



Republic of the Philippines  
Department of Education  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No: \_\_\_\_\_  
Date: 23 2022 By: [Signature]  
**RELEASED**

December 19, 2022

Division Memorandum  
No. 483 s. 2022

**CALL FOR APPLICANTS FOR VACANT SCHOOL ADMIN AND  
TEACHING-RELATED POSITIONS IN DEPED, DIVISION OF ZAMBOANGA  
DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
All Others Concerned**

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

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
<b>Elementary</b>				
School Principal-I	SP1-570003-2014	Division Office	54	<b>Education:</b> Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units <b>Training:</b> 40 hours of relevant training <b>Experience:</b> Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years <b>Eligibility:</b> RA 1080 (Teacher)
	SP1-570007-2011	Division Office		
	SP1-570153-2010	Division Office		
	SP1-570179-2010	Division Office		
	SP1-570180-2010	Division Office		
	SP1-570286-2010	Division Office		
	SP1-570289-2010	Division Office		
	SP1-570307-2010	Division Office		
	SP1-570450-2010	Division Office		
	SP1-570452-2010	Division Office		
	SP1-570460-2010	Division Office		
	SP1-570463-2010	Division Office		
	SP1-570475-2010	Division Office		
	SP1-570478-2010	Division Office		
	SP1-570485-2010	Division Office		
	SP1-570496-2010	Division Office		
	SP1-570498-2010	Division Office		



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SP1-570499-2010	Division Office		
SP1-570501-2010	Division Office		
SP1-570504-2010	Division Office		
SP1-570508-2010	Division Office		
SP1-570510-2010	Division Office		
SP1-570514-2010	Division Office		
SP1-570515-2010	Division Office		
SP1-570558-2010	Division Office		
SP1-570560-2010	Division Office		
SP1-570564-2010	Division Office		
SP1-570566-2010	Division Office		
SP1-570568-2010	Division Office		
SP1-570577-2010	Division Office		
SP1-570582-2010	Division Office		
SP1-570613-2010	Division Office		
SP1-570799-2010	Division Office		
SP1-570800-2010	Division Office		
SP1-570809-2010	Division Office		
SP1-570893-2010	Division Office		
SP1-570895-2010	Division Office		
SP1-570901-2010	Division Office		
SP1-570912-2010	Division Office		
SP1-570292-2010	Division Office		
SP1-570451-2010	Division Office		
SP1-570512-2010	Division Office		
SP1-570570-2010	Division Office		
SP1-570573-2010	Division Office		
SP1-570588-2010	Division Office		
SP1-570605-2010	Division Office		
SP1-570803-2010	Division Office		
SP1-570853-2010	Division Office		
SP1-570854-2010	Division Office		
SP1-570898-2010	Division Office		



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	SP1-570900-2010	Division Office		
	SP1-570902-2010	Division Office		
	SP1-570903-2010	Division Office		
	SP1-570909-2010	Division Office		
<b>Secondary- JHS</b>				
School Principal-I	SP1-571005-2010	MALAYAL NHS	1	<b>Education:</b> Bachelor's degree in Secondary Education;or Bachelor's degree with 18 professional education units <b>Training:</b> 40 hours of relevant training
	SP1-571020-2010	SEBACA NHS	1	<b>Experience:</b> Head Teacher (HT) for 1 yea;or Teacher-In-Charge (TIC) for 2 years;or Master Teacher (MT) for 2 years;or Teacher for 5 years <b>Eligibility:</b> RA 1080 (Teacher)
<b>Secondary- SHS</b>				
Assistant Secondary School Principal- II	ASP2-570028-2016	Division Office-SHS	7	<b>Education:</b> Bachelor's degree in Education or its equivalent with major and minor,or Bachelor's degree in Arts and Sciences with at least 18 units in professional education <b>Training:</b> 8 hours of relevant training <b>Experience:</b> 2 years of relevant experience <b>Eligibility:</b> RA 1080 (Teacher)
	ASP2-570029-2016	Division Office-SHS		
	ASP2-570031-2016	Division Office-SHS		
	ASP2-570032-2016	Division Office-SHS		
	ASP2-570036-2016	Division Office-SHS		
	ASP2-570037-2016	Division Office-SHS		
	ASP2-570038-2016	Division Office-SHS		
<b>Reference: DO 42 s.,2007 THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEAD</b>				
<b>Curriculum Implementation Division/SDO</b>				
Education Program Supervisor	EPSVR-570032- 2010	Division Office	1	<b>Education:</b> Master's degree in education or other relevant master's degree with specific areas or specialization <b>Training:</b> 4 hours or relevant training <b>Experience:</b> 2 years as elementary principal or 2 yrs as master teacher or 5 years teaching experience. <b>Eligibility:</b> PBET/LET
<b>Reference: DO 66 s.,2007 REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS</b>				

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering.** (See Enclosure Nos. 1 and 2 of this division memorandum)

3. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification (DO 19 s.2022).







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4. All documents of interested applicants must be submitted to the Division Office - Personnel Section on or before **January 9, 2023**. Pursuant to *DO 19 s.2022*, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

5. Conduct of Document Evaluation and Assessment by Division Evaluators Committee shall be on the following schedules:

EPS	January 13, 2023
School Admin Positions	January 23 to 27, 2023

Further details will be announced in a separate advisory.

9. Schedule for interview and skills test by the Division HRMPSB will be on the following dates:

EPS	January 16, 2023
School Admin Positions	February 8 to 10, 2023

Further details will be announced in a separate memorandum. Applicants are advised to bring original copies of documents submitted during the said interview.

10. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.

11. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83)

12. For information, guidance and compliance.

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







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Enclosure No. 1 of DM No. \_\_\_\_ s. 2022

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

Name of Applicant: \_\_\_\_\_ School/District: \_\_\_\_\_

Item Number: \_\_\_\_\_ Vice: \_\_\_\_\_

Division Memo No.: \_\_\_\_\_ Publication Date: \_\_\_\_\_

**Instruction:** Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

<b>BASIC REQUIREMENTS</b>	<b>Mark a check (/) on the appropriate column</b>	
	C	NC
I. Omnibus Certification		
II. Letter of Intent		
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
IV. One (1) Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating		
<b>REQUIRED DOCUMENT/S PER CRITERION</b>		
<b>A. Performance Rating</b>		
<ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon</li> </ul>		
<b>B. Experience</b>		
<ul style="list-style-type: none"> <li>Latest Service Record signed by HRMO</li> <li>Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b>		
<ul style="list-style-type: none"> <li>Certificate of Recognition/Plaque/Trophy and other MOVs of the award received.</li> </ul>		
<b>b. Innovations</b>		
<ul style="list-style-type: none"> <li>Report of the innovation duly approved by superior DepEd Official/s corroborated 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)</li> </ul>		
<b>c. Research and Development Projects</b>		
<ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		
<b>d. Publication/Authorship</b>		
<ul style="list-style-type: none"> <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> </ul>		



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<ul style="list-style-type: none"> <li>A copy of newspaper/magazine of wide circulation where authored article on education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D. Education and Training</b>		
<b>a. Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>		
<b>b Training, any of the following</b> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days each certificate in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <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, authenticity and completeness.

**AGREEMENT**

All lacking/required documents shall be submitted on or before \_\_\_\_\_. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature over Printed Name of Applicant

\_\_\_\_\_  
Signature Over Printed Name of DSC/SSC Chair or Representative

**CERTIFICATION**

**To the Division HRMPBSB:**

This is to certify that the documents of the above-named applicant for HT\_\_\_\_/SP \_\_\_\_ have been screened by this committee and have been forwarded as:

\_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE (failed to comply on the agreed date)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
DSC/SSC Chairperson

Members:

\_\_\_\_\_

Conformé: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature Over Printed Name

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.



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Enclosure No. 2 of DM No. \_\_\_\_ s. 2022

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER II and  
III, RELATED-TEACHING  
and HIRING AND PROMOTION FOR LEVEL 1 AND 2 NONTEACHING  
POSITIONS  
(Reference: DO 66, s. 2007)**

Name of Applicant: \_\_\_\_\_ School/District: \_\_\_\_\_

Item Number: \_\_\_\_\_ Vice: \_\_\_\_\_

Division Memo No.: \_\_\_\_\_ Publication Date: \_\_\_\_\_

**Instruction:** Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Letter of Intent		
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>		
IV. Photocopy of valid and updated PRC License/ID, Photocopy of Certificate of Eligibility/ Report of Rating, if applicable		
<b>REQUIRED DOCUMENT/S PER CRITERION</b>		
<b>A. Performance Rating</b> <ul style="list-style-type: none"> <li>Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020; 2020-2021)</li> </ul>		
<b>B. Experience</b> <ul style="list-style-type: none"> <li>Certificate of Employment and/or Duly Signed Service Record, whichever is/are applicable.</li> <li>Latest Approved Appointment</li> </ul>		
<b>C. Outstanding Accomplishments</b>		
<b>a. Outstanding Employee Award</b> <ul style="list-style-type: none"> <li>Certificate of Recognition/Piaque/Trophy and other MOVs of the award received.</li> </ul>		
<b>b. Innovations</b> <ul style="list-style-type: none"> <li>Report of the innovation duly approved by a DepEd 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)</li> </ul>		
<b>c. Research and Development Projects</b> <ul style="list-style-type: none"> <li>A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable.</li> </ul>		



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<b>d. Publication/Authorship</b> <ul style="list-style-type: none"> <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 education was published.</li> </ul>		
<b>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</b> <ul style="list-style-type: none"> <li>Certificates (Authenticated by School Principal or PSDS)</li> </ul>		
<b>D. Education</b> <ul style="list-style-type: none"> <li>Authenticated Transcript of Records (at least MAED-CAR)</li> </ul>		
<b>E. Training, any of the following</b> <ul style="list-style-type: none"> <li>3 certificates of participation in a training of at least 3 days in a district or division or region level</li> <li>1 certificate of participation in a training of at least 3 days in a national or international level</li> <li>Certificate of Recognition as chair or co-chair in a technical/planning committee</li> </ul>		

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Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature over Printed Name of Applicant

\_\_\_\_\_  
Signature Over Printed Name of DSC/SSC Chair or Representative

**CERTIFICATION**

**To the Division HRMPSE:**

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\_\_\_\_\_ COMPLETE \_\_\_\_\_ INCOMPLETE (failed to comply on the agreed date)

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
DSC/SSC Chairperson

Members:

Conformé: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature Over Printed Name

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