



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



Division Advisory
No. 75, 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 25, 2022

1. With the approval of the **plotting worksheet for newly hired teachers and teacher transferees**, 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 April 1, 2022.

NAME	POSITION	SCHOOL ASSIGNMENT
1. Jeffrey S. Lubiano	Teacher I	Tampilisan NHS (transferee)
2. Shyna T. Buburan	Teacher I	Bartolome Lira Sr. NHS
3. Ressa Marie C. Padilla	Teacher I	Bacong NHS
4. Kerwin Kin S. Eguia	Teacher I	Siayan NHS
5. Januar P. Dupol	Teacher I	Balakan NHS
6. Cynthia S. Bayobay	Teacher I	Sibutad NHS
7. Chito R. Pacete	Teacher I	Sergio Osmeña NHS
8. Marjurie T. Sandal	Teacher I	Pianon NHS
9. Chona G. Calunod	Teacher I	Sindangan NHS
10. Latipa S. Laudin	Teacher I	Tibalos ES, Sirawai I
11. Joanna Marie Magtajas	Teacher I	Fatima ES, Sindangan Central II
12. Norlyn B. Maing	Teacher I	Anungan ES, Sibuco I
13. Lean Marie A. Apatan	Teacher I	Sta. Marie ES, Sirawai I
14. Mark Anthony L. Jutba	Teacher I	Kulaguan ES, Sibuco I
15. Elsa G. Tuyac	Teacher I	Sta. Maria ES, Sibuco I
16. Recar T. Andong	Teacher I	Midatag ES, Bacungan
17. Richelle G. Pagador	Teacher I	Lumaping ES, Ponot II
18. Jocelyn D. Caling	Teacher I	Doña Cecilia ES, Sirawai
19. Monica Dianne D. Dingcong	Teacher I	Cuyan ES, Siocon II
20. Rdzmalyn B. Sarail	Teacher I	Tibalos ES, Sirawai I
21. Jane Nadela	Teacher I	Seroan ES, Katipunan IV
22. Ma. Dea C. Tigle	Teacher I	Linay ES, Baliguian

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A00016/03282022





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23. Sharmaine B. Abe	Teacher I	Guibo ES-Lacnapan Ext., Siayan III
24. Quennie V. Ucab	Teacher I	Sta. Maria ES, Sirawai I

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/A00016/03282022

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
(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

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Republic of the Philippines
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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 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
- 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.

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"

- A. **2 copies** Separation Order
- B. **2 copies** Certificate of Last Payment
- C. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- D. **2 copies** Original Work Experience Sheet
- E. **2 copies** Original Authenticated PRC License (must be certified by PRC)
- F. **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.*
- G. **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. **1 copy** Latest IPCRF
- M. **1 copy** Latest SALN
- N. **1 copy** Service Record from GSIS
- O. 1 copy Service Record from Previous Employer (Gov't Agency)
- P. **1 copy** Original PDF (Position Description Form) Revised 2017

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