



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 3, 2023

Division Memorandum
No. 77, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: PSDSs and PICDs
Identified School Heads
Section/ Unit Heads
Identified SDO Personnel

1. With the approval of the **plotting worksheet of newly hired elementary teachers (Natural Vacancy)**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before March 10, 2023.
2. Attached herewith also is the list of requirements that needs to be complied before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09661571283 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.


VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Encl: As stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
0001-2023/ 03062023



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tei. No.: (065) 212- 5843

Website: www.depedzn.net



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Attachment to Office Memorandum No. ____, s. 2023

S/N	Name	Position Title	Proposed School to be Assigned
1	Arly B. Refugio	Teacher I	Nazareth ES- Sergio Osmena
2	Monica F. Estorpe	Teacher I	Marupay ES- Roxas I
3	Rutchelle O. Avila	Teacher I	San Jose ES- La Libertad
4	Azenith L. Lucasan	Teacher I	San Jose ES- La Libertad
5	Jila P. Callon	Teacher I	Dona Cecilia ES- Sirawai
6	Maria Reina O. Jundes	Teacher I	Patagan ES- Manukan I
7	Mary Ann Lamdag	Teacher I	Sapa Naga, Katipunan I
8	Charie Y. Salcedo	Teacher I	Macasing ES- Siayan
9	John Ric Zozobrado	Teacher I	Punta ES- Liloy I
10	Honey Grace L. Ceprado	Teacher I	Kitonok ES- Katipunan II
11	Camille B. Lazarte	Teacher I	Polanco CS- Polanco II

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**REQUIREMENTS FOR NEWLY HIRED
(Elem and Junior High)**
Revised Oct 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

- 3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 2 copies** Original Work Experience Sheet
- 2 copies** Original Authenticated PRC License (must be certified by è PRC)
- 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*.
- 2 copies** Original PDF (Position Description Form) Revised 2017

Label: DIVISION Documents

- 1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- 1 copy** Work Experience Sheet
- 2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- 4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- 2 copies** Marriage Contract (if married woman)
- 3 copies** Valid NBI Clearance
- 1 copy** PSA Birth Certificate
- 2 copies** PRC License
- 2 copies** PRC Rating
- 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*
- 4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- 3 copies** BIR Form 1902 (Received by the BIR)/Photocopy of TIN Card
- 1 copy Service Record** (If casual or permanent employee of any government agencies. If not, pls. disregard)
- 1 copy** Filled out GSIS Membership Form
- 1 copy** PhilHealth Membership Data Form
- 1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺

