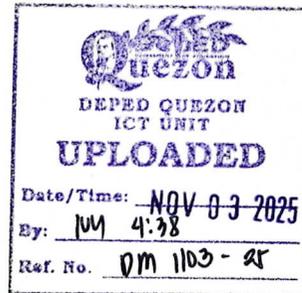




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2025

DIVISION MEMORANDUM
 DM No. 1103, s. 2025

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL ADMINISTRATION, RELATED-TEACHING, AND NON-TEACHING POSITIONS

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

1. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for School Administration, Related-Teaching, and Non-Teaching positions** (see attached enclosure for the list of vacancies and Qualification Standards). All interested applicants who are qualified for the position 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 pertinent documents in a **folder** with **ear tag**. The Personnel Section and District Ranking Committee will facilitate the checking and receiving of documents.
3. The Public Schools District Supervisors (PSDS) are responsible for ensuring that all documents submitted by applicants applying to the district are complete, based on the provided checklist. The PSDS must affix their initials to the checklist (see attached image below). However, the HRMO will sign the submitted application documents of applicants applying to the Division Office.

Photocopy of Performance Rating obtained from the relevant work experience. If performance rating in Item (j) is not relevant to the position to be filled			
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Attested

WENNIE O. GAELA
 ADMINISTRATIVE OFFICE IV//HRMO II
 Human Resource Management Officer

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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4. The pertinent documents for School Administration, Related-Teaching, and Non-Teaching positions must be arranged accordingly;

Mandatory Requirements:

- a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists;
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) **with Work Experience Sheet**, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- d. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available and applicable to the position being applied for;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment (**certificate of employment must include the duties and responsibilities of the position**), Contract of Service, or duly signed Service Record, **whichever is/are applicable**;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C). The aforesaid document shall henceforth be required **to be sworn by any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755; and

Non-Mandatory Requirements but will be used as basis for comparative assessment for related-teaching, school administration and non-teaching positions:

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

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1. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

5. All application documents shall be submitted on or before **November 13, 2025 (Thursday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon (for applicants applying in the Division Office) or at the District Offices (for applicants applying in the district) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**

LOCATION	POSITION
Division Office of Quezon, Talipan, Pagbilao, Quezon	<ul style="list-style-type: none"> • School Administration <ul style="list-style-type: none"> ➤ School Principal I-II • Non-Teaching Positions in the Division of Quezon <ul style="list-style-type: none"> ➤ Administrative Assistant II (<i>Procurement Section</i>)
District Offices	<ul style="list-style-type: none"> • School Administration <ul style="list-style-type: none"> ➤ Head Teacher I-IV • Related-Teaching Positions <ul style="list-style-type: none"> ➤ Guidance Counselor I – III • Non-Teaching Positions <ul style="list-style-type: none"> ➤ Administrative Officer II ➤ Project Development Officer I ➤ Registrar I ➤ Administrative Assistant III (Senior Bookkeeper) ➤ Administrative Assistant II (Disbursing Officer II) ➤ Administrative Assistant II (Clerical) ➤ Security Guard I ➤ Watchman I

6. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, **Personal Data Sheet, Work Experience Sheet and Checklist of Requirements** can be downloaded using this link: <https://tinyurl.com/SDOQuezonRequirements>

7. **Applicants who failed to submit mandatory documentary requirements (Item 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.**

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However, failure to submit the non-mandatory documentary requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.

8. Applicants are **required** to register in the Division Registry of Applicants **after** the submission of their application folder through this link or click on the QR code:
<https://tinyurl.com/NVOCTNOV2025>



9. The initial evaluation, pre-evaluation and Comparative Assessment of School Administration, Related-Teaching, and Non-Teaching Applicants shall be done by the HRMO, and HRMPSB respectively.
10. The Registry of Qualified Applicants for all positions shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject for approval of the Schools Division Superintendent.
11. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
12. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm11/03/2025

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Enclosure No. 1 to Division Memorandum No. 1109 s. 2025

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	November 3, 2025	1
Last day of receiving application documents in the Division Office (for applicants applying under School Administration and inside the Division Office) Last day of receiving application documents in the district (for applicants applying in the district)	Records Section By District	November 13, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	November 14 & 17, 2025	2
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	November 19, 2025	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE), Skills or Work Sample Tests (S/WST))	HRMPSB Members and sub-committee members	November 20-21, 2025	2

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HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	November 24, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	November 25, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	November 28, 2025	1

Note: The scheduled timeline of activities is subject to change based on the number of application forms received.

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Enclosure No. 2 to Division Memorandum No. 1103 s. 2025

LIST OF VACANCIES
SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal II	20	62967	2	Division of Quezon
School Principal I	19	56390	4	
Head Teacher I	14	37024	1	Candelaria West District
<i>- nothing follows -</i>				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal II	20	56390	1	Pagsangahan NHS, San Francisco District
School Principal I	19	56390	1	Calantas NHS, Macalelon District
			1	Nabangka NHS, Guinayangan District
			1	Panukulan NHS, Panukulan District
Head Teacher IV	17	47247	1	Lutucan INHS, Sariaya West District
			1	Gumaca NHS, Gumaca West District
			1	Atimonan NCHS, Atimonan District
Head Teacher III	16	43560	2	Gumaca NHS, Gumaca District
Head Teacher II	15	40208	1	Mapulot NHS, Tagkawayan District
Head Teacher I	14	37024	1	Hagonghong IHS, Buenavista District

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			1	Matandang Sabang NHS, Catanauan District
			1	Recto Memorial NHS, Tiaong District
<i>- nothing follows -</i>				

RELATED-TEACHING POSITIONS

Division of Quezon

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Public Schools District Supervisor	22	78162	1	Division of Quezon

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Guidance Counselor III	13	34421	2	Gumaca NHS, Gumaca West District
			1	MSEMSAT, Mauban North District
			1	Quezon NHS, Sariaya East District
Guidance Counselor I	11	30024	1	San Andres NHS, San Andres District
			1	Godofredo M. Tan Integrated School of Arts and Trades, San Narciso I District
			1	Gumaca NHS, Gumaca West District
			1	Quezon NHS, Sariaya East District
			2	Lutucan INHS, Sariaya West District
			1	Canda NHS, Sariaya East District

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			1	Recto Memorial NHS, Tiaong I District
			1	Lusacan NHS, Tiaong II District
			1	Ungos INHS, Real District
			1	Sta. Catalina NHS, Candelaria East District
			1	Lopez NCHS, Lopez West District
<i>- nothing follows -</i>				

NON-TEACHING POSITIONS

Division of Quezon

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant II	8	21448	1	Division of Quezon (Procurement Section)
<i>- nothing follows -</i>				

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Project Development Officer I	11	30024	1	Lucban District
Administrative Assistant II (Disbursing Officer II)	8	21448	1	Candelaria East District
<i>- nothing follows -</i>				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	1	Pagbilao NHS, Pagbilao District

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Administrative Assistant III (Senior Bookkeeper)	9	23226	1	Gov. Anacleto Alcala NHS, Sariaya District
Administrative Assistant II (Disbursing Officer II)	8	21448	1	Dolores Macasaet NHS, Candelaria District
			1	Paaralang Sekundarya ng Heneral Nakar, General Nakar District
			1	San Roque NHS, Catanauan District
			1	Sampaloc NHS, Sampaloc District
			1	Pili NHS, Sariaya District
Security Guard I	3	15852	1	Gumaca NHS, Gumaca District
			1	Buenavista NHS, Buenavista District
Watchman I	2	14,925	1	Gumaca NHS, Gumaca District
- nothing follows -				

Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Registrar I	11	30024	1	Sta. Catalina NHS, Candelaria District
Administrative Assistant II (Clerical)	8	21448	1	Bignay NHS, Sariaya District
- nothing follows -				

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QUALIFICATION STANDARDS OF THE VACANT POSITIONS
SCHOOL ADMINISTRATION

Elementary

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)
SCHOOL PRINCIPAL I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	
HEAD TEACHER I	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 Hours of Relevant Training	Teacher-In-Charge for 1 Year; or Teacher for 3 Years	RA 1080 /LET/ PBET

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Junior High School

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)
SCHOOL PRINCIPAL I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	
HEAD TEACHER IV	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional units in Education with Appropriate Field of Specialization	24 hours of Relevant Training	Head Teacher for 3 years; or Master Teacher for 2 years	RA 1080 /LET/ PBET
HEAD TEACHER III	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 hours of Relevant Training	Head Teacher for 2 years; or Teacher for 5 years	

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HEAD TEACHER II	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 hours of Relevant Training	Head Teacher for 1 year; or Teacher for 4 years	
HEAD TEACHER I	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 hours of Relevant Training	Teacher-in-Charge for 1 year; or Teacher for 3 years	

RELATED-TEACHING POSITIONS

Division of Quezon

Position	Education	Training	Experience	Eligibility
PUBLIC SCHOOLS DISTRICT SUPERVISOR	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management.	RA 1080 (Teacher)

Junior High School

Position	Education	Training	Experience	Eligibility
GUIDANCE COUNSELOR III	Master's degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Guidance Counselor)
GUIDANCE COUNSELOR I				

NON-TEACHING POSITIONS

Division of Quezon

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II <i>(Procurement Section)</i>	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility

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Elementary

Position	Education	Training	Experience	Eligibility
PROJECT DEVELOPMENT OFFICER I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility

Junior High School

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUB PROFESSIONAL)/ FIRST LEVEL ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)				
SECURITY GUARD I	High School Graduate	None Required	None Required	Security Guard License
WATCHMAN I	Elementary School Graduate	None Required	None Required	None Required

Senior High School

Position	Education	Training	Experience	Eligibility
REGISTRAR I	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
ADMINISTRATIVE ASSISTANT II (CLERICAL)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility

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