




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



DepEd Quezon
 ICT Unit
 UPLOADED
 Date/Time: FEBRUARY 13, 2023
 By: CRISTELL 7:30PM
 Ref. No.: DM 121, S. 2023

13 February 2023

DIVISION MEMORANDUM
DM No. 121 , s. 2023

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR
 TEACHING AND RELATED-TEACHING POSITIONS**

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

1. This is to announce vacancies in the Department of Education – Schools Division of Quezon for positions listed below. 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.

TEACHING POSITIONS

A. Elementary

Position	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Master Teacher II	19	51357	1	ATIMONAN II
			1	LOPEZ
			1	LOPEZ EAST
			1	MAUBAN
			1	MAUBAN NORTH
			2	PAGBILAO I
			1	QUEZON
Master Teacher I	18	46725	1	ATIMONAN I
			1	CALAUAG WEST
			1	CATANAUAN I
			1	GUMACA WEST
			1	LOPEZ EAST
			1	LOPEZ WEST
			1	LUCBAN
			1	MAUBAN SOUTH

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			1	PEREZ
			1	QUEZON DISTRICT
			1	TIAONG
Special Education Teacher III	16	39672	1	TIAONG
Teacher III	13	31320	1	AGDANGAN
			1	BUENAVISTA I
			2	CANDELARIA WEST
			2	CATANAUAN I
			2	CATANAUAN II
			1	GENERAL NAKAR I
			1	GUMACA WEST
			5	INFANTA
			3	LOPEZ EAST
			3	LOPEZ WEST
			2	LUCBAN
			3	MACALELON
			3	MAUBAN SOUTH
			1	MULANAY I
			1	MULANAY II
			1	PAGBILAO II
			2	QUEZON DISTRICT
			1	REAL
			1	SAN FRANCISCO I
			1	SAN FRANCISCO II
2	SAN NARCISO I			
3	SARIAYA EAST			
1	TIAONG I			
Teacher II	12	29165	1	ATIMONAN II
			1	BUENAVISTA 1
			1	BURDEOS
			1	CALAUAG WEST
			3	CANDELARIA EAST
			2	CANDELARIA WEST
			3	DOLORES
			1	GENERAL NAKAR 2
			1	GUMACA EAST
			1	INFANTA
			1	JOMALIG
			2	LOPEZ WEST
			1	LUCBAN
			1	MACALELON

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			1	MULANAY I
			1	PADRE BURGOS
			1	PAGBILAO
			3	PAGBILAO I
			1	PATNANUNGAN
			1	POLILLO
			1	QUEZON DISTRICT
			1	REAL
			1	SAN FRANCISCO
			2	SAN FRANCISCO I
			1	SAN FRANCISCO II
			1	SARIAYA
			1	SARIAYA EAST
			3	TIAONG II

B. Junior High School

Position	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Master Teacher II	19	51357	1	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES
Master Teacher I	18	46725	1	GUMACA NATIONAL HIGH SCHOOL
			1	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES
			1	TALIPAN NATIONAL HIGH SCHOOL
Teacher III	13	31320	2	ATIMONAN NATIONAL COMPREHENSIVE H.S.
			1	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL

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			2	CATANAUAN NATIONAL HIGH SCHOOL
			1	HINGUIWIN NATIONAL HIGH SCHOOL
			1	KATIMO NATIONAL HIGH SCHOOL
			1	LAMON BAY SCHOOL OF FISHERIES
			1	LOPEZ NATIONAL COMPREHENSIVE HIGH SCHOOL
			1	NABANGKA NATIONAL HIGH SCHOOL
			1	PAGSANGAHAN NATIONAL HIGH SCHOOL
			1	RECTO MEMORIAL NATIONAL HIGH SCHOOL
			1	TAGKAWAYAN NATIONAL HIGH SCHOOL
			1	TALIPAN NATIONAL HIGH SCHOOL
			1	UNGOS INTEGRATED NATIONAL HIGH SCHOOL
Teacher II	12	29165	1	BALESIN INTEGRATED HIGH SCHOOL
			1	CAMFLORA NATIONAL HIGH SCHOOL
			1	INFANTA NATIONAL HIGH SCHOOL
			1	LUTUCAN INTEGRATED NATIONAL HIGH SCHOOL

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			2	QUEZON NATIONAL HIGH SCHOOL
			1	TAGKAWAYAN NATIONAL HIGH SCHOOL
			2	TALUONG NATIONAL HIGH SCHOOL

Related-Teaching Positions

A. SDO – Quezon

Position	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
SENIOR EDUCATION PROGRAM SPECIALIST	19	57347	1	SGOD Office

B. Elementary

Position	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
School Principal III	21	63997	1	LOPEZ EAST
School Principal II	20	57347	1	REAL
Head Teacher III	16	39672	1	AGDANGAN
			1	CANDELARIA
			3	GENERAL NAKAR
			1	GUINAYANGAN NORTH
			1	REAL
			1	SAN FRANCISCO I
			2	TIAONG II
Head Teacher II	15	36619	1	PAGBILAO
Head Teacher I	14	33843	1	TIAONG I
			1	CATANAUAN
			1	GUMACA WEST
			1	MULANAY II
			1	SAN ANDRES
			1	SAN NARCISO
			1	SAN NARCISO 2
1	SARIAYA EAST			

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C. Junior High School

Position	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Vocational School Administrator I	22	71511	1	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES
Assistant School Principal III	20	57347	1	Quezon National High School
Head Teacher VI	19	51357	1	RECTO MEMORIAL NATIONAL HIGH SCHOOL
Head Teacher I	14	33843	1	BUSDAK NATIONAL HIGH SCHOOL
			1	TAGKAWAYAN NATIONAL HIGH SCHOOL
			1	RUFINA P. TRINIDAD MEMORIAL NATIONAL HIGH SCHOOL
			1	VILLA SAN ISIDRO NATIONAL HIGH SCHOOL

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2. The Qualification Standards (QS) of the said position are as follows:

Teaching Position

A. Elementary and Junior High School

Position	Education		Training	Experience	Eligibility
	ELEMENTARY	JHS			
Master Teacher II	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	1 YEAR AS MASTER TEACHER 1 OR 4 YEARS AS TEACHER III	RA 1080 /LET/ PBET
Master Teacher I	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 18 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	

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Teacher III	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	
Teacher II	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	

Related-Teaching Positions

A. SDO – Quezon

Position	Education	Training	Experience	Eligibility
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's Degree in Education or its equivalent and completion of academic requirements for Master's Degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 /LET/ PBET

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B. Elementary

Position	Education	Training	Experience	Eligibility
School Principal II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	1 YEAR AS PRINCIPAL	RA 1080 /LET/ PBET
Head Teacher III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 2 YEARS; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR TEACHER FOR 5 YEARS	
Head Teacher II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 4 YEARS	
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	

C. Junior High School

Position	Education	Training	Experience	Eligibility
Vocational School Administrator I	Master's Degree in Education or other relevant Master's degree	16 hours of relevant training in management and supervision	3 years relevant experience involving management and supervision	RA 1080 /LET/ PBET
Assistant School Principal III	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with	8 hours of relevant training	2 years of relevant experience	

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	at least ten (10) units in professional education			
Head Teacher VI	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 5 YEARS; OR MASTER 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	

3. Interested qualified applicants for **teaching positions** shall **submit their pertinent documents with “ear tag”** to the school/district c/o the School Head or the Administrative Officer II (AO II) in-charge of the school/cluster where the vacancy exists, while those who will apply for **related-teaching positions** shall **submit their pertinent documents with “ear tag”** to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. The pertinent documents shall include the following and must be arranged accordingly;

Mandatory Requirements:

- Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists (for teaching position);
Letter of intent addressed to the Schools Division Superintendent (for related-teaching position);
- Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of **valid** and **updated** PRC License;
- Photocopy of Certificate of Eligibility /Report of Rating, if applicable;



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- 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, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last 2 rating period(s) prior to the assessment, 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 (See attached inclosure);

Non-Mandatory Requirements but will be used as basis for comparative assessment:

- k. Means of Verification (MOVs) showing Outstanding Accomplishments (if any) reckoned from the date of last issuance of appointment
 1. Outstanding Employee Awards
 2. Innovations
 3. Research
 4. Publication
 5. Consultant/Resource Speakership in Trainings and Seminars
 - For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book will be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the comparative assessment.
 1. Photocopy of Performance Rating obtained from the relevant work experience.
4. All application documents shall be submitted on or before **February 23, 2023 (Thursday) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**

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5. Applicants must ensure the completeness, accuracy and veracity of the submitted documents.
6. **Individuals 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. 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.**
7. A Sub-Committee for Teacher II and Teacher III positions shall be organized in the district (for Elementary) and in the school level (for Secondary) which shall be composed of the following:
 - A. Elementary:
 - Public Schools District Supervisor
 - Four (4) school principals/school heads including the school head of the school where vacancy exists
 - Administrative Officer II of the school/cluster where the vacancy exists or if there is no AO II in the school/cluster, the AO II of the other school/cluster within the district
 - B. Secondary:
 - School Head
 - Four (4) Department Heads where the vacancy exists or if there are no Department Heads, the subject area coordinator or key teachers of the subject area where the vacancy exists
 - Administrative Officer of the school
8. The following shall be the functions of the district and school Sub-Committees for Teacher II and Teacher III:
 - A. Receive application and pertinent documents from the interested applicants following the Equal Opportunity Principle;
 - B. Issue to the applicants proof of receipt of the pertinent documents;

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- C. Inform/Orient the applicants about the process of application and the schedule of activities pertinent to their application;
 - D. Conduct initial evaluation of the pertinent documents as to Qualification Standards (Education, Experience, Training and Eligibility);
 - E. Prepare a List of Qualified and Disqualified Applicants based on Qualification Standards. In the case of Disqualified Applicants, the reason for disqualification shall be indicated opposite the name of the applicant;
 - F. Issue a letter to the applicants informing them about the results of initial evaluation (whether they are Qualified or Disqualified);
 - G. Conduct Pre-Evaluation of the applicants following the appropriate guidelines and the principle of Open Ranking.
 - H. Submit the Results of Pre-Evaluation signed by the Sub-Committee including the List of Qualified and Disqualified applicants to the Sub-Offices and Division Office in Pagbilao c/o the Records Section on or before **March 8, 2023**.
9. The List of Sub Committee Members in the district (Elementary) and in the School (Secondary) shall be collected by the AO II assigned in the Central School and shall be submitted to the Sub-Offices and to the Division Office not later than **February 20, 2023**.
10. For Master Teacher and Related-Teaching Positions, the following shall be the functions of the district and school Sub-Committee:
- A. Receive application and pertinent documents from the interested applicants following the Equal Opportunity Principle;
 - B. Issue to the applicants proof of receipt of the pertinent documents
 - C. Inform/Orient the applicants about the process of application and the schedule of activities pertinent to their application;
 - D. Submit to the Sub-Offices and Division Office in Pagbilao c/o Records Section the pertinent documents of applicants on or before **February 23, 2023**.
11. The initial evaluation, pre-evaluation and Comparative Assessment of Master Teacher and Related-Teaching Position Applicants shall be performed by the HRMO, and HRMPSB respectively.

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12. 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 to approval of the Schools Division Superintendent.
13. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached Inclosure.
14. Wide and immediate dissemination of this Memorandum is desired.

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

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Inclosure to Division Memorandum No. _____ s. 2023

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO	February 13, 2023	1
Submission of List of Sub Committee Members in the district (Elem) and in the school (Secondary)	Sub-committee in the school and district level	February 20, 2023	1
Last day of receiving of application	For Teaching: For Master Teacher & Related-Teaching:	February 23, 2023	1
Initial assessment/screening of applications	For Teaching: For Master Teacher & Related-Teaching:	February 24-27, 2023	4
Submissions of Shortlist of qualified for Master Teacher & Related-Teaching applicants to the HRMPSB	AO IV	February 28, 2023	1
Preliminary Meeting with the HRMPSB (For MT and Related-Teaching positions)	HRMPSB/ AO IV/ Secretariat	February 28, 2023	1
Orientation of qualified applicants for T-II and T-III	Sub-committee in the school and district level	February 28, 2023	1
HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking)	HRMPSB/ AO IV/ Secretariat	February 28, 2023- March 6, 2023	5

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Pre-evaluation for T-II and T-III applicants (evaluation of documents and interview of qualified applicants/open ranking)	Sub-committee in the school and district level	February 28, 2023-March 6, 2023	5
Conduct of the Written examination / On-the-Job (OTJ)/ Skills Test (for MT and Related-Teaching positions)	HRMPSB/ AO IV/ Secretariat	February 28, 2023-March 6, 2023	5
Check the written exam/OTJ/skills test (for MT and Related-Teaching positions)	HRMPSB/ End-user (Chief)	February 28, 2023-March 6, 2023	5
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB / AO IV / Secretariat	March 6, 2023	1
Preparation of Pre-Evaluation Results for T-II and T-III	Sub-committee in the school and district level	March 6, 2023	1
Submission of Initial and Pre-evaluation results (T-II & T-III) to the Sub-Office/Division Office	Sub-committee in the school and district level	March 8, 2023	1
Preparation of the Final CAR-RQA for T-II and T-III	HRMPSB / AO IV / Secretariat	March 8-14, 2023	5
Route the CAR to the HRMPSB for signature	HRMPSB / AO IV / Secretariat	March 8-14, 2023	5
Submission of the final CAR to the Office of the Schools Division Superintendent, and requesting instruction	AO IV	March 8-14, 2023	5

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- Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority		
Email signed Certificate of Rating to applicants for information and acknowledgement	AO IV	March 8-14, 2023	5
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	March 8-14, 2023	5
Forward to the Office of the ASDS/SDS the notification letter for initial/signature	Personnel Section	March 8-14, 2023	5
Email to the successful candidate the signed notification letter for the compliance of requirements and acknowledge the same	AO IV	March 8-14, 2023	5

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SCHOOLS DIVISION OF QUEZON PROVINCE

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____0012
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists (for teaching position); Letter of intent addressed to the Schools Division Superintendent (for related-teaching position);			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
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, Contract of Service, or duly signed Service Record, whichever is/are applicable			

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



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

h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last 2 rating period(s) prior to the assessment, 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			
	Other documents as may be required for comparative assessment:			
k.	Means of Verification (MOVs) showing Outstanding Accomplishments, Innovation, Research, Publication and Consultant/Resource Speakership in Trainings and Seminars			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of
Applicant

Attested:

Human Resource Management Officer

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

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