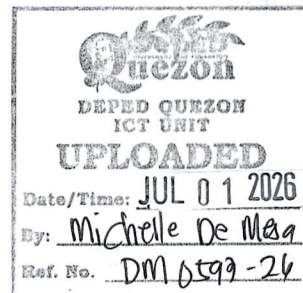




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 June 2026

**DIVISION MEMORANDUM**

No. 092, s. 2026

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION FOR THE PERSONNEL SECTION (CLERICAL/PAYROLL) UNDER THE CONTRACT OF SERVICE**

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

1. In reference to **OM 008, s. 2025**, titled “Office Policy on the Hiring and/or Renewal of Job Order Support Services”, this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide VI to be assigned to the Personnel Section under the Contract of Service.**
2. Interested qualified applicants must place their documents in a **folder** with an “ear tag” and submit them **directly to the Schools Division Office – Records Section.** The documents will then be forwarded by the Personnel Section to the concerned **Section Head** for validation/ assessment on or before **July 2, 2026 (Thursday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

**Mandatory Requirements**

- a. Intent / Application Letter
  - b. Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
  - c. Clearances (NBI, Police and Barangay Clearance)
  - d. Form 212 and / or Resume
  - e. Copy of Professional Drivers License
  - f. X-Ray Result / Psychological Test (prior to Contract Signing)
3. The applicants shall be assessed by the following Section Head as assessor/validator, and observed by the Assistant Schools Division Superintendent-in-Charge of the requesting units/sections or his/her alternate:

TARGET FUNCTION	ASSESSOR / VALIDATOR
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function



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>



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4. Attached is the detailed vacancy list with the specific functions, qualification standards, office assignments, and suggested timeline.
5. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Perm.06/26/2026



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Enclosure 1 to Division Memorandum No. 0599 s. 2026

**DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS,  
 AND OFFICE ASSIGNMENT IN THE SCHOOLS DIVISION OFFICE UNDER CONTRACT  
 OF SERVICE**

<b>NO. OF VACANCY:</b>	<b>One (1)</b>
<b>POSITION:</b>	<b>Administrative Aide VI (Clerical/Payroll)</b>
<b>OFFICE ASSIGNMENT:</b>	<b>Personnel Section</b>
<b>SPECIFIC FUNCTIONS</b>	<b>QUALIFICATION STANDARDS</b>
<p><b>Clerical/Payroll:</b>          The Administrative Aide VI is expected to perform the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Provide administrative, clerical, and secretarial support in processing daily transactions and office communications.</li> <li>▪ Assist in document monitoring, record-keeping, data encoding and updates</li> <li>▪ Assist in tracking deadlines and generating reports thru communication and coordination</li> <li>▪ Assist in receiving and sorting Payroll Claims/Benefits, documents processing Payroll, ORS, and Vouchers</li> <li>▪ Assist in endorsing documents to the Finance Section</li> <li>▪ Perform other related tasks as may be assigned to ensure continuity and efficiency of operations.</li> </ul>	<p><b>Educational Attainment / Experience Requirement:</b></p> <ul style="list-style-type: none"> <li>▪ Graduate of Accounting or Business-related course</li> <li>▪ Experience in clerical or payroll-related tasks is an advantage.</li> </ul> <p><b>Specialization/Skills Required:</b></p> <ul style="list-style-type: none"> <li>▪ The Administrative Aide VI must demonstrate proficiency in computer applications such as Excel and Word, and is capable of preparing templated reports and operating office equipment.</li> <li>▪ Possesses strong organizational and time management skills, with working knowledge of relevant software systems (e.g., payroll).</li> <li>▪ Highly attentive to detail and accuracy in handling numerical data, and upholds trustworthiness and honesty in all tasks.</li> </ul> <p><b>Experience / Other Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Meticulous and detail-oriented</b>, especially in encoding, tracking, and reviewing hr and payroll data.</li> </ul>

**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION IN  
 THE SCHOOLS DIVISION OFFICE UNDER CONTRACT OF SERVICE**

STEPS	RESPONSIBLE	TIMELINE
<p><b>1. JOB POSTING</b></p> <ul style="list-style-type: none"> <li>• Post job vacancy for one (1) Administrative Aide VI – Personnel Section.</li> </ul> <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO - HRMO	June 26 – July 2, 2026  7 CALENDAR DAYS
<p><b>2. ASSESSMENT</b></p> <ul style="list-style-type: none"> <li>• HRMO calls applicants who submitted applications.</li> </ul>	SDO-HRMO / Unit Head / Designated Validator/ Assessor	July 6, 2026



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<ul style="list-style-type: none"><li>Assessor/validator conducts practical tests for all applicants using standardized checklist.</li><li>HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.</li></ul>		1 CALENDAR DAY
<b>3. APPROVAL AND HIRING</b> <ul style="list-style-type: none"><li>The SDS reviews the consolidated assessment results and endorses the selected applicant.</li><li>The HRMO calls the selected applicants and prepares the contract.</li><li>The applicant signs the contract.</li><li>The SDS approves the contract.</li><li>The HRMO endorses the hired Contract of Service Personnel to the requesting office.</li></ul>	Schools Division Superintendent / SDO-HRMO	July 7-9, 2026 3 CALENDAR DAYS
<b>4. REPORTING TO DUTY</b> <p>The Section Head of the requesting office orients the Contract of Service Personnel.</p>	Section Head	July 10, 2026

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.