



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 391, s. 2022

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL OTHERS CONCERNED

FROM : **MA. LIZA R. TABILON, CESO V**
Schools Division Superintendent

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : February 14, 2022

1. With the approval of the **ranking sheet for newly hired and promotion**, 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 February 21, 2022.

	NAME	Position	School/District
1	ABNE, LYSANDER M.	ADMINISTRATIVE OFFICER II	DOROTEO NOVAL ES, SINDANGAN SOUTH
2	AGIAS, GODELIA P.	ADMINISTRATIVE OFFICER II	GODOD CS, GODOD I
3	ALMIROL, KAREN T.	ADMINISTRATIVE OFFICER II	DON JOSE AGUIRRE ES, MANUKAN II
4	ALMODOVAR, LENIE Q.	ADMINISTRATIVE OFFICER II	DISUD ES & DON RICARDO MACIAS ES, SINDANGAN NORTH
5	APALE, GERARDO M.	ADMINISTRATIVE OFFICER II	DISAKAN ES, MANUKAN III
6	BACLA-AN, MARVIN B.	ADMINISTRATIVE OFFICER II	BOGABONGAN ES & PALANDOK ES, BACUNGAN
7	BANDRANG, CHARRY MAE B.	ADMINISTRATIVE OFFICER II	SIBUTAD CS, SIBUTAD
8	BORNALES, LELYBETH P.	ADMINISTRATIVE OFFICER II	BATAYAN ES, KALAWIT
9	GABALES, MAJENCIA	ADMINISTRATIVE OFFICER II	KIPIT ES, LABASON
10	CALAGO, RENANTE T.	ADMINISTRATIVE OFFICER II	COMUNAL ES, LILOY I
11	CALIBOD, MERLYN T.	ADMINISTRATIVE OFFICER II	ROSALINA M. ES, GUTALAC I
12	CALIMOT, JESSA MARIZ L.	ADMINISTRATIVE OFFICER II	PT MARTINEZ ES, BACUNGAN
13	CARCALLAS, HARRIET T.	ADMINISTRATIVE OFFICER II	GALINGON NHS, NEW DAPITAN NHS & TININGGAAN NHS, TAMPILISAN NHS
14	CIANO, MARILYN V.	ADMINISTRATIVE OFFICER II	NABILID ES, ROXAS I
15	CURAM, EDWIN O.	ADMINISTRATIVE OFFICER II	SUPPLY OFFICE, SDO
16	DAYAPDAPAN, SHIELA MAE E.	ADMINISTRATIVE OFFICER II	PERSONNEL, SDO
17	DELA CRUZ, MARGARITA	ADMINISTRATIVE OFFICER II	RIZAL CS, RIZAL
18	PREJOLES, BRIAN JEFFREY	ADMINISTRATIVE OFFICER II	DIONGAN ES AND NHS, SIAYAN III

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0004/02142022

O-pportunities to
R-e-engineer for
T-ransformation&
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



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19	DIQUIT, FERLIE MAY B.	ADMINISTRATIVE OFFICER II	DANIEL MAING ES,KALAWIT
20	ENDEREZ, ANA RIVA S.	ADMINISTRATIVE OFFICER II	ACCOUNTING ,SDO
21	GONZALES, MS. ANTONETTE	ADMINISTRATIVE OFFICER II	MANUKAN WEST CS,MANUKAN I
22	KYAMKO, KRISTINE P.	ADMINISTRATIVE OFFICER II	LINGASAD ES,POLANCO III
23	LIMBARING, CARL JOSHUA V.	ADMINISTRATIVE OFFICER II	BAGO ES & MOTIBOT ES,SINDANGAN NORTH
24	MARTINEZ, NANCY C.	ADMINISTRATIVE OFFICER II	LIBAY CS,SIBUTAD
25	PANALES, JOHN MICHAEL G.	ADMINISTRATIVE OFFICER II	R. MAGSAYSAY ES,SALUG II
26	PIALA, GENIVIEVE M.	ADMINISTRATIVE OFFICER II	CARACOL ES,SALUG III
27	SAGARIO, GIVIE LYN D.	ADMINISTRATIVE OFFICER II	ENRIQUE C. NUEVA ES,SINDANGAN CENTRAL
28	TABIA, EDMUND LOUIS A.	ADMINISTRATIVE OFFICER II	MANGILAY II ES,SIAYAN II
29	TAGAILO, ARILE G.	ADMINISTRATIVE OFFICER II	UBAY ES,LABASON
30	VELOSO, GENETESS D.	ADMINISTRATIVE OFFICER II	GUIBO ES,SIAYAN III
31	SHEENA MARIE SUELTO	ADMINISTRATIVE OFFICER II	SDS OFFICE,SDO
32	MAY RIEDEL MORIA	ADMINISTRATIVE OFFICER II	BINUANGAN ES,SINDANGAN CENTRAL
33	ARCAÑO, RODEL R.	ADMINISTRATIVE OFFICER II	MALAYAL COMMUNITY SCHOOL,SIBUCO II
34	LISBOS, KRISTINE E.	ADMINISTRATIVE OFFICER II	LITUBAN ES,SIOCON II
35	BAGUIO, HAROLD B.	ADMINISTRATIVE OFFICER II	ANTONIO ES,LABASON
36	TANDAYAG,MARIBEL C.	ADMINISTRATIVE OFFICER II	PITAWA INTEGRATED SCHOOL,GUTALAC II
37	BARIDJI, ELHAM	ADMINISTRATIVE OFFICER II	LUNDAY VALLEY ES & EXT HS, PANGIAN ANNEX HS,SIBUCO II
38	MUNDING, RAJAN	ADMINISTRATIVE OFFICER II	STA MARIA ES,SIBUCO II
39	ARANDIA,RANDY	ADMINISTRATIVE OFFICER II	SIOCON CS,SIOCON II

2. For any queries or clarifications, you may call telephone number (065) 212 5843, 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/A0004/02142022

Navigating
Opportunities to
Re-engineer for
Transformation &
Empowerment



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REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

Revised November 2021

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 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. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- C. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- D. **2 copies** Marriage Contract (if married woman)
- E. **1 copy** Work Experience Sheet
- 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. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- J. **1 copy** Latest IPCRF
- K. **1 copy** Latest SALN
- F. **2 copies** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0004/02142022

N-avigating
O-pportunities to
R-eengineer for
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**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)**

Revised November 2021

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- E. **2 copies** Original PDF (Position Description Form) Revised 2017
- F. 1 photocopy each Certificate of Employment
- G. 1 photocopy each Certificate of Trainings

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- B. **2 copies** Transcript of Record (Authenticated by the School Registrar)
- C. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- D. **2 copies** Marriage Contract (if married woman)
- E. **3 copies** Valid NBI Clearance
- F. **1 copy** PSA Birth Certificate
- G. **1 copy** Work Experience Sheet
- 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 2020
- L. **3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- M. **1 copy** Filled out GSIS Membership Form
- N. **1 copy** PhilHealth Membership Data Form
- O. **1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺

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