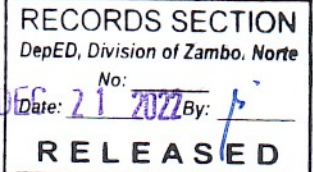




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory  
No. 214, 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 : December 1, 2022

1. With the approval of the **evaluation sheet of promoted teachers (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 December 9, 2022.

NAME	POSITION TITLE	SCHOOL ASSIGNMENT
1. Cecilien Z. Malabago	Teacher II	Gonayen ES, Siayan III
2. Cerilo M. Abe	Teacher III	Guibo ES, Siayan III
4. Aireen O. Andus	Master Teacher II	Siayan I District (Subject for deployment)
5. Jhear S. Tipas	Master Teacher I	Siayan I District (Subject for deployment)
6. Jinky L. Baylon	Master Teacher I	Siayan III District (Subject for deployment)
3. Junril D. Abil	Master Teacher I	Tampilisan II (subject for deployment)
4. Jacqueline G. Te	Master Teacher I	Tampilisan I (subject for deployment)

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.

*PERSONNELbgr/ Division Advisory to Submit Pertinent Papers for Appointment/ A00020/ 11082022*



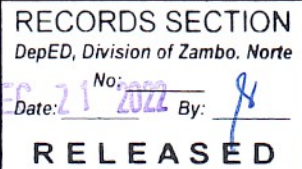
Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

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



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REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION**

*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 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

**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. 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. 1 copy** Notarized Sworn Statement of Assets and Liabilities 2021
- J. 1 copy** Latest IPCRF
- F. 2 copies** Original PDF (Position Description Form) Revised 2017

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

**Thank you! ☺**



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