

Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

February 23, 2021

DIVISION MEMORANDUM DM No. ON 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.
- 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

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph Website: www.depedquezon.com.ph



By: Rommel

Ref. no. DH 081, 2021



Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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.

- 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:
 - Needed specialization as determined by the unit head / school head.
 - Ranking of ADAS 2/ADAS 3 applicants in the same office/school.
 - c. Localization

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









Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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 Catanauan (3) Gumaca (3) Real (3)	
	ADMINISTRATIVE ASSISTANT II (SHS)	2	ADMINISTRATIVE AND GENERAL SERVICES SECTION	
	ADMINISTRATIVE ASSISTANT	3	PERSONNEL SECTION	
	ADMINISTRATIVE ASSISTANT II (SHS)	3		
	ADMINISTRATIVE ASSISTANT	1	PROPERTY AND SUPPLY	
	ADMINISTRATIVE ASSISTANT II (SHS)	1 1	SCHOOL GOVERNANCE AND OPERATIONS DIVISION	
	TOTAL		19	

DEPEDQUEZON-TM-SDS-04-009-003







Department of Education

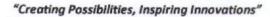
Region IV-A

SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT
			Burdeos CS
	ADMINISTRATIVE ASSISTANT III		Patnanungan CS
			3. Polilio CS
			Catanauan CS
		12	5. Agdangan CES
			6. Aurora ES
			7. San Narciso CES
			8. Unisan CES
			9. Atimonan CES
			10. Don Emilio Saliumbides ES
ELEMENTARY			11. Perez CS
			12. Plaridel CS
	ADMINISTRATIVE ASSISTANT II	9	1. Burdeos CS
			2. Mauban North ES I
			3. Jomalig CES
			4. Catanauan CS
			5. Macalelon CES
			6. San Andres CES
			7. Aurora ES
			8. Loipez West ES
			9. Perez CS
			GODOFREDO MTAN MSAT
SENIOR HIGH SCHOOL			2. CALANTAS NHS
			3. HONDAGUA NHS
	ADMINISTRATIVE		4. PAMAMPANGIN NHS
	ASSISTANT II	26	5. ILAYANG ILOG-A NHS
			6. POLILLO NHS
			7. KINATAKUTAN NHS
			8. MAGALLANES NHS
			9. RUFINA TRINIDAD NHS

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph Website: www.depedquezon.com.ph





Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	10. ALONEROS NHS
	11. DAGATAN NHS
	12. LUSACAN NHS
	13. SAN ISIDRO NHS - GENERAL
	LUNA
	14. PAIISA NHS
	15. TAGKAWAYAN NHS
	16. LEONARDA D. VERA CRUZ NHS
2011	17. PAKIING NHS
	18. MARCIAL B. VILLANUEVA NHS
	19. RENATO EDAÑO VICENCIO NHS
	20. STO. DOMINGO NHS
	21. BUSDAK NHS
	22. CABONG NHS
	23. LAGAY NHS
	24. MALIGAYA NHS - BUENAVISTA
	25. SAN JOSE NHS
	26. CASTAÑAS NHS

Annex B

DEPEDQUEZON-TM-SDS-04-009-003







Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

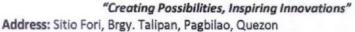
Annex B

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.		
3	BANAC, ZYRA S.		
7	BEJASA, JENNIFER D.		
3	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.		

DEPEDQUEZON-TM-SDS-04-009-003





Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph Website: www.depedquezon.com.ph





Department of Education

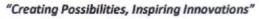
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

LIST OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II

1	ABCEDE, YANA DENEESE G.	
2	ALMOJUELA, RAEL 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.	

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph Website: www.depedquezon.com.ph





Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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,	



