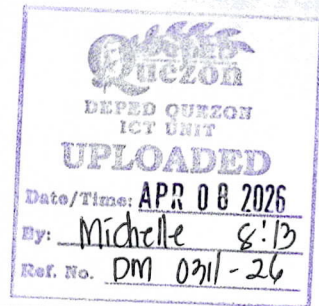




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



07 April 2026

**DIVISION MEMORANDUM**

No. 0311, s. 2026

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE I (GENERAL SERVICE – ADMIN SECTION) POSITION 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 Job Order Support Services”, this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide I (General Service – Admin 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 **April 13, 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
Janitorial / Ground Maintenance	Administrative Officer V and Division Engineer, or invited Personnel holding National Certificate (NC) or Trainer’s Methodology (TM) credentials related to the function

DEPEDQUEZON-TM-SDS-04-009-003



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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.

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

Permm.04/07/2026

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Enclosure 1 to Division Memorandum No. 0311, s. 2026

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

<b>NO. OF VACANCY:</b>	<b>One (1)</b>
<b>POSITION:</b>	<b>Administrative Aide I (General Service)</b>
<b>OFFICE ASSIGNMENT:</b>	<b>Admin Section</b>
<b>SPECIFIC FUNCTIONS</b>	<b>QUALIFICATION STANDARDS</b>
<ul style="list-style-type: none"> <li>▪ <b>Ensure Cleanliness and Orderliness</b> Maintain cleanliness and proper sanitation of the assigned office and Division premises at all times.</li> <li>▪ <b>Support Facility Maintenance and Operations</b> Help ensure the smooth operation and upkeep of the workplace as assigned by management.</li> <li>▪ <b>Assist in Administrative Errands</b> Provide support in routine administrative tasks and errands as needed.</li> <li>▪ <b>Perform Other Assigned Duties</b> Carry out other related tasks as may be assigned by the immediate supervisor.</li> </ul>	<p><b>Educational Attainment / Experience Requirement:</b></p> <ul style="list-style-type: none"> <li>▪ At least Elementary School Graduate</li> <li>▪ Must be able to read and write</li> </ul> <p><b>Specialization/Skills Required:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Cleaning and Sanitation Skills</b> Knowledge of proper cleaning methods, use of cleaning tools, and maintaining hygiene standards.</li> <li>▪ <b>Basic Maintenance Skills</b> Ability to perform simple repairs and upkeep (e.g., minor fixes, reporting damages).</li> <li>▪ <b>Time Management</b> Ability to complete tasks efficiently and follow daily schedules or routines.</li> <li>▪ <b>Attention to Detail</b> Ensures cleanliness, orderliness, and completeness of assigned tasks.</li> <li>▪ <b>Physical Stamina and Endurance</b> Capability to handle physically demanding tasks such as lifting, cleaning, and moving items.</li> <li>▪ <b>Responsibility and Reliability</b> Can be trusted to perform duties consistently with minimal supervision.</li> <li>▪ <b>Communication Skills</b> Able to follow instructions clearly and coordinate with staff when needed.</li> <li>▪ <b>Flexibility and Adaptability</b> Willingness to perform various tasks and adjust to different assignments.</li> <li>▪ <b>Teamwork</b> Works well with others to maintain a clean and organized workplace.</li> <li>▪ <b>Basic Safety Awareness</b> Knowledge of safe work practices and proper handling of cleaning materials and equipment.</li> </ul> <p><b>Experience / Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ No prior experience is required.</li> </ul>

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**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION  
UNDER THE JOB ORDER (JO) SUPPORT SERVICES**

STEPS	RESPONSIBLE	TIMELINE
<b>1. JOB POSTING</b> <ul style="list-style-type: none"><li>Post job vacancy for one (1) Administrative Aide I – Admin Section.</li></ul> <i>Note: Local hiring is highly encouraged.</i>	SDO-HRMO	April 7 – April 13, 2026 7 CALENDAR DAYS
<b>2. ASSESSMENT</b> <ul style="list-style-type: none"><li>HRMO calls applicants who submitted applications.</li><li>Assessor/validator conducts practical tests for all applicants using standardized checklist.</li><li>HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.</li></ul>	SDO-HRMO / Unit Head / Designated Validator/ Assessor	April 8, 2026 1 CALENDAR DAY
<b>3. APPROVAL AND HIRING</b> <ul style="list-style-type: none"><li>The SDS reviews the consolidated assessment results and endorses the selected applicant.</li><li>The HRMO calls the selected applicants and prepares the contract.</li><li>The applicant signs the contract.</li><li>The SDS approves the contract.</li><li>The HRMO endorses the hired JO Support Services to the requesting office.</li></ul>	Schools Division Superintendent / SDO-HRMO	April 9, 2026 1 CALENDAR DAY
<b>4. REPORTING TO DUTY</b> <p>The Section Head of the requesting office orients the JO.</p>	Section Head	April 13, 2026

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

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