



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



December 05, 2022

Division Memorandum
No. 466 s. 2022

**CALL FOR APPLICANTS FOR VACANT TEACHING, SCHOOL
ADMIN AND LEVEL 1 AND 2 NONTEACHING POSITIONS IN DEPED,
DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
All Others Concerned**

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the following positions

Vacant Positions	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification
Elementary				
Head Teacher III	HTEACH3-570364-1998	Labason I District	1	Education: BEED or Bachelor's degree with 18 professional education units Training: 24 hours of relevant training Experience: Head Teacher for 2 years; or Teacher-In-Charge; or Teacher for 5 years Eligibility: RA 1080 (Teacher)
Teacher III	TCH3-571356-2020	Sindangan North II	1	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 2 years' relevant experience Eligibility: PBET; Teacher
	TCH3-572217-1998	Katipunan II	1	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 1-year relevant experience Eligibility: PBET; Teacher
Teacher II	TCH2-572127-1998	Polanco I	1	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 1-year relevant experience Eligibility: PBET; Teacher
	TCH2-570116-2015	Katipunan II	1	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 1-year relevant experience Eligibility: PBET; Teacher
Secondary- JHS				
Teacher III	TCH3-570252-2018	Bacungan NHS	1	Education: BSED or Bachelor's degree plus 18 professional units in education with appropriate major Training: None required Experience: 2 years' relevant experience Eligibility: PBET; Teacher
Teacher II	TCH2-570005-2010	SNAS-JR HS	1	Education: BSED or Bachelor's degree with at least 18 units in professional education with major field of specialization Training: None required Experience: None Required Eligibility: RA 1080 (Teacher)
Level 2 Nonteaching				
Administrative Officer- II	ADOF2-570171-2022	Polanco I- Bandera ES	5	Education: Bachelor's degree relevant to the job



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
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	ADOF2-570172-2022	Polanco I-Guinles ES		Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570173-2022	Polanco I-Isis ES		
	ADOF2-570174-2022	Polanco I-San Antonio ES		
	ADOF2-570175-2022	Polanco I-Sto. Niño ES		
Administrative Officer- II	ADOF2-570176-2022	Polanco II-Lapayanbaja ES	5	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570177-2022	Polanco II-Macleodes ES		
	ADOF2-570178-2022	Polanco II-Maligaya ES		
	ADOF2-570179-2022	Polanco II- Milad ES		
	ADOF2-570180-2022	Polanco II- New Lebangon ES		
Administrative Officer- II	ADOF2-570181-2022	Piñan District-Bacuyong ES	11	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570182-2022	Piñan District-Desin ES		
	ADOF2-570183-2022	Piñan District-Dilawa ES		
	ADOF2-570184-2022	Piñan District-Gumay ES		
	ADOF2-570185-2022	Piñan District-Lower Gumay ES		
	ADOF2-570186-2022	Piñan District-Napuyan ES		
	ADOF2-570187-2022	Piñan District-Old Piñan ES		
	ADOF2-570188-2022	Piñan District-Sikitan ES		
	ADOF2-570189-2022	Piñan District-Santa Fe ES		
	DOF2-570190-2022	Piñan District-Teresita ES		
	ADOF2-570191-2022	Piñan District-Tinaytayan ES		
Administrative Officer- II	ADOF2-570192-2022	Rizal District-Balubohan ES	7	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570193-2022	Rizal District-Damasing ES		
	ADOF2-570194-2022	Rizal District-La Esperanza ES		
	ADOF2-570195-2022	Rizal District-New Dapitan ES		
	ADOF2-570196-2022	Rizal District-Rizalina ES		
	ADOF2-570197-2022	Rizal District-San Roque ES		
	ADOF2-570198-2022	Rizal District-Sebaca ES		





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Administrative Officer- II	ADO2- 570199-2022	Sibutad District- Calube ES	7	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2- 570200-2022	Sibutad District- Delapa ES		
	ADO2- 570201-2022	Sibutad District- Kanim ES		
	ADO2- 570202-2022	Sibutad District- Magsaysay ES		
	ADO2- 570203-2022	Sibutad District- Marapong ES		
	ADO2- 570204-2022	Sibutad District- Minlasag ES		
	ADO2- 570205-2022	Sibutad District- Sipaloc ES		





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Administrative Officer- II	ADOF2-570206-2022	Mutia District-Buena Suerte ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570207-2022	Mutia District-Delampinas ES		
	ADOF2-570208-2022	Mutia District-Juan C. Dumaog Sr. ES		
	ADOF2-570209-2022	Mutia District-New Siquijor ES		
	ADOF2-570210-2022	Mutia District-San Miguel ES		
	ADOF2-570211-2022	Mutia District-Tinglan ES		
	ADOF2-570212-2022	Mutia District-Totongon ES		
	ADOF2-570213-2022	Mutia District-Tubak ES		
Administrative Officer- II	ADOF2-570214-2022	Sergio Osmeña I-Antonino ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570215-2022	Sergio Osmeña I-Bagong Baguio ES		
	ADOF2-570216-2022	Sergio Osmeña I-Biayon ES		
	ADOF2-570217-2022	Sergio Osmeña I-Labiray ES		
	ADOF2-570218-2022	Sergio Osmeña I-Liwanag ES		
	ADOF2-570219-2022	Sergio Osmeña I-San Jose ES		
	ADOF2-570220-2022	Sergio Osmeña I-Sinai ES		
	ADOF2-570221-2022	Sergio Osmeña I-Tuburan ES		
Administrative Officer- II	ADOF2-570222-2022	Sergio Osmeña II-Kauswagan ES	10	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570223-2022	Sergio Osmeña II-Lebote ES		
	ADOF2-570224-2022	Sergio Osmeña II-Mabuhay ES		
	ADOF2-570225-2022	Sergio Osmeña II-Nazareth ES		
	ADOF2-570226-2022	Sergio Osmeña II-Nebo ES		
	ADOF2-570227-2022	Sergio Osmeña II-Pedagan ES		
	ADOF2-570228-2022	Sergio Osmeña II-Princesa Freshia ES		
	ADOF2-570229-2022	Sergio Osmeña II-San Francisco ES		
	ADOF2-570230-2022	Sergio Osmeña II-Tinago ES		
	ADOF2-570231-2022	Sergio Osmeña II-New Rizal ES		





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Administrative Officer- II	ADO2-570232-2022	La Libertad District- Mauswagon ES	4	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570233-2022	La Libertad District- Mercedes ES		
	ADO2-570234-2022	La Libertad District- New Carcar ES		
	ADO2-570235-2022	La Libertad District- Sta Cruz ES		
Administrative Officer- II	ADO2-570236-2022	Roxas I-Capasi ES	6	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570237-2022	Roxas I-Denoman ES		
	ADO2-570238-2022	Roxas I-Marupay ES		
	ADO2-570239-2022	Roxas I- Piñalan ES		
	ADO2-570240-2022	Roxas I-Tantingon ES		
	ADO2-570241-2022	Roxas I-Piao ES		
Administrative Officer- II	ADO2-570242-2022	Roxas II- Balubo ES	9	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570243-2022	Roxas II- Balubohan ES		
	ADO2-570244-2022	Roxas II- Gov. Jose Aseniero ES		
	ADO2-570245-2022	Roxas II- Gubat ES		
	ADO2-570246-2022	Roxas II- Labakid ES		
	ADO2-570247-2022	Roxas II- Ma. Adaza ES		
	ADO2-570248-2022	Roxas II- Situbo ES		
	ADO2-570249-2022	Roxas II- Tanayan ES		
	ADO2-570250-2022	Roxas II- Villahermoso ES		
Administrative Officer- II	ADO2-570251-2022	Katipunan I- Banbanan ES	13	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570252-2022	Katipunan I- Biniray ES		
	ADO2-570253-2022	Katipunan I- Carupay ES		
	ADO2-570254-2022	Katipunan I- Jose Gayapa Jr. ES		





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	ADO2-570255-2022	Katipunan I- Jose Ochotorena ES		
	ADO2-570256-2022	Katipunan I- Kitionok ES		
	ADO2-570257-2022	Katipunan I- Macayas ES		
	ADO2-570258-2022	Katipunan I- Matam ES		
	ADO2-570259-2022	Katipunan I- Mias ES		
	ADO2-570260-2022	Katipunan I- Dr. Jose Rizal ES		
	ADO2-570261-2022	Katipunan I- Sapa Naga ES		
	ADO2-570262-2022	Katipunan I- Sapa Ralum ES		
	ADO2-570263-2022	Katipunan I- Nanginan ES		
	ADO2-570264-2022	Katipunan II- Basagan ES		
Administrative Officer- II	ADO2-570265-2022	Katipunan II- Luyoran ES	14	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570266-2022	Katipunan II- New Dapitan ES		
	ADO2-570267-2022	Katipunan II- Saluwagan ES		
	ADO2-570268-2022	Katipunan II- San Antonio ES		
	ADO2-570269-2022	Katipunan II- San Vicente ES		
	ADO2-570270-2022	Katipunan II- Sanao ES		
	ADO2-570271-2022	Katipunan II- Seraboc ES		
	ADO2-570272-2022	Katipunan II- Seres ES		
	ADO2-570273-2022	Katipunan II- Seroan ES		
	ADO2-570274-2022	Katipunan II- Sibayog ES		
	ADO2-570275-2022	Katipunan II- Singatong ES		
	ADO2-570276-2022	Katipunan II- Sitog ES		
	ADO2-570277-2022	Katipunan II- Sto. Niño ES		
	ADO2-570278-2022	Manukan I-Libuton ES		
Administrative Officer- II	ADO2-570279-2022	Manukan I- Pangandao ES	6	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570280-2022	Manukan I- Patunan ES		





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	ADOF2-570281-2022	Manukan I-Serongan ES		
	ADOF2-570282-2022	Manukan I-Sitoy ES		
	ADOF2-570283-2022	Manukan I-Tinigiban ES		
Administrative Officer- II	ADOF2-570284-2022	Manukan II-Loquilos ES	3	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570285-2022	Manukan II- Meses ES		
	ADOF2-570286-2022	Manukan II-Villaramos ES		
Administrative Officer- II	ADOF2-570287-2022	Sindangan North District-Dalongdong ES	4	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570288-2022	Sindangan North District-Lapero ES		
	ADOF2-570289-2022	Sindangan North District-Lumbia ES		
	ADOF2-570290-2022	Sindangan North District-Sto. Rosario ES		
Administrative Officer- II	ADOF2-570291-2022	Sindangan Central-Apolonia Molina ES	9	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570292-2022	Sindangan Central-Balok ES		
	ADOF2-570293-2022	Sindangan Central-Gopek ES		
	ADOF2-570294-2022	Sindangan Central-Buyos ES		
	ADOF2-570295-2022	Sindangan Central-Dicayong ES		
	ADOF2-570296-2022	Sindangan Central-Gusa ES		
	ADOF2-570297-2022	Sindangan Central-Nato ES		
	ADOF2-570298-2022	Sindangan Central-Dagum ES		
	ADOF2-570299-2022	Sindangan Central-Sto. Niño ES		
Administrative Officer- II	ADOF2-570300-2022	Sindangan South-Bato ES	13	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570301-2022	Sindangan South-Benigno Aquino ES		
	ADOF2-570302-2022	Sindangan South-Bucana ES		
	ADOF2-570303-2022	Sindangan South-Dumalogdog ES		
	ADOF2-570304-2022	Sindangan South-Kalawit ES		
	ADOF2-570305-2022	Sindangan South-Lawagan ES		



Address: Capitol Drive, Estaka, Dipolog City 7100

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	ADOF2-570306-2022	Sindangan South-Bartolome Tobias ES		
	ADOF2-570307-2022	Sindangan South-Mawal ES		
	ADOF2-570308-2022	Sindangan South-Talinga ES		
	ADOF2-570309-2022	Sindangan South-Tinaplan ES		
	ADOF2-570310-2022	Sindangan South-Titik ES		
	ADOF2-570311-2022	Sindangan South-Dipodog ES		
	ADOF2-570312-2022	Sindangan South-Maras East ES		
Administrative Officer- II	ADOF2-570313-2022	Siayan District-Balok ES	15	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional / Appropriate Eligibility for Second Level Position
	ADOF2-570314-2022	Siayan District-Denuyan ES		
	ADOF2-570315-2022	Siayan District-Dumoyog ES		
	ADOF2-570316-2022	Siayan District-Dumpilas ES		
	ADOF2-570317-2022	Siayan District-Gonayen ES		
	ADOF2-570318-2022	Siayan District-Gunyan ES		
	ADOF2-570319-2022	Siayan District-Litolet ES		
	ADOF2-570320-2022	Siayan District-Macasing ES		
	ADOF2-570321-2022	Siayan District-Moyo ES		
	ADOF2-570322-2022	Siayan District-Paranglumba ES		
	ADOF2-570323-2022	Siayan District-Sayaw ES		
	ADOF2-570324-2022	Siayan District-Selese ES		
	ADOF2-570325-2022	Siayan District-Suminalum ES		
	ADOF2-570326-2022	Siayan District-Suminogod ES		
	ADOF2-570327-2022	Siayan District-Tague ES		
Administrative Officer- II	ADOF2-570328-2022	Ponot District - Diongan ES	7	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional / Appropriate Eligibility for Second Level Position
	ADOF2-570329-2022	Ponot District - Labakid ES		
	ADOF2-570330-2022	Ponot District - Litalip ES		





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	ADO2-570331-2022	Ponot District - Loper ES		
	ADO2-570332-2022	Ponot District - Madalag ES		
	ADO2-570333-2022	Ponot District - Sigamok ES		
	ADO2-570334-2022	Ponot District - Tamil ES		
Administrative Officer- II	ADO2-570335-2022	Labason District- Balas ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570336-2022	Labason District- Bobongan ES		
	ADO2-570337-2022	Labason District- Imelda ES		
	ADO2-570338-2022	Labason District- Immaculada ES		
	ADO2-570339-2022	Labason District-La Union ES		
	ADO2-570340-2022	Labason District- New Salvacion ES		
	ADO2-570341-2022	Labason District- Patawag ES		
	ADO2-570342-2022	Labason District- San Isidro ES		
Administrative Officer- II	ADO2-570343-2022	Liloy I-Compra ES	10	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570344-2022	Liloy I-El Paraiso ES		
	ADO2-570345-2022	Liloy I-Gayam ES		
	ADO2-570346-2022	Liloy I-Goaw ES		
	ADO2-570347-2022	Liloy I-Goin ES		
	ADO2-570348-2022	Liloy I-Malila 'L' ES		
	ADO2-570349-2022	Liloy I-San Francisco ES		
	ADO2-570350-2022	Liloy I-San Miguel ES		
	ADO2-570351-2022	Liloy I-Silucap ES		
	ADO2-570352-2022	Liloy I-Sta. Cruz ES		
Administrative Officer- II	ADO2-570353-2022	Liloy II-Canaan ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570354-2022	Liloy II-Kayok ES		
	ADO2-570355-2022	Liloy II-Lamag ES		





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	ADOF2-570356-2022	Liloy II-Libertad ES		
	ADOF2-570357-2022	Liloy II-Panabang ES		
	ADOF2-570358-2022	Liloy II-San Isidro ES		
	ADOF2-570359-2022	Liloy II-San Roque ES		
	ADOF2-570360-2022	Liloy II-Timan ES		
Administrative Officer- II	ADOF2-570361-2022	Siocon District-Bliss ES	11	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570362-2022	Siocon District-Canatuan ES		
	ADOF2-570363-2022	Siocon District-Candiz ES		
	ADOF2-570364-2022	Siocon District-Cuyan ES		
	ADOF2-570365-2022	Siocon District-Ma. Ybarsabal ES		
	ADOF2-570366-2022	Siocon District-Malipot ES		
	ADOF2-570367-2022	Siocon District-Lu Tian Po ES		
	ADOF2-570368-2022	Siocon District-S. Cabral ES		
	ADOF2-570369-2022	Siocon District-Tabayo ES		
	ADOF2-570370-2022	Siocon District-Jolito L. Camatura ES		
Administrative Officer- II	ADOF2-570371-2022	Siocon District-Imam Nasaron Haron ES	12	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570372-2022	Sibuco Ditrect-Binawing ES		
	ADOF2-570373-2022	Sibuco Ditrect-Duminatag ES		
	ADOF2-570374-2022	Sibuco Ditrect-Lambaguan ES		
	ADOF2-570375-2022	Sibuco Ditrect-Lanote ES		
	ADOF2-570376-2022	Sibuco Ditrect-Lantawan ES		
	ADOF2-570377-2022	Sibuco Ditrect-Lipuno ES		
	ADOF2-570378-2022	Sibuco Ditrect-Lubay ES		
	ADOF2-570379-2022	Sibuco Ditrect-Mantivoh ES		





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	ADOF2-570380-2022	Sibuco Ditric-Nala ES		
	ADOF2-570381-2022	Sibuco Ditric-Panganuran ES		
	ADOF2-570382-2022	Sibuco Ditric-Puliran ES		
	ADOF2-570383-2022	Sibuco Ditric-Lintangan IS		
Administrative Officer- II	ADOF2-570384-2022	Salug I-Balakan ES	3	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570385-2022	Salug I-Danao ES		
	ADOF2-570386-2022	Salug I-Dinuan ES		
Administrative Officer- II	ADOF2-570387-2022	Salug II-Canawan ES	6	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570388-2022	Salug II-Dipolod ES		
	ADOF2-570389-2022	Salug II-Fatima ES		
	ADOF2-570390-2022	Salug II-Lipakan ES		
	ADOF2-570391-2022	Salug II-Pukay ES		
	ADOF2-570392-2022	Salug II-Sto. Niño ES		
Administrative Officer- II	ADOF2-570393-2022	Godod District-Baluno ES	10	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570394-2022	Godod District-Bunawan ES		
	ADOF2-570395-2022	Godod District-Dipopor ES		
	ADOF2-570396-2022	Godod District-Guisapong ES		
	ADOF2-570397-2022	Godod District-Mauswagon ES		
	ADOF2-570398-2022	Godod District-Raba ES		
	ADOF2-570399-2022	Godod District-Rebe ES		
	ADOF2-570400-2022	Godod District-San Pedro ES		
	ADOF2-570401-2022	Godod District-Sioran ES		
	ADOF2-570402-2022	Godod District-Galos ES		





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Administrative Officer- II	ADOF2-570403-2022	Sirawai District-Danganon ES	4	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570404-2022	Sirawai District-Mauricio V. Landingin M ES		
	ADOF2-570405-2022	Sirawai District-Panglima Uto Aban ES		
	ADOF2-570406-2022	Sirawai District-Tibalos ES		
Administrative Officer- II	ADOF2-570407-2022	Kalawit District-Botong ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570408-2022	Kalawit District-Gatas ES		
	ADOF2-570409-2022	Kalawit District-Lumanon ES		
	ADOF2-570410-2022	Kalawit District-Palalian ES		
	ADOF2-570411-2022	Kalawit District-Palalihan ES		
	ADOF2-570412-2022	Kalawit District-Pianon ES		
	ADOF2-570413-2022	Kalawit District-San Jose ES		
	ADOF2-570414-2022	Kalawit District-Tugop ES		
Administrative Officer- II	ADOF2-570415-2022	Gutalac I-Banganon ES	4	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570416-2022	Gutalac I-Canuto Enerio ES		
	ADOF2-570417-2022	Gutalac I-San Roque ES		
	ADOF2-570418-2022	Gutalac I-Gutalac SPED Center		
Administrative Officer- II	ADOF2-570419-2022	Gutalac II-Bayanihan ES	6	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/Appropriate Eligibility for Second Level Position
	ADOF2-570420-2022	Gutalac II-Cocob ES		
	ADOF2-570421-2022	Gutalac II-Mamawan ES		
	ADOF2-570422-2022	Gutalac II-Map ES		
	ADOF2-570423-2022	Gutalac II-Sas ES		
	ADOF2-570424-2022	Gutalac II-Tipan ES		





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Administrative Officer- II	ADO2-570425-2022	Baliguian District-Alegria ES	8	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570426-2022	Baliguian District-Kauswagon ES		
	ADO2-570427-2022	Baliguian District-Lumay ES		
	ADO2-570428-2022	Baliguian District-Mamawan ES		
	ADO2-570429-2022	Baliguian District-Milidan ES		
	ADO2-570430-2022	Baliguian District-Nonoyan ES		
	ADO2-570431-2022	Baliguian District-Butin ES		
	ADO2-570432-2022	Baliguian District-Tan-awan ES		
Administrative Officer- II	ADO2-570433-2022	Tampilisan District-Banbanan ES	9	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADO2-570434-2022	Tampilisan District-Galingon ES		
	ADO2-570435-2022	Tampilisan District-Lawaan ES		
	ADO2-570436-2022	Tampilisan District-Malila 'T' ES		
	ADO2-570437-2022	Tampilisan District-New Dapitan ES		
	ADO2-570438-2022	Tampilisan District-Camul ES		
	ADO2-570439-2022	Tampilisan District-Sto. Niño ES		
	ADO2-570440-2022	Tampilisan District-Tilubog ES		





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	ADOF2-570441-2022	Tampilisan District-ZNAC ES		
Administrative Officer- II	ADOF2-570442-2022	Bacungan District-Mangop ES	6	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
	ADOF2-570443-2022	Bacungan District-Manil ES		
	ADOF2-570444-2022	Bacungan District-Murob ES		
	ADOF2-570445-2022	Bacungan District-Delusom ES		
	ADOF2-570446-2022	Bacungan District-Tinuyop ES		
	ADOF2-570447-2022	Bacungan District-San Isidro ES		
Administrative Officer- II	ADOF2-570448-2022	Siayan District-Mangilay NHS	1	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
Administrative Officer- II	ADOF2-570024-2016	Division Office-Sergio Osmena NHS	1	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: CS Professional/ Appropriate Eligibility for Second Level Position
Level 1 Nonteaching Position				
Administrative Aide III	ADA3-570055-2004	SNAS-JR HS		Education: Completion of two years studies in college Training: None Required Experience: None Required Eligibility: CS Sub-Professional /First Level Eligibility

2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing and page numbering.** (See Enclosure Nos. 1 to 3 of this division memorandum)





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3. Pursuant to **Division Memorandum No.442, s. 2022 “Reconstitution of District Personnel Selection Sub-Committees for the Elementary, Secondary and School-based Nonteaching Personnel”**, receiving of application and conduct of initial assessment to check the completeness, authenticity, and veracity of documents submitted for elementary and secondary levels and school-based nonteaching personnel shall be done by the District/School Personnel Selection Sub-Committee where the vacancy exists. Thus, documents of interested applicants must be submitted to the respective district/school.
4. Qualified applicants are advised to follow the procedure as stated:
 - a. Obtain **Division Unique Applicant Number (DUAN)** by creating initial registration of application thru **depedzn.net** or **depedzn.net/application**
 - b. Print out the initial registration form and attach as top sheet of your pertinent documents for application.
 - c. Proceed to the district/school and submit application to the District/School Personnel Selection Sub-Committee for the initial assessment.
5. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification (DO 19 s.2022).
6. Deadline of submission of application will be on **December 26, 2022**. Pursuant to DO 19 s.2022, failure to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
7. Following **DM No.442, s. 2022**, the District/School Personnel Selection Sub-Committee shall submit Initial Evaluation Report (IER) to the Division Office - Personnel Section on or before **January 04, 2023**.
8. Conduct of Document Evaluation and Assessment by Division HRMPSB Evaluators Committee shall be on the following schedules:

January 9, 2023	Cluster 1
January 10, 2023	Cluster 2
January 11, 2023	Cluster 3
January 12, 2023	Cluster 4
January 13, 2023	Cluster 5





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Further details will be announced in a separate advisory.

9. Schedule for interview and skills test by the Division HRMPSB will be on **January 17 to 20, 2023**. Further details will be announced in a separate memorandum. Applicants are advised to bring original copies of documents submitted during the said interview.
10. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
11. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORACHRA), Rule IX, Sec.83)
12. For information, guidance and compliance.


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

PERSONNELsgbv/Division Memorandum/PublicationSheet29110922



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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Enclosure No. 1 of DM No. ____ s. 2022

CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL

(Reference: DO No. 42, s. 2007)

Name of Applicant: _____ School/District: _____

Item Number: _____ Vice: _____

Division Memo No.: _____ Publication Date: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Letter of Intent		
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
IV. One (1) Photocopy of valid and updated PRC License/ID		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating <ul style="list-style-type: none"> Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 		
B. Experience <ul style="list-style-type: none"> Latest Service Record signed by HRMO Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award <ul style="list-style-type: none"> Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations <ul style="list-style-type: none"> Report of the innovation duly approved by superior DepEd Official/s corroborated by at least 3 Department Heads/Master Teacher teachers stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects <ul style="list-style-type: none"> A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship <ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		



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<p>e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia</p> <ul style="list-style-type: none"> • Certificates (Authenticated by School Principal or PSDS) 		
<p>D. Education and Training</p>		
<p>a. Education</p> <ul style="list-style-type: none"> • Authenticated Transcript of Records (at least MAED-CAR) 		
<p>b Training, any of the following</p> <ul style="list-style-type: none"> • 3 certificates of participation in a training of at least 3 days each certificate in a district or division or region level • 1 certificate of participation in a training of at least 3 days in a national or international level • Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.

NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2022.

Signature over Printed Name of Applicant

Signature Over Printed Name of DSC/SSC

Chair or Representative

CERTIFICATION

To the Division HRMPSB:

This is to certify that the documents of the above-named applicant for HT____/SP ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE _____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2022.

DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.



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Enclosure No. 2 of DM No. _____ s. 2022

CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS
(Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

Name of Applicant: _____ School/District: _____
Item Number: _____ Vice: _____
Division Memo No.: _____ Publication Date: _____

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS		Mark a check (/) on the appropriate column.	
		C	NC
I. Omnibus Certification			
II. Letter of Intent			
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph			
IV. One (1) Photocopy of valid and updated PRC License/ID			
V. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020)			
VI. Latest Service Record signed by HRMO			
VII. Duly Authenticated Copy of Transcript of Records			
VIII. Approved General School Program or SF 7			
DOCUMENTS FOR LEADERSHIP, POTENTIAL and ACCOMPLISHMENT			
a. Introduced any of the following which has been ADOPTED or USED by the school or district. <ul style="list-style-type: none"> Report on the use of the curriculum or instructional materials/effective teaching techniques or strategies/simplification of work/income generating project submitted to the School Head and corroborated by at least 3 teachers with attachments (lesson plans, pictures, outputs, instructional materials, etc.) 			
b. Served efficiently and effectively as subject coordinator, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years. <ul style="list-style-type: none"> Accomplishment report signed by School Principal and corroborated by at least 3 teachers of the department or grade level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school publication adviser) 			
c. Served as chairman of a special committee* such as curriculum study committee, committee to prepare instructional materials, committee to prepare school program**, and discharged the work efficiently. <ul style="list-style-type: none"> Report of activities as chairman of the committee signed by the School Principal and corroborated by at least three members of the committee with attachments (any applicable MOV such as sample instructional materials, etc) 			
d. Initiated or headed an educational research activity duly approved by the educational authorities either for improvement of instruction, for community development or teacher welfare. <ul style="list-style-type: none"> A copy of a completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 			
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. at least two years. <ul style="list-style-type: none"> Report signed by the head where said project/activity was conducted corroborated by at least three members of the agency/community/barangay with the following attachments (Certification as coordinator or member where said project/activity, program or schedule of activities, picture, etc. 			
f. Organized/managed an in-service activity or other similar activity at least on the school level. (Note: pax should be teachers or other school personnel)			



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<ul style="list-style-type: none"> Activity/Training Completion Report submitted to the School Principal corroborated by at least 3 teachers with attachments (approved activity/training proposal, training matrix, attendance sheets of participants, pictures) 		
<p>g. Credited with meritorious award achievements such as coach of contestants who receive prizes, commendations or any form of recognition/ Athletic coach of athletes or teams who won prizes/Coordinator of Boy Scout or Girl Scout Activities.</p> <ul style="list-style-type: none"> Certificate, plaque or any MOV reflecting the name of the teacher as trainer/coach with the name of contestant/athletes and the prize won; or Designation as Boy/Girl Scout Coordinator with report of BSP/GSP activity conducted at least in the school submitted to the Principal and corroborated by at least 3 teachers. 		
<p>h. Authorship</p> <ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
<p>IX. DEMONSTRATION TEACHING</p> <ul style="list-style-type: none"> Certificate of Recognition as Demo Teacher with other MOVs (Lesson Plan utilized in the demonstration teaching, learners' outputs, pictures during the demo, attendance sheets, etc) 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.

NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2022.

Signature over Printed Name of Applicant

Signature Over Printed Name of DSC/SSC

Chair or Representative

CERTIFICATION

To the Division HRMPSB:

This is to certify that the documents of the above-named applicant for HT____/SP ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE

_____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2022.

DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.



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Enclosure No. 3 of DM No. ____ s. 2022

**CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER II and
III, RELATED-TEACHING and LEVEL 1 AND 2 NONTEACHING
POSITIONS**
(Reference: DO 66, s. 2007)

Name of Applicant: _____ School/District: _____
Item Number: _____ Vice: _____
Division Memo No.: _____ Publication Date: _____

Instruction: Initial assessment of documents should be done by the DSC/ SSC in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Mark a check (/) on the appropriate column	
	C	NC
I. Omnibus Certification		
II. Letter of Intent		
III. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph		
IV. Photocopy of valid and updated PRC License/ID, Photocopy of Certificate of Eligibility/ Report of Rating, if applicable		
REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating		
<ul style="list-style-type: none"> Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2018-2019; 2019-2020; 2020-2021) 		
B. Experience		
<ul style="list-style-type: none"> Latest Service Record signed by HRMO Latest Approved Appointment 		
C. Outstanding Accomplishments		
a. Outstanding Employee Award		
<ul style="list-style-type: none"> Certificate of Recognition/Plaque/Trophy and other MOVs of the award received. 		
b. Innovations		
<ul style="list-style-type: none"> Report of the innovation duly approved by a DepEd Official and corroborated by at least 3 teaching/non-teaching/teaching-related personnel, whichever is applicable, stating the positive impact of the innovation in the performance of the school with attachments (project proposal, pictures, sample output of the innovation, etc) 		
c. Research and Development Projects		
<ul style="list-style-type: none"> A copy of the completed research evaluated/accepted by School/District/Division Research Committee, whichever is applicable. 		
d. Publication/Authorship		



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<ul style="list-style-type: none"> A copy of the published book/with ISBN or a copy of the module/storybook quality assured, validated and certified by the Division LRMDs or Division Learning Area Supervisor; or A copy of newspaper/magazine of wide circulation where authored article on education was published. 		
e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia <ul style="list-style-type: none"> Certificates (Authenticated by School Principal or PSDS) 		
D. Education <ul style="list-style-type: none"> Authenticated Transcript of Records (at least MAED-CAR) 		
E. Training, any of the following <ul style="list-style-type: none"> 3 certificates of participation in a training of at least 3 days in a district or division or region level 1 certificate of participation in a training of at least 3 days in a national or international level Certificate of Recognition as chair or co-chair in a technical/planning committee 		

C (Complied) – documents meet the requirements in terms of veracity, authenticity and completeness.

NC (Not complied) – documents do not meet the requirements in terms of veracity, authenticity and completeness.

AGREEMENT

All lacking/required documents shall be submitted on or before _____. If applicant fails to submit the lacking documents on the agreed date, non-compliance shall constitute waiver/withdrawal of application.

Signed on the _____ day of _____, 2022.

Signature over Printed Name of Applicant

Signature Over Printed Name of DSC/SSC

Chair or Representative

CERTIFICATION

To the Division HRMPSB:

This is to certify that the documents of the above-named applicant for HT____/SP ____ have been screened by this committee and have been forwarded as:

_____ COMPLETE

_____ INCOMPLETE (failed to comply on the agreed date)

Signed on this _____ day of _____, 2022.

DSC/SSC Chairperson

Members:

Conformé: _____

Date: _____

Applicant's Signature Over Printed Name

Note: If applicant fails to sign in the conformé, please state reason, i.e. *failed to appear on the agreed date*. This checklist must be submitted with the folder of the applicant.

