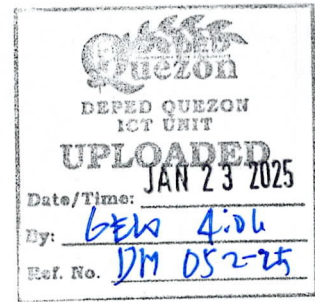




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 January 2025

**DIVISION MEMORANDUM**  
DM No. 052, s. 2025

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL-BASED  
ADMINISTRATIVE SUPPORT STAFF UNDER  
CONTRACT OF SERVICE (COS) - BATCH I**

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

1. Pursuant to the DepEd Office of the Undersecretary for Operations Memorandum **DM-OUHROD-2025-0083**, titled "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service for the Provided Eligible Schools", this Office announces **vacancies in the Department of Education – Schools Division of Quezon for School-Based Administrative Support Staff under Contract of Service (COS) – Batch I**. 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 submit the following requirements **directly to the School Heads** they intend to apply to 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. Birth Certificate Issued by Philippine Statistics Authority (PSA)
  - e. BIR Identification No. (TIN); and
  - f. Other required hiring documents
3. Attached is the list of eligible schools (Batch I) with vacancies and the suggested timeline. (See the attached enclosure for details).
4. The **School Heads** 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
5. Wide and immediate dissemination of this Memorandum is desired.

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

Persrm01/22/2025

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Enclosure 1 to Division Memorandum No. 052 s. 2025

**LIST OF ELIGIBLE SCHOOLS FOR THE HIRING OF ADMINISTRATIVE  
SUPPORT STAFF (COS) – BATCH I**

NO.	CONGRESSIONAL DISTRICT	SCHOOL NAME
1	PADRE BURGOS-AGDANGAN	E. LICUP ES
2	PADRE BURGOS-AGDANGAN	ILAYANG KINAGUNAN ES
3	PADRE BURGOS-AGDANGAN	DAYAP ES
4	PADRE BURGOS-AGDANGAN	BINAGBAG NHS
5	ATIMONAN	VILLA IBABA INTEGRATED SCHOOL
6	BUENAVISTA	MAGALLANES ES
7	BUENAVISTA	DEL ROSARIO ES
8	BUENAVISTA	HAGONGHONG I.H.S
9	BUENAVISTA	SAN PEDRO ES
10	BUENAVISTA	SAN PEDRO NHS
11	BURDEOS	CALUTCOT INTEGRATED SCHOOL
12	BURDEOS	BURDEOS NHS
13	CALAUAG EAST	BUCAL ES
14	CALAUAG EAST	TABANSAK ES
15	CALAUAG EAST	MAMBALING ES
16	CALAUAG EAST	LAMON BAY SCHOOL OF FISHERIES - ANNEX
17	CALAUAG WEST	BANTULINAO INTEGRATED SCHOOL
18	CALAUAG WEST	LAGAY NHS
19	CALAUAG WEST	APAD NHS
20	CALAUAG WEST	VILLA SAN ISIDRO NHS
21	DOLORES	STA. LUCIA NHS
22	GENERAL LUNA	VILLARICA ES
23	GENERAL NAKAR	CATABLINGAN ES
24	GENERAL NAKAR	BATANGAN NHS
25	GUINAYANGAN	GAPAS E. S
26	GUINAYANGAN	SAN ROQUE E.S
27	GUINAYANGAN	GUINAYANGAN NHS
28	GUINAYANGAN	STA. CRUZ NHS
29	GUINAYANGAN	ARBISMEN ES

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30	GUINAYANGAN	DANCALAN CAIMAWAN ES
31	GUINAYANGAN	DUNGAWAN PAALYUNAN ES
32	GUINAYANGAN	LIGPIT BANTAYAN ES
33	GUINAYANGAN	NABANGKA ES
34	GUMACA EAST	BINAMBANG ES
35	GUMACA EAST	VILLA PADUA ES
36	GUMACA EAST	CAWAYAN ES
37	GUMACA WEST	GUMACA INTEGRATED SCHOOL
38	LOPEZ EAST	COGORIN ILAYA ES
39	LOPEZ EAST	VILLAGEDA ES
40	LOPEZ EAST	MABANBAN ES
41	LOPEZ EAST	STO. NINO ES
42	LOPEZ EAST	VILLAMINDA ES
43	LOPEZ EAST	SUMALANG ES
44	LOPEZ EAST	CAWAYANIN ES
45	LOPEZ EAST	ESPERANZA IBABA ES
46	LOPEZ EAST	Veronica NHS
47	LOPEZ WEST	SAN MIGUEL DAO I ES
48	LOPEZ WEST	ALAT-ALATIN ES
49	LOPEZ WEST	BINAHIAN B ES
50	LOPEZ WEST	DON MARIANO BARRAMEDA ES
51	LOPEZ WEST	HONDAGUA NHS
52	LOPEZ WEST	JONGO NHS
53	LUCBAN	NAGSINAMO NHS
54	MACALELON	LAHING ES
55	MACALELON	MAMBOG ES
56	MACALELON	OLONGTAO IBABA ES
57	MACALELON	P. HERRERA ES
58	MACALELON	SAN ISIDRO ES
59	MACALELON	SAN NICOLAS ES
60	MACALELON	VISTA HERMOSA ES
61	MAUBAN NORTH	LIWAYWAY NHS
62	MAUBAN SOUTH	STO. NINO ES
63	MAUBAN SOUTH	ROSARIO ES
64	MAUBAN SOUTH	CAGSIAY I NHS

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65	MULANAY	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL
66	MULANAY	BAGUPAYE INTEGRATED HIGH SCHOOL
67	MULANAY	PAKIING NHS
68	PADRE BURGOS-AGDANGAN	VILLA PAZ ES
69	PADRE BURGOS-AGDANGAN	DANLAGAN NHS
70	PADRE BURGOS-AGDANGAN	HINGUIWIN NHS
71	PANUKULAN	PANUKULAN CES
72	PANUKULAN	LIBO NHS
73	PITOGO	SOLIYAO ES
74	PITOGO	PIÑA ES
75	PITOGO	SAMPALOC ES
76	PITOGO	AMONTAY NHS
77	PITOGO	PITOGO COMMUNITY HIGH SCHOOL
78	PLARIDEL	CONCEPCION NHS
79	QUEZON	GUMUBAT ES
80	QUEZON	COMETA ES
81	QUEZON	CESAR C. TAN MNHS
82	SAMPALOC	ALUPAY ES
83	SAN ANDRES	ALFREDO C. TAN ES
84	SAN ANDRES	SEGARAS ES
85	SAN ANTONIO	ARAWAN ES
86	SAN ANTONIO	JC WAGAN INTEGRATED NHS
87	SAN FRANCISCO	PANTAY ES
88	SAN FRANCISCO	PAGSANGAHAN NHS
89	SARIAYA WEST	GOV. ANACLETO ALCALA NHS
90	TAGKAWAYAN	BAGONG SILANG NHS
91	TAGKAWAYAN	KINATAKUTAN NHS
92	TAGKAWAYAN	SANMANDEL CAR NHS
93	TAGKAWAYAN	MAGUIBUAY ES
94	TAGKAWAYAN	MABAANG ES
95	TAGKAWAYAN	MAPULOT ES
96	TAGKAWAYAN	CASISPALAN ES
97	TAGKAWAYAN	MAPULOT NHS
98	TAGKAWAYAN	MANSILAY NHS

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99	TAGKAWAYAN	TABASON NHS
100	UNISAN	BIENVENIDO S. LAT ES

**SUGGESTED TIMELINE ON THE HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) – BATCH I**

STEPS	RESPONSIBLE	TIMELINE
<b>1. JOB POSTING</b> <ul style="list-style-type: none"> <li>Post job vacancy on Administrative Support Staff (COS)</li> </ul> <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	January 22 - 31, 2025  10 CALENDAR DAYS
<b>2. ASSESSMENT</b> <ul style="list-style-type: none"> <li>Conduct assessment process for qualified applicants such as review of CV, interviews, etc.</li> <li>Evaluate the results of assessment process.</li> <li>Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents.</li> </ul> <p><i>Note: The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval of the SDS.</i></p>	SCHOOL HEADS	February 3 - 4, 2025  2 DAYS
<b>3. HIRING OF COS</b> <ul style="list-style-type: none"> <li>Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.</li> </ul>	SCHOOL HEAD	February 5 - 6, 2025
<ul style="list-style-type: none"> <li>Evaluation and signing of contract by the appointed authority.</li> </ul> <p><i>Note: The COS shall be responsible for the notarized contract.</i></p>	SUPERINTENDENT	2 DAYS
<b>4. MONITORING</b>	SDO-HRMO	

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<ul style="list-style-type: none"><li>Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.</li></ul>		February 7, 2025
<ul style="list-style-type: none"><li>Submit consolidated report on the Hired Administrative Support Staff under COS.</li></ul>	RO-HRMO	
<ul style="list-style-type: none"><li>Periodic monitoring and provision of Technical Assistance, if necessary.</li></ul>	CENTRAL OFFICE	

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

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