



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

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No: _____	By: _____
Date: 29 2022	
<b>RELEASED</b>	

Division Advisory  
 No. 225, 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 28, 2022

1. With the approval of the plotting **worksheet of newly hired and promoted teaching and nonteaching 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 January 5, 2023.

NAME	POSITION TITLE	SCHOOL ASSIGNMENT
1. Julius M. Callagon	Promoted to Administrative Officer II	Baliguian District
2. Dennis G. Comighod	Promoted to Registrar I	Salug NHS
3. Narlyn Z. Mendoza	Reemployed as Registrar I	Katipunan NHS
4. Maricel B. Bersales	Transferred by promotion Administrative Officer II	Sergio Osmeña CS, Sergio Osmeña I
5. Jediael G. Dahilog	Promoted to Admin Officer II	Mutia CS, Mutia District

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/A00021/12132022



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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**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](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 CSC Eligibility (must be certified by è 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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