



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



Division Advisory  
No. 40, 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 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 ASSIGNMENT
1. Anastacia C. Baid	Head Teacher II	Sindangan NHS
2. Uldarico B. Crampatanta	School Principal II	
3. Richard S. Dadan	School Principal II	
4. Grace C. Garlet	Head Teacher I	Sibutad NHS
5. Desiderio C. Estrada	Head Teacher I	Sibutad NHS
6. Noel P. Agustin	Head Teacher II	Sindangan South
7. Joel N. Cal	Head Teacher IV	Kalawit
8. Johayre S. Bese	Head Teacher I	Labason II
9. Andres L. Matila	School Principal II	La Libertad NHS
10. Josephine O. Romero	School Principal III	Godod NHS

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

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A00012/02142022

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



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



"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



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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](http://www.csc.gov.ph)**

**Label: "CSC Documents"**

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by PRC)
- 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.*
- 2 copies** Original PDF (Position Description Form) Revised 2017

**Label: "DIVISION Documents"**

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Transcript of Record (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 1 copy** Work Experience Sheet
- 2 copies** PRC License
- 2 copies** PRC Rating
- 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*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2020
- 1 copy** Latest IPCRF
- 1 copy** Latest SALN
- 2 copies** Original PDF (Position Description Form) Revised 2017

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

**Thank you! 😊**

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