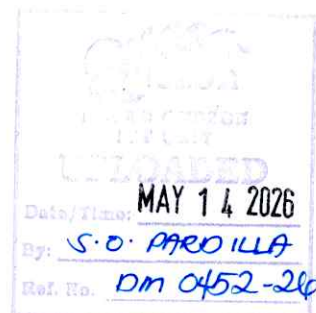




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 May 2026

DIVISION MEMORANDUM

No. 0452, s. 2026

ANNOUNCEMENT OF VACANCY FOR ONE (1) SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF POSITION IN SDO QUEZON

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

1. With reference to DM No. 0340, s. 2026, this Office announces the vacancy for one (1) school-based administrative support staff position in **Pili National High School, Sariaya East District**.
2. Interested qualified applicants must submit the following requirements **directly to the School Heads** they intend to apply on or before **May 25, 2026 (Monday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.
3. The minimum qualifications for the administrative support staff are as follows:

Education: At least Senior High School graduate

Training: None Required

Experience: None Required

Eligibility: None Required

Other qualifications:

Able to prepare templated reports

Computer literate preferably in MS Office Suite

Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

4. Other details stipulated in the previous memorandum shall remain the same.
5. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perm05/15/2026

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