

Division Memorandum:

No. 70, 2022

TO

: PUBLIC SCHOOLS DISTRICT SUPERVISORS

SCHOOL HEADS (ELEMENTARY AND SECONDARY)

ALL OTHERS CONCERNED

FROM

MA. LIZA R, TABILON, CESO V

Schools Division Superintendent

SUBJECT

: CALL FOR APPLICANTS FOR VACANT TEACHING POSITIONS IN

DEP-ED ZAMBOANGA DEL NORTE DIVISION

DATE

: JANUARY 06, 2022

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

Vacant	Item Number	School/District Assignment	No. of Items	CSC Prescribed Qualification Education: BEED/BSED or Bachelor's
Master Teacher II (Elementary)	MTCHR2- 570057-2011	GUTALAC II	1	Degree plus 18 prof. units in Educ. w/appropriate major; & 24 units for Master's Degree in Education; Experience: 1 year as MT-I or 4 years as T-III; Training: 4 Hrs. Relevant Training; Fligibility: RA 1080
Head Teacher I (Elementary)	HTEACH1- 570055-2011	SIAYAN III	1	Education: At least 12 MA units in the Field of Administration, Supervision, Leadership/ Management; Experience: 3 yrs. Teaching Exp. & TIC/OIC for at least 1 year; Training: 24 hrs. Relevant Training Eligibility: RA 1080
Special Education Teacher I (Secondary)	SPET1-570066- 2018	UBAY NHS	1	Education: BSED w/ minimum of 18 units of SPED at the graduate level, Experience: 4 yrs. relevant experience; Training: 16 hrs. Relevant Training Eligibility: RA 1080 Education: BSED or Bachelor's Degree
Teacher III	TCH3-570024- 2007	SERGIO OSMEÑA NHS	2	w/ 18 Prof. units in Educ. major field of specialization; Experience: 2 Year Relevant Experience
(Secondary)	TCH3-570944- 2017	SIARI JOHN HRNHS		Training: None Required Eligibility: RA 1080



SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

	TCH3-570160- 2013	GODOD- ALS (REPUB)		Education: BSED/BEED or Bachelor's Degree w/ 18 Prof. units in Educ. major
Teacher III (Elementary)	TCH3-570204- 2013	ROXAS I- ALS (REPUB)	3	field of specialization; Experience: 2 Year Relevant Experience Training: None Required
	TCH3-570259- 2013	TAMPILISAN		Eligibility: RA 1080
TEACHER II (Secondary)	TCH2-570321- 2003	MANUKAN NHS	1	Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of specialization; Experience: 1 Year Relevant Experience Training: None Required Eligibility: RA 1080
TEACHER II (Secondary- SHS)	TCH2-570321- 2003	TAMPILISAN NHS (SHS)	1	Education: Bachelor's Degree majoring in fields under the track; or any Bachelor's Degree plus 15 units of specialization in the strand Experience: 1 Year Relevant Experience Training: 4 hrs. Training Relevant to The Courses in the strand Eligibility: RA 1080
	TCH2-572018- 1998	SINDANGAN CENTRAL		Education: BEED/BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major
TEACHER II (Elementary)	TCH2-570034- 2012	SINDANGAN SOUTH	3	field of specialization; Experience: 1 Year Relevant Experience Training: None Required
	TCH2-570121- 2015	SINDANGAN NORTH		Eligibility: RA 1080
	TCH1-570998- 2016	TAMPILISAN NHS		Education: BSED or Bachelor's Degree w/ 18 Prof. units in Educ. major field of
TEACHER I (Secondary)	TCH1- 596707- 1998	KATIPUNAN NHS	3	specialization; Experience: None Required Training: None Required
(Deconomy)	TCH1-592396- 1998	KATIPUNAN NHS		Eligibility: RA 1080 Education: BEED/BSED or Bachelor's
	TCH1-572838- 2018	SIRAWAI I		Degree w/ 18 Prof. units in Educ. major field of specialization;
TEACHER I (Elementary)	TCH1-595765- 1998	GUTALAC I	2	Experience: None Required Training: None Required Eligibility: RA 1080

- 2. Teacher I and Teacher II (Senior High) positions are still subject to follow ranking in the RQA or facilitate transfer of teachers within the DepEd.
- 3. All documents of interested applicants must be submitted to the respective School Selection Committee (for secondary) and District Selection Committee (for elementary) for assessment of authenticity, completeness and veracity and submit to the Division Office Personnel Section on or before **January 24, 2022.** (See DepEd Order No. 66, s. 2007 and





e-mail address: zn.division@deped.gov.ph





MEC 10, s. 1979 for the Composition of School/District Selection Committee, whichever is applicable).

- 4. Applicants are encouraged to submit their organized documents in a folder (See Enclosure 1 to 3).
- 5. The skills test and interview will be on **February 2-4, 2022**. Applicants are required to bring original copies of documents submitted during the interview and skills test (Skills test and interview schedule may change without prior notice).
- 6. This memorandum is to be posted in at least three conspicuous places in schools and/or districts.
- 7. For information, guidance and compliance.



SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No	_ s. 2021
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CHECKLIST OF REQUIREMENTS FOR HEAD TEACHER/SCHOOL PRINCIPAL (Reference: DO No. 42, s. 2007)

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estruction: Initial assessment of documents should be done by the DSC/SSC in the pro-		
ovided to the applicant. BASIC REQUIREMENTS	Mark a (/) on approp	the priate
	C	NC
Omnibus Certification I. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212, revised 2017) and work experience sheet which can be downloaded at		
NAME OF COLUMN TO THE PROPERTY OF THE PROPERTY		
III. One (1) Authenticated PRC License REQUIRED DOCUMENT/S PER CRITERION		
 A. Performance Rating 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 Latest Service Record signed by HRMO Latest Approved Appointment		
C. Outstanding Accomplishments		
 Outstanding Employee Award Certificate of Recognition/Plaque/Trophy and received. 	1	
 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.) 		
Day of Day of Day of Projects	У	
 d. Publication/Authorship A copy of the published book/with ISBN or a copy of the module/storybood quality assured, validated and certified by the Division LRMDS or Division Learning Area Supervisor; or 	ok on	-

e-mail address: zn.division@deped.gov.ph



SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SCHOOLS DIVISION OF ENVIRONMENT		-
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 A copy of newspaper/magazine of wide circulation v 	where authored article on	
education was published.		
Consultant/Resource Speaker in Trainings/Seminars/Wo	orkshops/Symposia	
Certificates (Authenticated by School Principal or Ps	SDS	
- Education		
Authenticated Transcript of Records (at least MAED)	O-CAR)	
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1' i-i an ragion level		
 division or region level 1 certificate of participation in a training of at least 	st 3 days in a national or	
• I certificate of participation in a training of an		
 international level Certificate of Recognition as chair or co-chair 	in a technical/planning	
committee		
(Complied) – documents meet the requirements in terms of veracity, authenticity and c	completeness.	
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AGREEMENT		
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N-avigating O-pportunities to R-eengineer for T-ransformation&

E-mpowerment



be submitted with the folder of the applicant.

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"



Enclosure No.	2	of DM No.		S.	2021
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CHECKLIST OF REQUIREMENTS FOR MASTER TEACHERS (Reference: MECS ORDER NO. 10, S. 1979 and DECS ORDER NO. 57, S. 1997)

Instruction: Initial assessment of documents should be done by the DSC/SSC in the presence of the applicant or the position. A photocopy of this accomplished checklist should be provided to the applicant. BASIC REQUIREMENTS BASIC REQUIREMENTS BASIC REQUIREMENTS A. Omnibus Certification B. 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 C. One (1) Authenticated PRC License D. Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018, SY 2018-2019; 2019-2020) E. Latest Service Record signed by HRMO F. Duly Authenticated Copy of Transcript of Records G. 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. Report on the use of the curiculum or instructional materials, effective teaching techniques or strategies/simplification strategies/simplification program in the program of 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. Report on the use of the curiculum or instructional materials, etc.) b. Served efficiently and effective jax subject convolutators, grade chairman for at least 1 year, or as adviser of school publication or organization for 2 years. Accomplishment (lesson plans, pictures, designation/certification with inclusive dates, school paper for school level with the following attachments (pictures, designation/certification with inclusive dates, school paper for school level who following attachments (pictures, designation/certification with inclusive dates, school paper for school the work efficiently and erroborated by at least three members of the committee with attachments (pictures, designation/certification with inclusive dates, school paper for school evel with feeding and the work efficie		School/District:	_	
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	•	Activity/Training Completion Report submitted to the Salary Activity/Training Completion Report submitted to the Salary Activity/Training proposal, training matrix, attendance sheets of participants, pictures)		



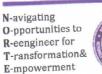




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1 11 be enhanted on or	r before August 27, 2021 . If applicant fails to submit the lacking
All lacking/required documents shall be submitted on or	r before August 27, 2021. If applicant fails to submit the lacking waiver/withdrawal of application.
All lacking/required documents shall be submitted on of documents on the agreed date, non-compliance shall constitute	YVIII V 01/ YV
Signed on this day of, 2021.	
	0700000
Signature over Printed Name of Applicant	Signature Over Printed Name of DSC/SSC
Signature over Printed Name of Applicant	Chair or Representative
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To the HRMPSB:	
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This is to certify that the documents of the above-nam	ed applicant for MTnave been selected by and
committee and have been forwarded as:	INCOMPLETE (failed to comply on the agreed date)
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Signed on thisday of, 202	A.
DSC/SSC C	Chairperson
M - 1	
Members:	
	Date:

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



Conformé:

Applicant's Signature Over Printed Name



Enclosure No	. 3	of DM No.		S.	2021
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CHECKLIST OF REQUIREMENTS FOR PROMOTION TO TEACHER 2 and 3, RELATED-TEACHING and NON-TEACHING POSITIONS (Reference: DO 66, s. 2007)

Name of Teacher:School/District:		
Instruction: Initial assessment of documents should be done by the DSC/SSC in the position of the applicant for the position. A photocopy of this accomplished checklist should be done by the DSC/SSC in the position.	presence nould be	
provided to the applicant. BASIC REQUIREMENTS	(/) appr	a check on the ropriate lumn
	C	NC
I. Omnibus Certification		
II. Fully Accomplished PDS with recent passport-sized picture (CSC Form 212 revised 2017) and work experience sheet which can be downloaded a	it	
www.csc.gov.ph		
III. One (1) Authenticated PRC License REQUIRED DOCUMENT/S PER CRITERION		
A. Performance Rating		
 Certification of Performance Rating for the Last Three Years duly signed by Administrative Officer Helen Tangon (SY 2017-2018; SY 2018-2019; 2019-2020) 	7	
B. Experience		
Latest Service Record signed by HRMO		
Latest Approved Appointment		
C. Outstanding Accomplishments		
 a. Outstanding Employee Award Certificate of Recognition/Plaque/Trophy and other MOVs of the aware received. 	rd	
h Innovations		
• 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)	l, ;	
c. Research and Development Projects	hv	
A copy of the completed research evaluated/accepted School/District/Division Research Committee, whichever is applicable.	by	
d. Publication/Authorship		

e-mail address: zn.division@deped.gov.ph





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To: CIVIL SERVICE COMMISSION (CSC)

Series of 2018 CS Form No. 9 9

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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE Request for Publication of Vacant Positions Republic of the Philippines

This is to request the publication of the following vacant positions of (DepEd ZN) in the CSC website:

END. CESONO JERRY N

Date:



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Electronic copy to be

CSCFO-ZAMBOA CIVIL SERVICE

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- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LIZA R. TABILON EdD. CESO Y
SCHOOLS DIVISION SUPERINTENDENT OF ZAMBOANGA DEL NORTE CAPITOL DRIVE, ESTAKA, DIPOLOG CITY

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