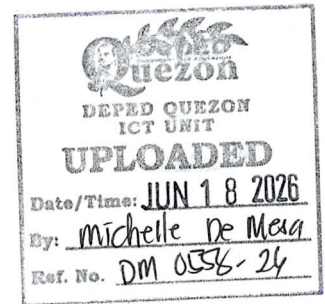




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



18 June 2026

DIVISION MEMORANDUM
No. 0556, s. 2026

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) TECHNICAL ASSISTANT I (TA I) POSITION AS LEARNER RIGHTS AND PROTECTION (LRP) FOCAL PERSONNEL UNDER CONTRACT OF SERVICE (COS)

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

1. In pursuant to the DepEd Regional Office Unnumbered Memorandum, titled “Guidelines on the Change of Work Category for Administrative Support II Personnel Under Learner Rights and Protection in Field Offices”, dated April 29, 2026 and **UGOPS-2026-11-00332** dated January 22, 2026, this Office announces the **vacancy in the Department of Education – Division of Quezon for one (1) Technical Assistant I position under Contract of Service (COS)**. All interested applicants who meet the qualification standards for the position are encouraged to apply, regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested and qualified applicants must place their documents in a **folder** with an “ear tag” and submit them **directly to the School Governance and Operations Division (SGOD)** thru the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon on or before **June 24, 2026 (Wednesday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements:

1. Curriculum Vitae (CV)
2. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2025)
3. Transcript of Records (TOR); and
4. Other required hiring documents

Qualifications:

1. Bachelor’s Degree related to LRP preferably Legal Management, Political Science, Guidance Counseling, Psychology, Social Work, Communication, Education, or equivalent 4-year course;
2. Training is not required, but training relevant to Learner Rights and Protection is an advantage;
3. Experience: None required;
4. Eligibility: None required;



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5. Good written and oral communication skills;
 6. Works efficiently and requires minimal supervision;
 7. Demonstrated ability to handle sensitive cases involving children;
 8. Familiarity with various office software, i.e., Zoom, Google Meet, and Microsoft Teams, is an advantage.
3. The School Governance and Operations Division (SGOD) – LRPO’s Focal Personnel will 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)
 - c. Contract; and
 - d. Other required hiring documents
5. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Perm06/18/2026