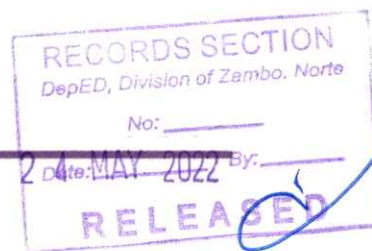




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Advisory  
No. 103, 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 : MAY 23, 2022

1. With the approval of the **evaluation sheet for non-teaching Level 2 (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 May 30, 2022.

| NAME                 | POSITION                     | SCHOOL/DISTRICT ASSIGNMENT |
|----------------------|------------------------------|----------------------------|
| 1. Miraflor D. Delmo | Administrative Assistant III | Katipunan I                |
| 2. Marelli U. Rafols | Administrative Assistant III | Salug II                   |
| 3. Jonalyn P. Obordo | Administrative Assistant II  | Sergio Osmeña NHS          |

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/A00021/05232022

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](mailto:zn.division@deped.gov.ph)



"Be and Do Much Better Each Day  
with a  
Sense of Urgency"



Republic of the Philippines  
Department of Education  
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**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 2021
- 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! ☺**

