIBUTAD	SIOCON II

27	26
OFFICER II	NURSE I
ADOF2-570199-2020	NUR1-571054-2010
11	15
23,877	33,575
JOB	SING
	4 HRS. REL TRAINING RELEVANT EXPERTENCE
NONE REQUIRED	AT LEAST 2 YEARS OF RELEVANT EXPERIENCE
CS PROF	RA 1080 (NURSING LICENSURE EXAM)
GUTALAC	ROXAS I

Interested and qualified applicants to include persons with disability (PWD's), persons with limited mobility (PLB), pregnant women and members of the LGBT should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_\_.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

# MA. LIZA R. TABILON EdD, CESO V

SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE

CAPITOL DRIVE, ESTAKA, DIPOLOG CITY

zambononedeped@yalhoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Atty. JERRY N. MAYORMITA
DIRECTOR II 19/14/19