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Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

06 January 2025

**DIVISION MEMORANDUM**  
**DM No. 020, s. 2025**

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE  
SUPPORT II POSITION AS LEARNER RIGHTS AND PROTECTION (LRP) FOCAL  
PERSONNEL UNDER CONTRACT OF SERVICE (COS)**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
HRMPSB Members  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the DepEd Office Unnumbered Memorandum or the "Guidelines for the Hiring of Learner Rights and Protection Focal Personnel Under Contract of Service" with reference **OM-OUOPS-2024-05-01206**, titled "Guidelines in Utilization of the Program Support Funds for the Regional Operations Relative to the Learner Rights and Protection Programs, Projects and Activities," and **OM-OUOPS-2024-05-05314**, titled "Clarification on the Guidelines for the Hiring of Learner Rights and Protection Focal Personnel Under Contract of Service in the Identified Schools Division Offices", this Office announces the **vacancy in the Department of Education – Division of Quezon for one (1) Administrative Support II position under Contract of Service (COS)**. All interested applicants who meet the qualifications for the position are encouraged to apply, regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested and qualified applicants must place their documents in a **folder** with an "ear tag" and submit them **directly to the School Governance and Operations Division (SGOD)** thru the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon on or before **January 15, 2025 (Wednesday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
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**Mandatory Requirements:**

- a. Curriculum Vitae (CV)
  - b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017)
  - c. Transcript of Records (TOR); and
  - d. Other required hiring documents
3. The School Governance and Operations Division (SGOD) – LRPO’s Focal Personnel will conduct the assessment process for qualified applicants, which includes reviewing CVs, conducting interviews, and performing other necessary procedures. They must also evaluate the results of the assessment process and prepare the following pertinent documents:
- a. Authority to Hire
  - b. Accomplished Terms of Reference (TOR)
  - c. Contract; and
  - d. Other required hiring documents
4. Enclosed are the Qualification Standards, Terms of Reference, and suggested timeline for the hiring of one (1) Administrative Support II under Contract of Service (COS).
5. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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Enclosure No.1 to Division Memorandum No. 020, s. 2025

**QUALIFICATION STANDARDS FOR THE ADMINISTRATIVE SUPPORT II  
 (CONTRACT OF SERVICE) SCHOOLS DIVISION OFFICE UNDER  
 SGOD – LEARNER RIGHTS AND PROTECTION (LRP)**

**General:**

In addition to implementing LRPO programs, the Administrative Support II will also serve as the focal person to closely monitor the following:

- a. Data gathering related to Learner Rights and Protection.
- b. Budget utilization of Program Support Funds downloaded by the LRPO.
- c. Implementation of intervention plans addressing LRP concerns reported to the Learners Telesafe Contact Center Helpline.

**Funds for the Salary of the LRPO-COS:**

| Period of Service     | Base Salary   | Premium      |
|-----------------------|---------------|--------------|
| February to July 2025 | Php 20,000.00 | Php 2,000.00 |

**Minimum Qualification/s:**

- Bachelor’s degree relevant to the job.
- At least eight (8) hours of training related to Learner Rights and Protection or other trainings relevant to the job.
- At least one (1) year of relevant experience.
- Experience in child rights, particularly Learner Rights and Protection, is an advantage.
- Excellent written and oral communication skills.
- Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities.
- Proficient in various office software such as Google Docs, Sheet, and Forms.
- Working knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

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**Terms of Reference:**

- To provide assistance in the area of capacity building, monitoring, research, policy development, advocacy, and partnerships.
- To implement Learner Rights and Protection Programs within the jurisdiction of his/her Division Office.
- To assist in the collection and consolidation of Learner Rights and Protection reports and data from schools.
- To draft memoranda, endorsements, and other similar communications related to Learner Rights and Protection.
- To coordinate with and gather information from schools regarding Learner Rights and Protection reports and concerns.
- To act as the Focal Person for the close monitoring of Learner Rights and Protection activities and concerns at the Schools Division level.
- To assist the Learner Rights and Protection Office in disseminating announcements to Schools Division Offices.
- To perform functions as may be assigned by the immediate Supervisor, the Regional Director, the Director of the Learner Rights and Protection Office, and the Undersecretary for Operations.

**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE SUPPORT II  
 UNDER CONTRACT OF SERVICE (COS)**

| STEPS   | RESPONSIBLE  | TIMELINE   |
|---|--|--|
| <b>1. JOB POSTING</b> <ul style="list-style-type: none"> <li>• Post job vacancy for one (1) Administrative Support II (COS)</li> </ul> <p><i>Note: Local hiring is highly encouraged.</i></p>   | SDO-HRMO   | January 6 – January 15, 2025<br><br>10 CALENDAR DAYS |
| <b>2. ASSESSMENT</b> <ul style="list-style-type: none"> <li>• Conduct the assessment process for qualified applicants, including reviewing of CVs, conducting interviews, and other related activities.</li> <li>• Evaluate the results of assessment process.</li> </ul> | SGOD – Learner Rights and Protection Focal Personnel | January 16 – January 22, 2025<br><br>7 CALENDAR DAYS |

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|   |  |                               |
|---|--|-------------------------------|
| <ul style="list-style-type: none"> <li>Prepare the Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other required hiring documents.</li> </ul> <p><b>Note: The recommended COS for hiring must sign the TOR and Contract before submission. However, inform the recommended COS that their application is still subject to the approval of the SDS.</b></p> |  |                               |
| <p><b>3. HIRING OF COS</b></p> <ul style="list-style-type: none"> <li>Submit the Authority to Hire, Contract, TOR, and other hiring documents for processing.</li> </ul>  | SGOD – Learner Rights and Protection Focal Personnel | January 23 – January 31, 2025 |
| <ul style="list-style-type: none"> <li>Evaluation and signing of contract by the appointed authority.</li> </ul> <p><b>Note: The COS shall be responsible for notarizing the contract.</b></p>  | SUPERINTENDENT                                       | 9 CALENDAR DAYS               |
| <p><b>4. REPORTING TO DUTY</b></p> <ul style="list-style-type: none"> <li>Monitoring and provision of Technical Assistance, if necessary.</li> </ul>  | SGOD – Learner Rights and Protection Focal Personnel | February 3, 2025              |

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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