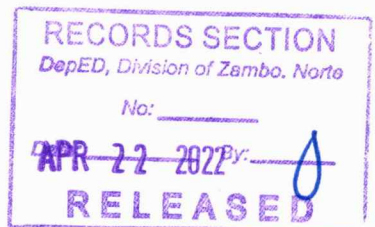




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 89, 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 19, 2022

1. With the approval of the **plotting for newly hired (elementary) and 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 26, 2022.

NAME	POSITION	SCHOOL/DISTRICT ASSIGNMENT
1. Roger S. Esco	Teacher I	Anungan ES, Sibuco I (newly hired)
2. Miralyn Terese Mitzi C. Calibo	Head Teacher I	Sergio Osmeña NHS
3. Jovy P. Sabanate	Head Teacher I	Siayan District
4. Hamlet G. Sumaylo	Head Teacher I	Katipunan III
5. Arnel A. Buban	Head Teacher I	Baliguian District
6. Venus Sarita	Head Teacher II	Jesus A. Ramos NHS
7. Mercy O. Lagunay	Head Teacher III	Kipit Agro Fishery HS
8. Julius O. Azcuna	Head Teacher III	Sebaca NHS
9. Lindo S. Lecera	School Principal II	Ilihan Elementary School Ponot II
10. Rysa A. Intic	School Principal III	Katipunan CS, Katipunan I

2. For any queries or clarifications, you may call telephone number (065) 917 6137, 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/A00020/04192022

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 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

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**

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

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:

- 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

Note: Please read and follow the instructions carefully.

Thank you! ☺

