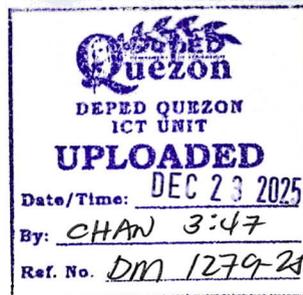




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



22 December 2025

**DIVISION MEMORANDUM**  
 DM No. 1279, s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION UNDER JOB ORDER (JO) SUPPORT SERVICES IN THE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) 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 ICT**. 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 23, 2025 (Tuesday)** 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 

Perm12/22/2025

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Enclosure 1 to Division Memorandum No. 1279 s. 2025

**DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS,  
 AND OFFICE ASSIGNMENTS FOR THE ADMINISTRATIVE AIDE VI POSITION IN  
 SCHOOLS DIVISION OFFICE – ICT 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>ICT Section</b>
<b>SPECIFIC FUNCTIONS</b>	<b>QUALIFICATION STANDARDS</b>
<p>Assisting the ITO in:</p> <ul style="list-style-type: none"> <li>▪ Managing documentations and Tracking System</li> <li>▪ Provide technical assistance with ICT Hardware Components</li> <li>▪ Respond to queries of clients and visitors</li> <li>▪ Process documents for ICT programs and projects</li> </ul>	<p><b>Educational Attainment:</b></p> <ul style="list-style-type: none"> <li>▪ At least college level education</li> </ul> <p><b>Specialization/Skills Required:</b></p> <ul style="list-style-type: none"> <li>▪ Preferably NC II CSS Holder</li> <li>▪ Knowledgeable in Computer Maintenance Technologist (CMT) or Administrative Aide VI specialized in ICT Hardware Services.</li> <li>▪ Ability to organize and prioritize 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 – ICT Section</li> </ul> <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	December 22-23, 2025 2 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 26, 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 26, 2025 1 CALENDAR DAY
<b>4. REPORTING TO DUTY</b> <p>The Section Head of the requesting office orients the JO.</p>	Section Head	January 5, 2025

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

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