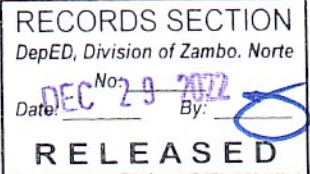




Republic of the Philippines  
Department of Education  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory  
No. 227, 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/ evaluation sheet of newly hired teachers and transferees, 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. Juvy Grace O. Sultan	Teacher I	Sirawai NHS-Dacon Ext (Senior High)
2. Glendy L. Dagotao	Teacher I (transferee from Sibuco NHS)	Manukan NHS (Junior High)
3. Cherry C. Vargas	Teacher I (Transferee from Bacungan NHS)	San Pedro NHS (Junior High)
4. Ira Monica C. Dagpin	Teacher I	Sta. Maria NHS (Junior High)
5. Aubrey A. Atuy	Teacher I (transferee from Siayan NHS)	Sindangan NHS
6. Jessa P. Dingding	Teacher I	Dinasan NHS (JHS)
7. Krissa R. Balais	Teacher I	Kipit Agro Fishery HS (JHS)
8. Mary Mae V. Bolneo	Administrative Aide VI	ASDS Office (SDO)
9. J Auron M. Velasco	Administrative Aide VI	Personnel Section
10. Tedee S. Tabilon	Administrative Aide VI	ASDS Office (SDO)

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/ A00034/ 12282022



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**

**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 è 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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Republic of the Philippines  
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REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**REQUIREMENTS FOR NEWLY HIRED AND RENEWAL**  
**(Senior High)**  
*Revised Oct. 2022*

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- 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
- F. 1 photocopy** TESDA National Certificate II (If TVL)
- G. 1 photocopy** TESDA Teaching Methodology Certificate (TMC) (If TVL Track)
- H. 1 copy** Original or Certified True Copy Certification on Units Taken or TOR or Evaluation Sheet (Master's Degree)

**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
- 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 Record
- P. 1 copy** Pag-ibig Membership Data Form

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

**Thank you! ☺**



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

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**REQUIREMENTS FOR NEWLY HIRED**  
**(Non-teaching)**  
*Revised Oct. 2022*

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- 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

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Republic of the Philippines  
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**REQUIREMENTS FOR NEWLY HIRED**  
**(Elem and Junior High)**  
*Revised Oct 2022*

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- E. **2 copies** Original PDF (Position Description Form) Revised 2017

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- 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*
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