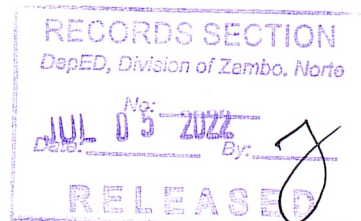




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 130, 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 : JULY 5 2022

1. With the approval of the **evaluation sheet for promotion of teaching positions**, 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 July 11, 2022.

NAME	POSITION	SCHOOL/DISTRICT ASSIGNMENT
1. Ma. Nancy E. Ageas	School Principal I	Sawang NHS (transfer Item to Kanim NHS)
2. Bebelyn D. Bustaliño	Teacher III	Manukan II
3. Josephine A. Merabedes	Teacher II	Manukan II
4. Rosalin B. Bandoquillo	Teacher III	Katipunan I
5. Roselyn G. Morales	Teacher III	Katipunan IV
6. Richelle I. Rubio	Teacher III	Gutalac I
7. Eddie M. Rune, Jr.	Teacher II	Salug NHS
8. Maily T. Bulalacao	Teacher II	Tampilisan NHS
9. Eugene C. Mayormita	Teacher III	Ponot II
10. Madelyn T. Bongcawel	Teacher III	Ponot I
11. Geraldine B. Asong	Teacher III	Sindangan South II
12. Ivy B. Penados	Teacher III	Siari John H. Roemer NHS
13. April Joy B. Casinillo	Teacher II	Sindangan South II
14. Myrah A. Pua	Teacher II	Sindangan South I
15. Emmylou P. Lopez	Teacher III	Sindangan North II
16. Mary Jane L. Lecera	Teacher III	Sindangan NHS
17. Marjun D. Mortejo	Teacher III	Sirawai I
18. Rutchel S. Pandalan	Teacher III	Sibuco II
19. Shedang E. Esmawel	Teacher III	Siocon III
20. Erna M. Banuag	Teacher II	Siocon III
21. Salacia Tindog	Teacher III	ALS
22. Jose Ruel Tindog	Teacher III	ALS
23. Imelda M. Catubig	Teacher III	Salug I
24. Jean Caroline B. Sulit	Teacher III	Bacungan II
25. Abdul Aziz P. Minanga	Teacher III	Salug I

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



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26. Expedito I. Tigon, Jr.	Teacher II	Mutia NHS-SHS
27. Sherlene Dave C. Macasero	Teacher II	Mutia NHS-SHS
28. Grace B. Mejos	Teacher III	Kanin NHS
29. Marianne Y. Dahili	Teacher III	Sibutad District
30. Marjorie V. Magtuba	Teacher III	Sibutad District
31. Jeralden M. Dalman	Teacher III	La Libertad NHS

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/A00026/07052022



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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 a PRC)
- D. 4 copies Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem
- E. 2 copies Original PDF (Position Description Form) Revised 2017
- Oath of Office (Revised 2018) Open Date, if possible.**

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. 1 copy Notarized Sworn Statement of Assets and Liabilities 2021
- J. 1 copy Latest IPCRF
- F. 2 copies Original PDF (Position Description Form) Revised 2017

Note: Please read and follow the instructions carefully.

Thank you! ☺



Navigating
Opportunities to
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Empowerment

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