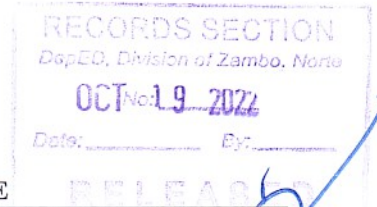




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



October 14, 2022

To: Appointees listed below

Congratulations!

	POSITION	SCHOOL ASSIGNMENT
Grace J. Cabilin	ADAS III	Mutia District
Ryan Cesar A. Mainque	ADAS II	Mutia NHS
Edelyn A. Oriño	ADAS III	Polanco NHS
Abdurakman N. Atani	ADAS III	Sibuco I
Arniel E. Esolana	Security Guard	Sindangan NHS
Vina Nina V. Acosta	ADAS II	Linay CS, Manukan II

We are so happy to inform you that you are hired as a non-teaching employee in the Department of Education - Division of Zamboanga Del Norte!

After the selection process of the HRMPSB to all of the applicants, we found you the most suitable person for the position. We believe that your addition to the workforce 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/ CL002-2022/ 10142022



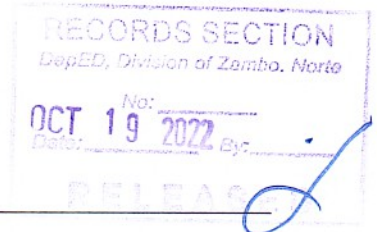
Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 184, 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 **evaluation sheet newly hired non-teaching employees (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. Grace J. Cabilin	ADAS III	Mutia District
2. Ryan Cesar A. Mainque	ADAS II	Mutia NHS
3. Edelyn A. Oriño	ADAS III	Polanco NHS
4. Abdurakman N. Atani	ADAS III	Sibuco I
5. Arniel E. Esolana	Security Guard	Sindangan NHS
6. Vina Nina V. Acosta	ADAS II	Linay CS, Manukan II

2. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 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/A0009/09012022



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

REQUIREMENTS FOR NEWLY HIRED

(Non-teaching)

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

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 CSC Eligibility (must be certified by e CSC); PRC License if LET
- 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
- F. 1 photocopy each Certificate of Employment (if newly hired)
- G. 1 photocopy each Certificate of Trainings (if newly hired)

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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