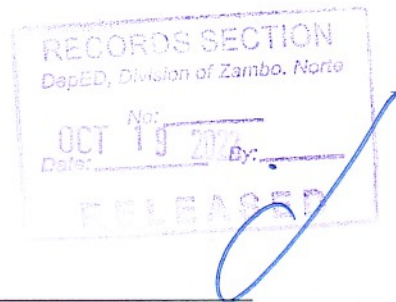




Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



October 14, 2022

To: Appointees listed below.

***Congratulations!***

Kathleen R. Eguia  
Angara C. Tandayag  
Angie M. Sultan  
Juvie M. Mendreza  
Cherry O. Econ  
Avster M. Bandivas  
Garbie C. Cabiara  
Dahrel B. Calaguan  
Carmina L. Viado  
Princess Faith S. Aniñon  
Ivan Jerome Napigkit

**SCHOOL ASSIGNMENT**

Saluyong ES, Manukan II  
Lambog Jubael ES, Sirawai II  
Sipakong ES, Bacungan II  
Midatag ES, Bacungan II  
Litawan ES, Sibuco I  
Titik ES, Sindangan South II  
Pangulogon ES, Roxas III  
Mutia CS, Sto. Tomas Ext.  
Mutia CS, Sto. Tomas Ext.  
Canibongan ES, Roxas III  
Lumaping ES, Ponot II

We are so happy to inform you that you are hired as Elementary Teacher I in the Department of Education - Division of Zamboanga Del Norte!

After the selection process of the HRMPSB to all of the registered qualified applicants, we found you the most suitable person for the teaching position. We believe that your addition to the team of educators will add great value to the mission and vision of the Department of Education.

We will require the checking of your employment eligibility, thus, you are advised to submit your pertinent papers to the Personnel Office on or before the indicated deadline on the attached Division Advisory.

Upon submission of your pertinent papers for appointment, the Personnel and Payroll team will initially brief you about the monetary claims you are entitled to. However, the rest of the policies and benefits will be discussed in detail during the induction program and orientation of newly hired teachers.

We look forward to you joining us in hopes of cooperation for the good of the public service.

Very truly yours,

  
**VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

PERSONNELbrg/CongratulatoryLetter/CL001-2022/10142022



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

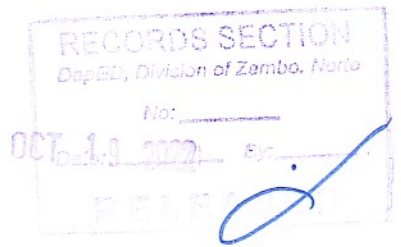
Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)





Republic of the Philippines  
Department of Education  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory  
No. 187, s. 2022

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS (ELEMENTARY AND SECONDARY)  
ALL OTHERS CONCERNED

FROM : **VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : October 14, 2022

1. With the approval of the **plotting worksheet of newly hired teachers in elementary (Natural Vacancy)** 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 October 21, 2022.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Kathleen R. Eguia	Teacher I	Saluyong ES, Manukan II
2. Angara C. Tandayag	Teacher I	Lambog Jubael ES, Sirawai II
3. Angie M. Sultan	Teacher I	Sipakong ES, Bacungan II
4. Juvie M. Mendreza	Teacher I	Midatag ES, Bacungan II
5. Cherry O. Econ	Teacher I	Litawan ES, Sibuco I
6. Avster M. Bandivas	Teacher I	Titik ES, Sindangan South II
7. Garbie C. Cabiara	Teacher I	Pangulogon ES, Roxas III
8. Dahrel B. Calaguan	Teacher I	Mutia CS, Sto. Tomas Ext.
9. Carmina L. Viado	Teacher I	Mutia CS, Sto. Tomas Ext.
10. Princess Faith S. Aniñon	Teacher I	Canibongan ES, Roxas III
11. Ivan Jerome Napigkit	Teacher I	Lumaping ES, Ponot II

2. Attached herewith is the list of requirements that needs to be complied before the deadline.

3. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 or email us at [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph), or thru the online helpdesk at [depedzn.net/helpdesk](http://depedzn.net/helpdesk).

4. For information and guidance.

PERSONNELbrg/ Division Advisory to Submit Pertinent Papers for Appointment/ A00016/ 10142022



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)





Republic of the Philippines  
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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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**REQUIREMENTS FOR NEWLY HIRED**  
**(Elem and Junior High)**  
*Revised Oct 2022*

**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](http://www.csc.gov.ph)

**Label: CSC Documents**

- 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 è PRC)
- D. **4 copies** Oath of Office (Revised 2018) Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor, if Elem *Open Date, if possible*.
- E. **2 copies** Original PDF (Position Description Form) Revised 2017

**Label: DIVISION Documents**

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **1 copy** Work Experience Sheet
- C. **2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. **2 copies** Marriage Contract (if married woman)
- F. **3 copies** Valid NBI Clearance
- G. **1 copy** PSA Birth Certificate
- H. **2 copies** PRC License
- I. **2 copies** PRC Rating
- J. **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*
- K. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- L. **3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- M. **1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- N. **1 copy** Filled out GSIS Membership Form
- O. **1 copy** PhilHealth Membership Data Form
- P. **1 copy** Pag-ibig Membership Data Form

**Note: Please read and follow the instructions carefully.**

**Thank you! ☺**



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