



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

Note: Second Advisory already.

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/A00012/03212022





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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

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



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