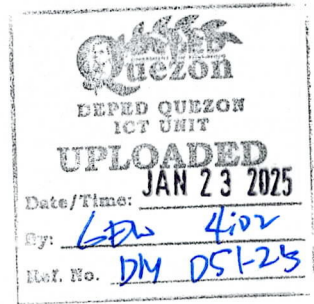




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 January 2025

DIVISION MEMORANDUM
DM No. 051, s. 2025

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON UNDER SGOD – DISASTER RISK REDUCTION MANAGEMENT (DRRM) FOR TWO (2) ADMINISTRATIVE SUPPORT II POSITIONS UNDER CONTRACT OF SERVICE (COS)

To: Assistant Schools Division Superintendents
Chief - SGOD
All Others Concerned

1. Pursuant to DepEd Office of the Undersecretary for Operations Memorandum with reference **OM-OUOPS-2024-04-01088**, titled “Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds”, this Office announces **vacancies in the Department of Education – Schools Division of Quezon for two (2) Administrative Support II positions under Contract of Service (COS)**. (See attached enclosure for the qualification standards and suggested timeline). All interested and qualified applicants are welcome to apply, regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested qualified applicants must place their documents in a **folder** with an “ear tag” and submit them **directly to the Schools Division Office - Disaster Risk Reduction Management (DRRM) Coordinator** on or before **January 31, 2025 (Friday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- a. Curriculum Vitae (CV)
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017)

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- c. Transcript of Records (TOR)
 - d. Other required hiring documents
3. **The Schools Division Office - Disaster Risk Reduction Management (DRRM) Coordinator** must 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. Attached is the Quick Guide on the Hiring of two (2) 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 1 to Division Memorandum No. 051 s. 2025

QUALIFICATION STANDARDS FOR THE ADMINISTRATIVE SUPPORT II (CONTRACT OF SERVICE) SCHOOLS DIVISION OFFICE UNDER SGOD – DISASTER RISK REDUCTION MANAGEMENT (DRRM)

General:

The Administrative Support II shall provide assistance to the School Division Office in the delivery of prompt and quality administrative and technical support in accordance with the Department’s policies and procedures. The position shall be under the direct supervision of the SGOD - Disaster Risk Reduction Management (DRRM) Coordinator.

Funds for the Salary of the SSD-COS:

Period of Service	Base Salary	Premium
February to July 2025	Php 22,000.00	Php 2,200.00

Minimum Qualification/s:

- Completion of at least two (2) years in college or at least Senior High School with relevant specialization.
- Completion of at least eight (8) hours of relevant to disaster risk reduction and management (DRRM) and safety.
- Possess a maximum of one (1) year of relevant work experience such as in DRRM, administrative tasks, or related fields.
- Must hold a valid Professional Driver's License as a condition for employment.
- Good communication and interpersonal skills.
- Willingness to work in dynamic and potentially high-stress environments.

Duties and Responsibilities:

- Provide administrative assistance to the office in delivering prompt and quality administrative and financial support in accordance with the Department’s policies and procedures.

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SUGGESTED TIMELINE FOR THE HIRING OF TWO (2) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS)

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none"> Post job vacancie for two (2) Administrative Support II (COS) <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	January 22 - 31, 2025 - 10 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none"> Conduct the assessment process for qualified applicants, including reviewing of CVs, conducting interviews, and other related activities. Evaluate the results of assessment process. Prepare the Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other required hiring documents. <p><i>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.</i></p>	SGOD – DRRM Coordinator	February 3 – 4, 2025 2 DAYS
3. HIRING OF COS <ul style="list-style-type: none"> Submit the Authority to Hire, Contract, TOR, and other hiring documents for processing. 	SGOD – DRRM Coordinator	February 5 - 6, 2025
<ul style="list-style-type: none"> Evaluation and signing of contract by the appointed authority. <p><i>Note: The COS shall be responsible for notarizing the contract.</i></p>	SUPERINTENDENT	2 DAYS
4. REPORTING TO DUTY <ul style="list-style-type: none"> Monitoring and provision of Technical Assistance, if necessary. 	SGOD – DRRM Coordinator	February 7, 2025

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

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