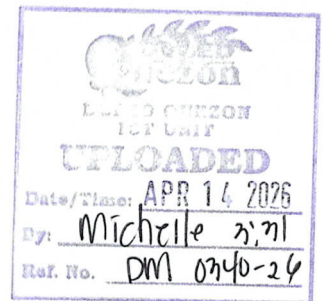




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 April 2026

DIVISION MEMORANDUM

No. 0740, s. 2026

**ANNOUNCEMENT OF VACANCIES FOR SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF IN SDO QUEZON**

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

1. Pursuant to the DepEd Office of the Undersecretary for Operations Memorandum **DM-OUHROD-2026-0095** titled "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service for FY 2026", this Office announces the **vacancies in the Department of Education – Schools Division of Quezon for School-Based Administrative Support Staff under Contract of Service (COS)**. 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 on or before **April 17, 2026 (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)
 - 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 with vacancies. (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)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Enclosure No. 1 to Division Memorandum No. 0340 s. 2026

**LIST OF ELIGIBLE SCHOOLS FOR THE HIRING OF CONTRACT OF SERVICE (COS)
ADMINISTRATIVE SUPPORT STAFF**

NO.	DISTRICT	SCHOOL ID NO.	NAME OF SCHOOL
1	PADRE BURGOS	301293	BINAGBAG NHS
2	BUENAVISTA	108541	DEL ROSARIO ES
3	BUENAVISTA	308018	SAN PEDRO NHS
4	CALAUAG WEST	308027	ANANIAS DIAMANTE NHS
5	CATANAUAN	301401	SAN ROQUE NHS
6	GENERAL LUNA	108688	MAGSAYSAY ES
7	GUINAYANGAN	108746	SAN ROQUE ES
8	GUINAYANGAN	301324	STA. CRUZ NHS
9	GUINAYANGAN	108730	DANCALAN CAIMAWAN ES
10	GUINAYANGAN	108740	LUBIGAN ES
11	GUINAYANGAN	108742	NABANGKA ES
12	GUINAYANGAN	301359	NABANGKA NHS
13	GUMACA EAST	108755	BINAMBANG ES
14	GUMACA EAST	108751	ANONANGIN ES
15	GUMACA EAST	108758	GAYAGAAN ES
16	GUMACA WEST	301325	GUMACA NHS
17	LOPEZ EAST	108814	PISIPIS ES
18	MACALELON	108875	LAHING ES
19	MACALELON	108883	P. HERRERA ES
20	MULANAY	301288	BAGUPAYE IHS
21	MULANAY	108923	BUENAVISTA ES
22	AGDANGAN	301394	SAN ISIDRO NHS
23	PITOGO	109006	PIÑA ES
24	REAL	301413	UNGOS INTEGRATED-LLAVAC EXT
25	SAN ANDRES	109089	ALFREDO C. TAN ES
26	SAN ANDRES	109096	SEGARAS ES
27	SAN ANTONIO	109101	ARAWAN ES
28	SAN ANTONIO	308046	JC WAGAN INHS
29	SAN FRANCISCO	301309	CASAY NHS
30	SAN FRANCISCO	109131	PANTAY ES
31	SAN NARCISO	109147	PINAGSAMA ES
32	SARIAYA EAST	308036	QUEZON SCIENCE HIGH SCHOOL
33	TAGKAWAYAN	109230	TUNTON ES
34	TAGKAWAYAN	308002	MAPULOT NHS
35	TAGKAWAYAN	301289	BAMBAN NHS
36	UNISAN	109295	CABULIHAN ES
37	UNISAN	109303	RIZAL ES

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- 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 

Permm04/14/2026

DEPEDQUEZON-TM-SDS-04-009-003



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