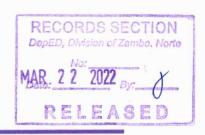


Republic of the Philippines Department of Education Region IX, Zamboanga Peninsula SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory No. 68, 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

: March 21, 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 March 25, 2022.

	NAME	POSITION	SCHOOL	
			ASSIGNMENT	VICE
1.	Wenceslao B. Ascabano	Teacher I	Siayan NHS	Unfilled Item
2.	Jinckie A. Abapo	Teacher III	Katipunan NHS	Roxanne V. Moreno
3.	Emmie P. Basong	Teacher II	Mutia District	Delma B. Dulang
4.	Rose Margaret M. Pascua	Head Teacher I	Ponot II	Wellijardo F. Equia, Jr.
5.	Marhomsar M. Gumandol	Head Teacher II	Godod District	Magencio Sagario
6.	Marina S. Formento	Special Education Teacher I	Ubay NHS	Maynard Magalso
7.	Dolly M. Piala	Special Education Teacher I	Ubay NHS	Unfilled Item

- 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.

 $PERSONNEL brg/Division\ Advisory\ to\ Submit\ Pertinent\ Papers\ for\ Appoint ment/A00012/03212022$





Tel No.: (065) 212-5843 e-mail address: zn.division@deped.gov.ph





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

REQUIREMENTS FOR PROMOTION AND TRANSFER WITHIN THE DIVISION

Revised February 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

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 (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, X-ray, 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. 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/A00012/03212022



