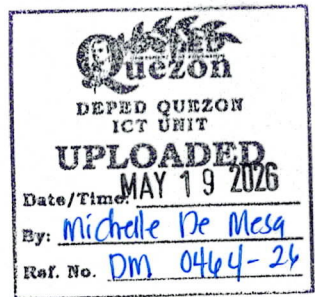




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 May 2026

DIVISION MEMORANDUM
No. 0464, 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 **Rizal Elementary School, Unisan District**.
2. Interested qualified applicants must submit the following requirements **directly to the School Heads** they intend to apply on or before **May 29, 2026 (Friday)** 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

Permm05/19/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>