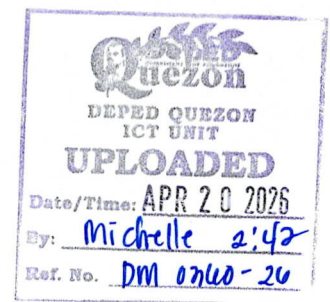




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



20 April 2026

DIVISION MEMORANDUM

No. 0740, s. 2026

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS

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

1. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for School Administration and Non-Teaching positions** (see attached enclosure for the list of vacancies and Qualification Standards). All interested applicants who are qualified for the position 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 pertinent documents in a **folder with ear tag**. The Personnel Section and District Ranking Committee will facilitate the checking and receiving of documents.
3. The Public Schools District Supervisors (PSDS) are responsible for ensuring that all documents submitted by applicants applying to the district are complete, based on the provided checklist. The PSDS must affix their initials to the checklist (see attached image below). However, the HRMO will sign the submitted application documents of applicants applying to the Division Office.

Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (j) is not relevant to the position to be filled			
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Attested:

WENNIE O. GAELA
 ADMINISTRATIVE OFFICE IV//HRMO II
 Human Resource Management Officer

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. The pertinent documents for School Administration and Non-Teaching positions must be arranged accordingly;

Mandatory Requirements:

- a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists;
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2025) **with Work Experience Sheet**, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- d. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available and applicable to the position being applied for;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment (**certificate of employment must include the duties and responsibilities of the position**), Contract of Service, or duly signed Service Record, **whichever is/are applicable**;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C). The aforesaid document shall henceforth be required **to be sworn by any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755; and

Non-Mandatory Requirements but will be used as basis for comparative assessment for school administration and non-teaching positions:

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
- l. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

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5. All application documents shall be submitted on or before **April 30, 2026 (Thursday)** at the **Division Office of Quezon, Talipan, Pagbilao, Quezon** (for applicants applying in the Division Office) or at the **District Offices** (for applicants applying in the district) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.

LOCATION	POSITION
Division Office of Quezon, Talipan, Pagbilao, Quezon	<ul style="list-style-type: none"> • School Administration <ul style="list-style-type: none"> ➤ School Principal I-II • Non-Teaching Positions in the Division of Quezon <ul style="list-style-type: none"> ➤ Medical Officer III (SGOD Health Section) ➤ Administrative Aide VI (Personnel Section)
District Offices	<ul style="list-style-type: none"> • Non-Teaching Positions <ul style="list-style-type: none"> ➤ Registrar I ➤ Administrative Officer I (Supply Officer) ➤ Administrative Assistant III (Senior Bookkeeper) ➤ Administrative Assistant II (Disbursing Officer II) ➤ Administrative Assistant II (Clerical) ➤ Administrative Aide I

6. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, **Personal Data Sheet, Work Experience Sheet and Checklist of Requirements** can be downloaded using this link: <https://tinyurl.com/SDOQuezonRequirements>
7. **Applicants who failed to submit mandatory documentary requirements (Item 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants. However, failure to submit the non-mandatory documentary requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.**

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8. Applicants are **required** to register in the Division Registry of Applicants **after** the submission of their application folder through this link or click on the QR code:
<https://bit.ly/4muBcyV>



9. The initial evaluation, pre-evaluation and Comparative Assessment of School Administration and Non-Teaching Applicants shall be done by the HRMO, and HRMPSB respectively.
10. The Registry of Qualified Applicants for all positions shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject for approval of the Schools Division Superintendent.
11. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
12. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Permm04/20/2026

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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1 to Division Memorandum No. 0760 s. 2026

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	April 20, 2026	1
Last day for the submission of Application Documents	Records Section By District	April 30, 2026	1
Initial Evaluation of Application Documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	May 4, 2026	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	May 5, 2026	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE), Skills or Work Sample Tests (S/WST)	HRMPSB Members and sub-committee members	May 6, 2026	1
Submission of Comparative Assessment Results (CAR) from District to the SDO HRMPSB	HRMPSB sub-committee members, By District	May 7, 2026	1

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HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	May 8, 2026	1
Submission of CAR to the Appointing Authority	HRMPSB Members	May 11, 2026	1
Posting of Comparative Assessment Result	HRMPSB Members	May 13, 2026	1

Note: The scheduled timeline of activities is subject to change based on the number of application forms received.

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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 2 to Division Memorandum No. 02760 s. 2026

LIST OF VACANCIES
SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal II	20	66052	2	Division of Quezon
School Principal I	19	59153	3	
- nothing follows -				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal II	20	66052	1	Pagsangahan National High School, San Francisco District
- nothing follows -				

NON-TEACHING POSITIONS

Division of Quezon

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Medical Officer III	21	73303	1	Division of Quezon (SGOD Health Section)
Administrative Aide VI	6	19716	1	Division of Quezon (Personnel Section)
- nothing follows -				

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Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant II (Disbursing Officer II)	8	22423	1	Candelaria West District
Administrative Aide I	1	14634	1	Sariaya East District
			1	Tiaong I District
<i>- nothing follows -</i>				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	9	24329	1	Ajos NHS (cluster Magsaysay NHS), Mulanay I District
			1	Sta. Catalina NHS, Candelaria East District
			1	Sto. Domingo NHS, Calauag West District
Administrative Assistant II (Disbursing Officer II)	8	22423	1	Dolores Macasaet National High School, Candelaria District
			1	Alabat Island NHS, Alabat District
			1	Bondoc Peninsula Agricultural HS, Mulanay District
			1	San Isidro NHS, General Luna District
Administrative Officer I (Supply Officer)	10	25586	1	San Isidro NHS, General Luna District
<i>- nothing follows -</i>				

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Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant II	8	22423	1	Catanauan Sub-Office, Catanauan II District
Administrative Assistant II (Clerical)	8	22423	1	Pagbilao Grande INHS, Pagbilao II District
			1	Silangang Malicboy NHS, Pagbilao II District
			1	Marcial B. Villanueva NHS, San Francisco I District
			1	Dungawan NHS, Guinayangan South District
			1	Dr. Arsenio C. Nicolas NHS, Calauag West
Registrar I	11	31705	1	Lutucan Integrated National High School, Sariaya West
<i>- nothing follows -</i>				

**QUALIFICATION STANDARDS OF THE VACANT POSITIONS
SCHOOL ADMINISTRATION**

Elementary

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)
SCHOOL PRINCIPAL I	Master's degree in Education, or Educational Management, or Educational	32 hours of training in any of or a cumulative of the following: Curriculum,	5 years teaching experience and 1 year relevant experience in any of the	

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	Leadership; or Master's degree in relevant learning area with at least 9 units in Management	Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	following: learning area coordination, subject area supervision, school management and operations, instructional supervision
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Junior High School

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)

NON-TEACHING POSITIONS

Division of Quezon

Position	Education	Training	Experience	Eligibility
MEDICAL OFFICER III	Doctor of Medicine	None Required	None Required	RA 1080
ADMINISTRATIVE AIDE VI	Completion of 2 years of studies in College (prior to 2018), or Completion of Grade 12/SHS (starting 2016)*	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility

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Elementary

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	Completion of 2 years of studies in College (prior to 2018), or Completion of Grade 12/SHS (starting 2016)*	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility
ADMINISTRATIVE AIDE I	* Must be able to read and write	None Required	None Required	None Required

Junior High School

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of 2 years of studies in College (prior to 2018), or Completion of Grade 12/SHS (starting 2016)*	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)				
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

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Senior High School

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II (CLERICAL)	Completion of 2 years of studies in College (prior to 2018), or Completion of Grade 12/SHS (starting 2016)*	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility
REGISTRAR I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

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