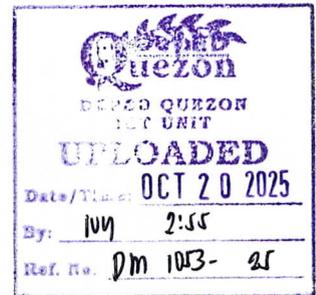




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 October 2025

DIVISION MEMORANDUM
DM No. 1013, s. 2025

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE I – GENERAL SERVICES UNDER JOB ORDER SUPPORT SERVICES (JO)

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

1. In reference to Schools Division Office of Quezon Office Memorandum with reference **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 I – General Services position under Job Order Support Services (JO)**. All interested and qualified applicants are welcome to apply, regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
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 **October 23, 2025 (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. X-Ray Result / Psychological Test (prior to Contract Signing)

DEPEDQUEZON-TM-SDS-04-009-003



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3. The Job Order Support Services (JO) 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
Janitorial / Ground Maintenance	Administrative Officer V and Division Engineer, or invited personnel holding National Certificate (NC) or Trainer's Methodology (TM) Credentials related to the function.

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 

Persm10/20/2025

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Enclosure 1 to Division Memorandum No. 1053 s. 2025

DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS, AND OFFICE ASSIGNMENTS FOR THE ADMINISTRATIVE AIDE I POSITION IN SCHOOLS DIVISION OFFICE UNDER JOB ORDER SUPPORT SERVICES (JO)

NO. OF VACANCIES	POSITION	OFFICE ASSIGNMENT	SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
1	Administrative Aide I	General Services	The utility personnel must ensure the cleanliness, maintenance, and smooth operation of the facility or workplace.	<p>Educational Attainment: At least high school graduate.</p> <p>Specialization/Skills Required: The Administrative Aide I must possess a cleaning and maintenance skills, physical stamina and dexterity basic labor skill.</p> <p>Experience / Other Qualifications: No prior experience is required.</p>

SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE I POSITIONS UNDER THE JOB ORDER SUPPORT SERVICES (JO)

STEPS	RESPONSIBLE	TIMELINE
<p>1. JOB POSTING</p> <ul style="list-style-type: none"> Post job vacancy for one (1) Administrative Aide IV - Driver. <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	October 20 - 23, 2025 4 CALENDAR DAYS
<p>2. ASSESSMENT</p> <ul style="list-style-type: none"> HRMO calls applicants who submitted applications. Assessor/validator conducts practical tests for all applicants using standardized checklist. HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval. 	SDO-HRMO / Unit Head / Designated Validator/ Assessor	October 24 - 27, 2025 4 CALENDAR DAYS
<p>3. APPROVAL AND HIRING</p> <ul style="list-style-type: none"> The SDS reviews the consolidated assessment results and endorses the selected applicant. 	Schools Division Superintendent / SDO-HRMO	October 28 - 31, 2025

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<ul style="list-style-type: none">• The HRMO calls the selected applicants and prepares the contract.• The applicant signs the contract.• The SDS approves the contract.• The HRMO endorses the hired JO Support Services to the requesting office.		3 CALENDAR DAYS
4. REPORTING TO DUTY The Section Head of the requesting office orients the JO.	Section Head	November 3, 2025

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

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