



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



10 December 2025

**DIVISION MEMORANDUM**  
 DM No. 1248, s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION UNDER JOB ORDER (JO) SUPPORT SERVICES IN THE PLANNING SECTION**

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

- In reference to **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 VI under Job Order (JO) Support Services assigned to the Planning Section**. All interested and qualified applicants are welcome to apply, regardless of gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
- 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 **December 12, 2025 (Friday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

**Mandatory Requirements**

- Intent / Application Letter
  - Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
  - Clearances (NBI, Police and Barangay Clearance)
  - Form 212 and / or Resume
  - X-Ray Result / Psychological Test (prior to Contract Signing)
- 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
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function

DEPEDQUEZON-TM-SDS-04-009-003



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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 

Perm12/10/2025

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Enclosure 1 to Division Memorandum No. 1248 s. 2025

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

<b>NO. OF VACANCY:</b>	<b>One (1)</b>
<b>POSITION:</b>	<b>Administrative Aide VI</b>
<b>OFFICE ASSIGNMENT:</b>	<b>Planning Section</b>
<b>SPECIFIC FUNCTIONS</b>	<b>QUALIFICATION STANDARDS</b>
Assisting the Planning Officer in: <ul style="list-style-type: none"> <li>▪ Managing the incoming and outgoing documents through the Document Tracking System including the routing of such to and from offices.</li> <li>▪ Handling various for-action documents such as but not limited to AIP, School MOOE Payroll, WFP, Data Sharing Agreements, Indorsements, among others.</li> <li>▪ Escalating request forms to the Central Office.</li> <li>▪ Preparing reports and presentations</li> <li>▪ Monitoring the submission of schools reports.</li> <li>▪ Organizing digital files, scanning documents, and related administrative tasks.</li> <li>▪ Providing technical assistance to clients and to private schools on LIS.</li> <li>▪ Attending errands or meetings when the DPO is engaged in other official activities.</li> </ul>	<b>Educational Attainment:</b> <ul style="list-style-type: none"> <li>▪ At least college level education preferably <b>Computer Related Course</b></li> <li>▪ Minimum of one (1) year relevant work experience in <b>data management</b>.</li> </ul> <b>Specialization/Skills Required:</b> <ul style="list-style-type: none"> <li>▪ <b>Proficient in office software applications:</b> MS Word, <b>MS Excel</b>, and MS PowerPoint.</li> <li>▪ Strong <b>data management skills</b>, including filing, record-keeping, and correspondence management.</li> <li>▪ Ability to organize and proritize tasks efficiently under pressure.</li> <li>▪ Good interpersonal and communication skills to work with diverse individuals.</li> <li>▪ Basic knowledge of office procedures and documentation processes.</li> <li>▪ Capable of performing tasks independently with minimal supervision.</li> <li>▪ Can work under pressure and adapt to a fast-paced work environment.</li> <li>▪ Can work harmoniously with different kinds of people.</li> <li>▪ Possesses good communication skills, attention to detail, and the ability to work with minimal supervision.</li> </ul>

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**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION  
UNDER THE JOB ORDER (JO) SUPPORT SERVICES**

STEPS	RESPONSIBLE	TIMELINE
<b>1. JOB POSTING</b> <ul style="list-style-type: none"><li>Post job vacancy for one (1) Administrative Aide VI – Planning Section.</li></ul> <i>Note: Local hiring is highly encouraged.</i>	SDO-HRMO	December 10-12, 2025 3 CALENDAR DAYS
<b>2. ASSESSMENT</b> <ul style="list-style-type: none"><li>HRMO calls applicants who submitted applications.</li><li>Assessor/validator conducts practical tests for all applicants using standardized checklist.</li><li>HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.</li></ul>	SDO-HRMO / Unit Head / Designated Validator/ Assessor	December 15, 2025 1 CALENDAR DAYS
<b>3. APPROVAL AND HIRING</b> <ul style="list-style-type: none"><li>The SDS reviews the consolidated assessment results and endorses the selected applicant.</li><li>The HRMO calls the selected applicants and prepares the contract.</li><li>The applicant signs the contract.</li><li>The SDS approves the contract.</li><li>The HRMO endorses the hired JO Support Services to the requesting office.</li></ul>	Schools Division Superintendent / SDO-HRMO	December 16-17, 2025 2 CALENDAR DAYS
<b>4. REPORTING TO DUTY</b> <p>The Section Head of the requesting office orients the JO.</p>	Section Head	December 18, 2025

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

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