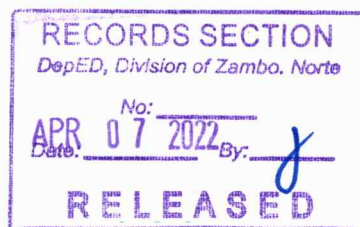




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Advisory  
No. 79, 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 : APRIL 6, 2022

1. With the approval of the **evaluation sheet for promotion (natural vacancy)**, 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 14, 2022.

NAME	POSITION	SCHOOL/DISTRICT ASSIGNMENT
1. Diana Rose L. Acedo	Teacher III	ALS Roxas
2. Moly E. Abellar	Teacher III	Godod District
3. Cristina T. Sordilla	Teacher III	Liloy III
4. Lorlyn P. Bulado	Teacher III	Sindangan North I
5. Jovieleen B. Pabatao	Teacher II	Salug NHS
6. Imelda S. Villaespin	Teacher II	Baliguian
7. Ruby Clier A. Radan	Teacher II	Baliguian NHS
8. Mila S. Gonzaga	Teacher II	Labason
9. Ma. Lily T. Velasco	Teacher III	Katipunan I
10. Bibing P. Otoalih	Teacher II	Sibuco NHS
11. Tarcela B. Guirigay	Teacher II	Sibutad NHS
12. Gilbert M. Limbang	Teacher II	Siocon II
13. Mary Angeline N. Cañete	Teacher III	Salug III
14. Max Jame A. Naong	Teacher II	SNAS
15. Glend Mark A. Mandih	Teacher II	Sindangan South II
16. Jenephil E. Bersales	Teacher II	Sergio Osmeña I
17. Mary Grace A. Sendrome	Teacher III	Roxas II
18. Charlito B. Hilay	Teacher III	Sindangan North II

2. For any queries or clarifications, you may call telephone number (065) 917 6137, 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/A00019/04062022





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](http://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 NEWLY HIRED AND RENEWAL  
(Senior 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](http://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 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](http://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 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 Feb 2022*

**Directions:**

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- **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"**

- 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 è 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

**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**  
**(Elem and Junior High)**  
*Revised Feb 2022*

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- N. 1 copy** PhilHealth Membership Data Form
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