



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



06 November 2025

DIVISION MEMORANDUM
 DM No. 1123, s. 2025

CORRIGENDUM ADDENDUM TO 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. In reference to DM No. 1103, s. 2025 titled "Announcement of Vacancies in SDO Quezon for School Administration, Related-Teaching, and Non-Teaching Positions" this corrigendum is issued to correct the following:

A. Correction to the List of Vacancies:

POSITION	PLACE OF ASSIGNMENT
Administrative Officer II	Pagbilao NHS, Pagbilao District

Please be informed that **there is no existing vacancy in the abovementioned position and school/district.**

2. This Office would like to announce the **additional vacancies** in SDO Quezon and provide the **adjusted schedule of activities** related to these vacancies as outlined in this addendum-corrigendum:

DIVISION OF QUEZON

Position	Salary Grade	Monthly Salary (NBC 957)	No. of Position/s	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	9	23226	1	Division of Quezon (Accounting Section)

JUNIOR HIGH SCHOOL

Position	Salary Grade	Monthly Salary (NBC 957)	No. of Position/s	Place of Assignment
Head Teacher VI	19	56390	1	Quezon NHS, Sariaya District

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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SENIOR HIGH SCHOOL

Position	Salary Grade	Monthly Salary (NBC 957)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	1	Unisan IS, Unisan District

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Last day of receiving application documents in the District	By District	November 17, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	November 18, 2025	1
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	1
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.

3. Other details stipulated in the previous Memorandum shall remain the same.

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4. The widest and immediate dissemination of this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm11/06/2025

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