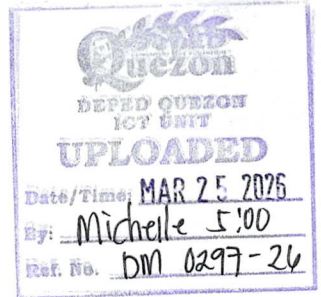




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



25 March 2026

DIVISION MEMORANDUM

No. 0297, s. 2026

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR (1) ADMINISTRATIVE AIDE VI POSITION (SUPPLY SECTION) UNDER THE CONTRACT OF SERVICE

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

1. In reference to **OM 008, s. 2025**, titled “Office Policy on the Hiring and/or Renewal of Support Services”, this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide VI to be assigned to the Supply Section under the Contract of Service.**
2. Interested qualified applicants must place their documents in a **folder** with an “ear tag” and submit them **directly to the Schools Division Office – Records Section.** The documents will then be forwarded by the Personnel Section to the concerned **Section Head** for validation/ assessment on or before **March 30, 2026 (Monday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- a. Intent / Application Letter
 - b. Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
 - c. Clearances (NBI, Police and Barangay Clearance)
 - d. Form 212 and / or Resume
 - e. Copy of Professional Drivers License
 - f. X-Ray Result / Psychological Test (prior to Contract Signing)
3. The applicants shall be assessed by the following Section Head as assessor/validator, and observed by the Assistant Schools Division Superintendent-in-Charge of the requesting units/sections or his/her alternate:

TARGET FUNCTION	ASSESSOR / VALIDATOR
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. Attached is the detailed vacancy list with the specific functions, qualification standards, office assignments, and suggested timeline.
5. Wide and immediate dissemination of this Memorandum is desired.

For:
ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent *RB*

By: *Roselyn Q. Solfo*
ROSELYN Q. SOLFO
-Assistant Schools Division
Superintendent

Permm03/25/2026

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Enclosure 1 to Division Memorandum No. 0297 s. 2026

**DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS,
 AND OFFICE ASSIGNMENTS IN THE SCHOOLS DIVISION OFFICE UNDER CONTRACT
 OF SERVICE**

NO. OF VACANCY:	One (1)
POSITION:	Administrative Aide VI
OFFICE ASSIGNMENT:	Supply Section
SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
<ul style="list-style-type: none"> ▪ Provide administrative, clerical, and secretarial support in processing daily transactions and office communications. ▪ Handle the receiving and releasing of supplies. ▪ Serve as provincial document custodian. ▪ Perform physical tasks that requires physical strength and stamina ▪ Perform other related tasks as may be assigned to ensure continuity and efficiency of operations. 	<p>Educational Requirement:</p> <ul style="list-style-type: none"> ▪ At least college-level education. <p>Specialization/Skills Required:</p> <ul style="list-style-type: none"> ▪ Proficient in office software applications (MS Word, MS Excel, and MS PowerPoint) ▪ Knowledgeable in inventory systems ▪ Capable of performing tasks independently with minimal supervision ▪ Adaptable, versatile, accommodating, organized and detail oriented ▪ Good interpersonal and communication skills, with the ability to work with diverse individuals ▪ Preferably with Driving skills <p>Experience / Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Preferably male, aged 18-40 years old ▪ Must be physically fit, with no medical conditions

**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION IN
 THE SCHOOLS DIVISION OFFICE UNDER CONTRACT OF SERVICE**

STEPS	RESPONSIBLE	TIMELINE
<p>1. JOB POSTING</p> <ul style="list-style-type: none"> • Post job vacancies - one (1) Administrative Aide VI in the Supply Section <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	March 25 – 30, 2026 5 CALENDAR DAYS
<p>2. ASSESSMENT</p> <ul style="list-style-type: none"> • The HRMO calls applicants who submitted their applications. • Assessor/validator conducts practical tests for all applicants using standardized checklist. • HRMO consolidates the scoresheets and submits it to the Schools Division Superintendent for approval. 	SDO-HRMO / Unit Head / Designated Validator/ Assessor	April 1, 2026 1 CALENDAR DAY

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<p>3. APPROVAL AND HIRING</p> <ul style="list-style-type: none">• The SDS reviews the consolidated assessment results and endorses the selected applicant.• The HRMO calls the selected applicants and prepares the contract.• The applicant signs the contract.• The SDS approves the contract.• The HRMO endorses the hired Support Services to the requesting office.	Schools Division Superintendent / SDO-HRMO	April 6-7, 2026 2 CALENDAR DAYS
<p>4. REPORTING TO DUTY</p> <p>The Section Head of the requesting office orients the Support Service.</p>	Section Head	April 8, 2026

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

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