



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

February 23, 2021

DIVISION MEMORANDUM
DM No. 081, s. 2021

**CALL FOR SUBMISSION OF LETER OF INTENT FOR THE NON-TEACHING
(ADMINISTRATIVE ASSISTANT III & ADMINISTRATIVE ASSISTANT II) VACANT
POSITION IN SDO QUEZON**

**To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB-Chairman, Members and Secretariat
Elementary, Junior and Senior High School Heads
All Others Concerned**

1. With reference to Division Memorandum No. 337, s. 2020, "Calling for Application Administrative Assistant II and Administrative Assistant III Positions in SDO Quezon" issued last October 31, 2020, this Office informs the field that there are about 150 applicants who responded to the call and submitted their pertinent papers to the division office.
2. To make the selection process much easier on the part of the HRM Personnel Selection Board, the applicants for the said positions are hereby informed that this Office identified vacant positions in the Division Office and Schools (See Annex A), as well as the needed Specializations.
3. In view of the foregoing, those short listed applicants (See Annex B) whose pertinent documents were received by this office on or before November 11, 2020 are hereby advised to submit Letter of Intent addressed to the **OIC-Schools Division Superintendent, Dr. Elias A. Alicaya Jr.** The letter should signify their intent to apply as Administrative Assistant III / Administrative Assistant II in the specific office/school

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 DEPED QUEZON REGION IV-A SCHOOLS DIVISION OFFICE UPGRADED CAGAYAN
Date/Time: <u>2/24/21</u>
By: <u>Rommel</u>
Ref. no. <u>DM 081, 2021</u>



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of their choice with their Specialization as well as their willingness to be deployed in the selected office/school. It should be submitted to the Division Office c/o the Records Section or to this link <https://tinyurl.com/QuezonLetterofIntent> on or before March 5, 2021.

4. Those applicants who submitted letters of intent on the set deadline shall be subject for the online interview on March 11, 2021.
5. In case there are more than one applicants whose letters of intent are for the same school/office, the division office may select the most qualified applicant based on the following order of priority:
 - a. Needed specialization as determined by the unit head / school head.
 - b. Ranking of ADAS 2/ADAS 3 applicants in the same office/school.
 - c. Localization
6. Immediate and widest dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Annex A

LIST OF OFFICE/SCHOOL WITH VACANT ADAS2 AND ADAS3

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	ACCOUNTING SECTION SATELLITE OFFICE <ul style="list-style-type: none">• Catanauan (3)• Gumaca (3)• Real (3)
	ADMINISTRATIVE ASSISTANT II (SHS)	2	ADMINISTRATIVE AND GENERAL SERVICES SECTION
	ADMINISTRATIVE ASSISTANT III	3	PERSONNEL SECTION
	ADMINISTRATIVE ASSISTANT II (SHS)	3	
	ADMINISTRATIVE ASSISTANT III	1	PROPERTY AND SUPPLY
	ADMINISTRATIVE ASSISTANT II (SHS)	1	SCHOOL GOVERNANCE AND OPERATIONS DIVISION
TOTAL			19

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OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT
ELEMENTARY	ADMINISTRATIVE ASSISTANT III	12	<ol style="list-style-type: none">1. Burdeos CS2. Patnanungan CS3. Polilio CS4. Catanauan CS5. Agdangan CES6. Aurora ES7. San Narciso CES8. Unisan CES9. Atimonan CES10. Don Emilio Saliumbides ES11. Perez CS12. Plaridel CS
	ADMINISTRATIVE ASSISTANT II	9	<ol style="list-style-type: none">1. Burdeos CS2. Mauban North ES I3. Jomalig CES4. Catanauan CS5. Macalelon CES6. San Andres CES7. Aurora ES8. Loipez West ES9. Perez CS
SENIOR HIGH SCHOOL	ADMINISTRATIVE ASSISTANT II	26	<ol style="list-style-type: none">1. GODOFREDO MTAN MSAT2. CALANTAS NHS3. HONDAGUA NHS4. PAMAMPANGIN NHS5. ILAYANG ILOG-A NHS6. POLILLO NHS7. KINATAKUTAN NHS8. MAGALLANES NHS9. RUFINA TRINIDAD NHS

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			<ol style="list-style-type: none">10. ALONEROS NHS11. DAGATAN NHS12. LUSACAN NHS13. SAN ISIDRO NHS - GENERAL LUNA14. PAIISA NHS15. TAGKAWAYAN NHS16. LEONARDA D. VERA CRUZ NHS17. PAKIING NHS18. MARCIAL B. VILLANUEVA NHS19. RENATO EDAÑO VICENCIO NHS20. STO. DOMINGO NHS21. BUSDAK NHS22. CABONG NHS23. LAGAY NHS24. MALIGAYA NHS - BUENAVISTA25. SAN JOSE NHS26. CASTAÑAS NHS
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Annex B

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Annex B

LIST OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III

1	ACESOR, MARIEL D.
2	ADRIANO, VINA MARIE S.
3	ALIPIO, VIVIANA Q.
4	AMAT, MA. TATIANA T.
5	AMPARO, EVANGELINE R.
6	BANAC, ZYRA S.
7	BEJASA, JENNIFER D.
8	DALMACION, DESSA MARIE B.
9	DE MESA, HERMILO B. JR
10	DE MESA, LOURDES A.
11	DEDACE, VINCE ANGELO L.
12	FERNANDEZ, BRYAN V.
13	FLORES, ADRIAN FRED RICK D.
14	GOLDE, MARY CHRISTINE DLR
15	GUERRERO, IMELDA E.
16	HERNANDEZ, ANABEL C.
17	ISAGUNDE, DENNIS F.
18	JALOS, MARIA FATIMA
19	LIPIT, ALONDRA BERETH
20	LOPEZ, ARREN JOY M.
21	MANALO, MAUREEN
22	MATIENZO, DONNABEL C.
23	MENDOZA, MARISYLL JUDEE G.
24	MORATA, MAILA T.
25	OBMERGA, MARINEL I.
26	OINEZA, MYRA R.
27	PORNOBI, MICHELLE
28	REYES, THERESE JEANNE T.
29	RODIL, RENA R.
30	SALVADOR, MICHELLE J.
31	SUBIETO, NYDELYN DE LAS AS
32	TUdTUD, ARVIN R.

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LIST OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II

1	ABCEDE, YANA DENESE G.
2	ALMOJUELA, RAE F.
3	ALVAREZ, PRINCESS M.
4	AMAT, MA. TATIANA T.
5	BACALLA, KAREN A.
6	BAIGAN, MARY FE M.
7	BARRAMEDA, MARY ANN P.
8	BEATRIZ, JEZREEL F.
9	BELLE, ETHEL ROSE E.
10	BENITEZ, MARIBETH M.
11	BESAS, HONEYLYN
12	CORONACION, RESEIL G.
13	CUETO, JESSICA L.
14	DELLOSA, AIZEL T.
15	DELOS ANGELES, MA. RHODA ELLIZ T.
16	DELOS REYES, ZYRA A.
17	DUNGAN, KRISTINE C.
18	ELLERA, LAIDEN MAY L.
19	EVORA, JIO ROVAN P.
20	FERNANDEZ, JAYSON B.
21	FUNDANO, KALE NUE D.
22	GAMIER, CHRISTIAN J.
23	GARCIA, SHARA S.
24	GRIMALDO, JANLE B.
25	GUTIERREZ, REYNA MAE P.
26	HERNANDEZ, ANABEL L.
27	HINANAY, KENON JOSEPH M.
28	HUSANA, SZUSA MAY S.
29	JALOS, MARIA FATIMA M.
30	LAURIO, HECTOR C.
31	LIPIT, ALONDRA B.
32	MAGTIBAY, MYNEE COLLIEN
33	MARTINEZ, OFELIA A.
34	MARTINEZ, SUSHMITA SEN L.

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35	MERCADILLO, LAWRENCE E.
36	MERLUZA, ROWELYN F.
37	MOLO, APRIL ANGEL J.
38	NADRES, PROCULO P.
39	PADUA-PASTA, MARIA THERESA E.
40	QUINDOZA, MARK NICKO F.
41	RANILLO, REYLAN L.
42	REYES, ANNE KAREN C.
43	RIZABAL, FEARLY H.
44	SALAMAT, JEREMY JAYSON L.
45	SUANTE, CRISTELL MAE DIANNE M.
46	TIMBRE, CARMELA A.
47	TUZON, JUDEN C.
48	VILLEGAS, MARIA KAREN M.

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