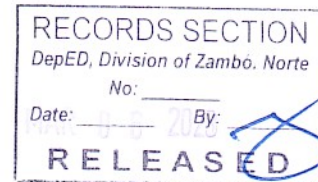




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 1, 2023

Division Memorandum
No. 70 s. 2023

**CALL FOR APPLICANTS FOR VACANT LEVEL 1 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
Level 1 Nonteaching				
Legal Assistant-I	OSEC-DECSB-LEA1-570014-2014	Division Office	1	Education: BS Legal Management, AR Paralegal Studies, Law, Political Science or other allied courses Training: None Required Experience: None Required Eligibility: CSC-Prof/Second Level Eligibility
Senior Bookkeeper	SRBK-570003-2007	Siocon NHS	1	Education: Completion of two years study in college n Training: 4 hours of relevant training Experience: 1 year relevant experience Eligibility: CS Sub Professional/ First Level Eligibility
Administrative Assistant -III	OSEC-DECSB-ADAS3-570072-2018	Division Office (Accounting Section)	4	Education: Completion of 2 years college studies incl. or supplemented with 12 units in accounting Training: 4 hours relevant training Required Experience: 1 year relevant experience Eligibility: CS Sub Professional/ First Level Eligibility
	ADAS3-570105-2017	Salug District		
	OSEC-DECSB-ADAS3-570078-2017	Piñan District		
	OSEC-DECSB-ADAS3-570097-2017	Baliguian District		
Disbursing Officer II	OSEC-DECSB-DO2-570009-2011	Kipit Agro-Fishery High School	1	Education: Completion of 2 years college studies incl. or supplemented with 12 units in accounting Training: 4 hours relevant training Required



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



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

				Experience: 1 year relevant experience Eligibility: CS Sub Professional/ First Level Eligibility
Administrative Assistant -II	OSEC-DECSB-ADAS2-570090-2016	Liloy NHS	3	Education: Completion of 2 years college studies incl. or supplemented with 12 units in accounting Training: 4 hours relevant training Required Experience: 1 year relevant experience Eligibility: CS Sub Professional/ First Level Eligibility
	OSEC-DECSB-ADAS2-570110-2017	Godod CS-Godod District		
	ADAS2-570028-2004	Polanco NHS		
Administrative Aide III	ADA3-570049-2004	Manukan NHS	2	Education: Completion of two years study in college n Training: None Require Experience: None Require Eligibility: CS Sub Professional/ First Level Eligibility
	ADA3-570047-2004	La Libertad District		
For guidance as to the criterion and computation of points:				
Reference: DO 66 s.,2007 REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS				

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 No. 1 of this division memorandum). 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 per DepEd Order (No. 19 s.2022).

3. Qualified applicants are advised to follow the procedure for submission of application as stated:

3.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through ***depedzn.net* or *depedzn.net/application***.

3.b Click the ***New Application*** tab and select the desired job position by clicking the ***Apply Now*** tab.

3.c Print out the initial registration form by clicking ***View Application>Print Applicant Profile*** tabs and attach as top sheet of the application documents.

3.d Submit your application to the Personnel Section, this division.



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



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

4. All documents of interested applicants must be submitted to the Division Office - Personnel Section on or before **March 15, 2023**. 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.
5. Conduct of Document Evaluation and Assessment by Division Evaluators Committee shall be on **March 23 to 24, 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 ORAOHRA), Rule IX, Sec.83)
12. For information, guidance and compliance.

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

PersonnelSection/sgbv/Level1Positions/03012023



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



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. ____ s. 2023

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

Name of Applicant: _____
DUAN No: _____
Position Applied For: _____ Office (where the vacancy exists): _____
Division Memo No.: _____ Contact Number: _____
Ethnicity: _____ Religion: _____
Person with Disability: Yes () No () Solo Parent: Yes () No ()

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

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
I. Omnibus Certification <ul style="list-style-type: none"> Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act; 			
II. Letter of Intent <ul style="list-style-type: none"> Letter of Intent addressed to Head of Office; 			
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) Authenticated Photocopy of valid and updated PRC License/ID and Photocopy of Certificate of Eligibility/ Report of Rating			
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"> Certificate of Employment and/or Duly Signed Service Record, whichever is/are applicable. 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 			



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



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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. 			
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 			

Remarks: 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 _____, 2023.

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.



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



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

