



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



Division Advisory
No. 74, 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 28, 2022

1. With the approval of the **Plantilla Allocation List (PAL)**, the appointees listed hereunder are hereby advised again to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before April 7, 2022.

NAME	POSITION	NEW RECLASSIFIED ITEM NUMBER	SCHOOL/DISTRICT ASSIGNMENT
1. Agnes C. Salvador	Teacher III	TCH3-572744-2020	Siocon District
2. Taciana O. Roloma	Teacher II	TCH2-570421-2020	Liloy NHS
3. Adrian Michael W. Magtuba	Teacher III	TCH3-572650-2020	Sindangan National Agricultural School
4. Lorna B. Gumbarda	Teacher III	TCH3-572651-2020	Villaramos NHS
5. Chez F. Mondoy	Teacher III	TCH3-572674-2020	Matam NHS
6. Eliza B. Nadela	Teacher II	TCH2-570496-2020	Katipunan II
7. Lyneth F. Generoso	Teacher III	TCH3-572670-2020	Ubay NHS
8. Richelle L. Castillon	Teacher III	TCH3-570005-2021	Katipunan II
9. Leah B. Cabigon	Teacher III	TCH3-570218-2021	Manukan II
10. Gina M. Sabaricos	Teacher III	TCH3-570223-2021	Siayan
11. Merlita G. Redoble	Teacher III	TCH3-570230-2021	Gutalac I
12. Marylyn A. Enderez	Teacher II	TCH2-570019-2021	Rizal District
13. Lindie S. Delos Santos	Teacher II	TCH2-570057-2021	La Libertad
14. Rufino C. Cobrito	Teacher II	TCH2-570058-2021	La Libertad
15. Lourdes B. Lambo	Teacher II	TCH2-570070-2021	Sibuco
16. Elona B. Tio	Teacher II	TCH2-570071-2021	Sibuco
17. Benilda Q. Elepe	Teacher III	TCH3-570198-2021	Tampilisan NHS
18. Cristina S. Escoreal	Teacher III	TCH3-570859-2021	Sindangan North II
19. Gerlita B. Burdago	Teacher III	TCH3-570957-2021	Labason

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/A00019/03282022

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



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



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

REQUIREMENTS FOR NEWLY HIRED
(Elem and Junior High)
Revised Feb 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** 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

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 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! ☺





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

**REQUIREMENTS FOR NEWLY HIRED AND RENEWAL
(Senior High)**
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 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 2020
- L. **3 copies** BIR Form 1902
- 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.

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

**REQUIREMENTS FOR NEWLY HIRED
(Non-teaching)
Revised Feb 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 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 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! ☺





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 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 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. **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! ☺





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

**REQUIREMENTS FOR TRANSFEREE FROM OTHER DIVISION/OTHER GOVERNMENT AGENCY
(If permanent employee)**

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"

- 2 copies** Separation Order
- 2 copies** Certificate of Last Payment
- 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
- 1 copy** Work Experience Sheet
- 2 copies** Transcript of Record Undergrad and Grad School, if any (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)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 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
- 1 copy** Service Record from GSIS
- 1 copy** Service Record from Previous Employer (Gov't Agency)
- 1 copy** Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺

