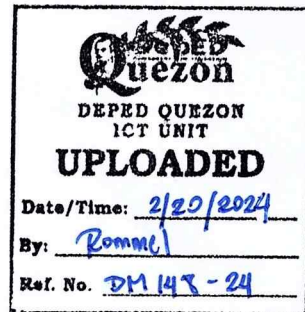




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

DIVISION MEMORANDUM
DM No. 148, s. 2024

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

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
HRMPSB (Human Resource Merit Promotion and Selection Board) 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 the related-teaching, school administration, teaching and non-teaching position and reclassification of items to Master Teacher, Head Teacher (JHS), Special Education Teacher and School Principal positions** (see attached inclosure 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. Reclassification of the abovementioned positions will commence once all vacancies have already been filled. However, due to the number of vacancies in Elementary Head Teacher there is no reclassification of items.
3. **Teacher II and Teacher III of Elementary and Junior High School, submission of ERF and other required documents is still on going.**
4. **Senior High School Teachers are not yet** encouraged to join the assessment for reclassification of the items to Master Teacher and Head Teacher since there are no guidelines available yet.

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

5. Interested qualified applicants must place their pertinent documents in a **folder** with “ear tag” which will be submitted to the District Office. Administrative Officer II assigned in the central schools must facilitate the checking and receiving of documents.

6. The Public Schools District Supervisors shall be responsible for ensuring that all documents submitted by the applicants are complete based on the given checklist. Thus, their initials must be affixed to the checklist before submitting to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. (See attached image below). The sub-office and the Records Section shall check if the said checklist bears the initial of the PSDS and shall facilitate the submission of pertinent documents to the Records Section of SDO Quezon.

Photocopy of Performance Rating obtained from <u>the relevant</u> work experience, if performance rating in Item (i) 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

7. The pertinent documents of the positions for non-teaching, school administration, teaching and related-teaching positions shall include the following and 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**;
- c. Photocopy of **valid** and **updated** PRC License;
- d. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;

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

- 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 their 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 for the natural vacancy positions in the current/latest position prior to the deadline of submission, if applicable;**

-Photocopy of Performance Rating for the last three (3) rating periods of applicants for reclassification positions (in current position 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), **notarized by authorized official (mayor or notary public) kindly put the checklist of requirements at the first page of your application;**
and

Non-Mandatory Requirements but will be used as basis for comparative assessment for school administration, related-teaching 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
- l. 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.

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

Non-Mandatory Requirements for Master Teacher applicants as specified in Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997 the following documents shall be submitted as basis for comparative assessment:

a. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT

- i. Introduced any one of the following, adopted or used by the school or district/division (must be supported by certification, accomplishment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).
 1. Curriculum or instructional materials
 2. Effective teaching techniques or strategies
 3. Simplification of work as in reporting system, record keeping, etc, or procedures that resulted in cost reduction
 4. Worthwhile Income Generating Project for learners given due recognition by the higher officials
- ii. Subject Coordinator or Grade Chairman in the school, district / division (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)
- iii. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)
- iv. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report)
- v. Coordinator for Community Project or Activity (with certification, designation in the form of memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial)
- vi. Organized / managed In-Service activity or other similar activities at least on the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report

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

- vii. Meritorious Achievement
 - viii. Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz
 - ix. Awards received as member / coordinator of BSP/GSP/Red Cross activities signed by proper activities
 - x. Authorship (With copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.
8. All application documents shall be submitted on or before **March 1, 2024 (Friday) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
9. **The Sub-office must submit all received application documents to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon by March 4, 2024 (Monday) at 5:00 in the afternoon. No application and additional documents shall be accepted after the deadline.**
10. 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://rb.gy/19xy5> or you may scan the QR code below;



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

11. **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. 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.**
12. **Applicants for reclassification are required to include in their documents a duly approved SF-7 signed by the school head.**
13. School heads and applicants for reclassification of position are also reminded of the following;
 - For Head Teacher position:
 - There must be a total of at least six teachers to be supervised (excluding the applicant for Head Teacher) for secondary and at least seven teachers for elementary per school, without principal; and
 - For secondary schools the field specialization of the applicant must be that of the department/subject area where he/she belongs.
 - For Master Teacher applicants
 - The ratio for the allocation of Master Teacher per department for secondary must be 5:1; for every 5 teachers (excluding the applicant), 1 MT position can be allocated per department; for elementary must 10:1; for every 10 teachers, 1 MT can be allocated per department
 - For secondary schools the field of specialization of the applicant must that of the department/subject area where he/she belongs;
 - MT applicants must have full teaching load; and
 - Only the teachers included in the PSIPOP of schools are counted.
14. Applicants in the CAR-RQA of previously issued memorandum, DM No. 540, s. 2023 Announcement of vacancies in SDO Quezon for Related-Teaching, School Administration, Teaching and Non-Teaching positions and DM No. 839, s. 2023 Announcement of Vacancies in SDO Quezon for Related-Teaching and Non-Teaching

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

positions, who are not yet hired shall be included in the ranklist of applicants will no longer undergo the comparative assessment. However, those who wish to update their points obtained must submit the following;

- 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;**
- c. Photocopy of **valid** and **updated** PRC License; and
- d. Other documents for updating.

15. 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://forms.office.com/r/KCtmhuXYHH>



16. The initial evaluation, pre-evaluation and Comparative Assessment of Related-Teaching and Non-Teaching Applicants shall be performed by the HRMO, and HRMPSB respectively.

17. 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.

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

18. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached Inclosure.

19. Wide and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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

Inclosure 1 to Division Memorandum No. 148 s. 2024

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	February 19, 2024	1
Last day of receiving of application	Records Section	March 1, 2024	1
Submission of the application documents received from the suboffices	Records Section	March 4, 2024	1
Initial assessment/screening of applications	HRMO, Personnel Section	March 1-8, 2024	6
Pre-evaluation of pertinent documents of applicants	HRMPSB members and sub-committee members	March 11-15, 2024	5
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV	March 18, 2024	1
Posting of the Initial Evaluation Result (IER)	HRMPSB/ AO IV/ Secretariat	March 19, 2024	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) and Skills or Work Sample Tests (S/WST)	HRMPSB members and sub-committee members	March 20-22, 2024	3
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB members	March 26, 2024	1
Submission of CAR to the Appointing Authority	HRMPSB Secretariat	March 27, 2024	1
Posting of Comparative Assessment Result	HRMPSB Members	April 1, 2024	1

Note: The Scheduled Timeline of Activities is subject to change based on the number of application forms received.

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

Inclosure 2 to Division Memorandum No. 147 s. 2024

LIST OF VACANCIES
SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	57,347	3	DIVISION OF QUEZON
School Principal III	21	63,997	1	
School Principal IV	22	71,511	1	
Head Teacher III	16	39,672	1	Calauag West District
			1	Guinayangan South District
			1	Lopez East District
			2	Lopez West District
			1	Lucban District
			1	Macalelon District
			1	Mulanay District
			1	Pagbilao II District
			1	Quezon District
			2	San Andres District
			1	San Narciso District
			1	Tagkawayan District
Head Teacher II	15	36,619	1	Buenavista District
			2	Candelaria East District
			1	Lopez West District
			2	Mulanay District
			1	Pagbilao District
			1	Quezon District
			1	Tagkawayan District
Head Teacher I	14	33,843	1	Calauag West District
			3	Catanauan District
			1	General Luna District
			3	General Nakar District
			1	Gumaca West District
			1	Jomalig District
			1	Mauban South District

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

			1	Mulanay District
			1	Padre Burgos District
			2	San Andres District
			2	San Francisco District
			1	Unisan District
			2	Lopez East District

JUNIOR HIGH SCHOOL

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	57,347	1	GUMACA INTEGRATED SCHOOL, GUMACA QUEZON
			1	MAGALLANES NATIONAL HIGH SCHOOL, LOPEZ QUEZON
School Principal III	21	63,997	1	HINGUIWIN NHS, PADRE BURGOS QUEZON

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Head Teacher IV	17	43,030	1	Lutucan Integrated NHS, Sariaya Quezon	SCIENCE
Head Teacher III	16	39,672	1	Sta. Catalina NHS, Candelaria Quezon	SCIENCE
			1	Manuel S. Enverga Memorial School of Arts and Trades, Mauban Quezon	SCIENCE
			1	Lopez National Comprehensive HS, Lopez Quezon	FILIPINO
			1	Lutucan Integrated NHS, Sariaya Quezon	ARALING PANLIPUNAN
			1	Recto Memorial NHS, Tiaong Quezon	MAPEH
			1	Paaralang Sekundarya Ng Lucban Integrated School, Lucban Quezon	ESP
			1	Canda NHS, Sariaya Quezon	FILIPINO

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

Head Teacher II	15	36,619	1	Cabibihan NHS, Tagkawayan Quezon	N/A
Head Teacher I	14	33,843	1	Guites NHS, Lopez Quezon	N/A
			1	Sto. Niño Ilaya NHS, Lopez Quezon	N/A
			1	Bondoc Peninsula Agricultural High School, Mulanay Quezon	FILIPINO
			1	Pamampangin NHS, Lopez Quezon	N/A
			1	Quezon Science High School, Sariaya Quezon	SCIENCE
			1	Balesin Integrated School, Polillo Quezon	N/A
			1	Buenavista NHS, Buenavista Quezon	MATH
			1	Canda NHS, Sariaya Quezon	SCIENCE
			1	San Andres NHS, San Andres Quezon	SCIENCE

RELATED-TEACHING POSITION

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Librarian I	11	27000	1	Godofredo M. Tan Integrated School of Arts And Trades, San Narciso District
Guidance Counselor III	13	31,320	1	Manuel S. Enverga Memorial School Of Arts And Trades, Mauban Quezon
			3	Gumaca NHS, Gumaca Quezon
Guidance Counselor I	11	27000	1	Godofredo M. Tan Integrated School of Arts And Trades, San Narciso District
			1	Gumaca NHS, Gumaca West District
			1	San Isidro NHS, General Luna District
			1	Quezon NHS, Sariaya East District
			1	Lutucan Integrated NHS, Sariaya West District
			1	Lutucan Integrated NHS, Sariaya West District
			1	Canda NHS, Sariaya East District

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

			1	Silangang Malicboy NHS, Pagbilao District
			1	San Andres NHS, San Andres District
			1	Lusacan NHS, Tiaong District
			1	Ungos Integrated NHS, Real District
			1	Sta. Catalina NHS, Candelaria East District

TEACHING

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Master Teacher II	19	51,357	2	Atimonan District
			3	Calauag East District
			1	Gumaca East District
			1	Pagbilao District
			2	Pitogo District
			1	San Francisco District
			1	Tiaong District
Master Teacher I	18	46,725	1	Alabat District
			1	Buenavista District
			2	Candelaria East District
			1	General Luna District
			3	Gumaca East District
			1	Gumaca West District
			1	Lopez East District
			1	Lucban District
			1	Macalelon District
			2	Pagbilao District
			1	Perez District
			1	Pitogo District
			2	Plaridel District
			1	Real District
			2	San Francisco District
			2	Sariaya East District
			1	Sariaya West District
1	Tagkawayan District			

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

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	51,357	1	Alabat Island NHS, Alabat Quezon	ENGLISH
			1	Dr. Maria D. Pastrana NHS, Mauban Quezon	MATH
Master Teacher I	18	46,725	1	Silangang Malicboy NHS, Pagbilao District	FILIPINO
			1	Pagbilao NHS, Pagbilao District	MAPEH
			4	Atimonan NCHS, Atimonan District	MATH, ENGLISH TLE, MAPEH
			1	Lusacan NHS, Tiaong Quezon	ARALING PANLIPUNAN or FILIPINO
			1	Lopez National Comprehensive HS, Lopez Quezon	ARALING PANLIPUNAN
			1	Quezon NHS, Lucena City	MATH
			1	Abuyon NHS, San Narciso District	ENGLISH
			2	Manuel S. Enverga Memorial School of Arts and Trades, Mauban North District	SCIENCE, ARCHITECTURAL DRAFTING
			1	Cabay NHS, Tiaong Quezon	MATH
			1	Talipan NHS, Pagbilao Quezon	SCIENCE
1	San Isidro National High School, Catanauan District	MATH			

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

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment	Area of Specialization
Master Teacher II	19	51,357	1	Nabangka NHS, Guinayangan Quezon	HUMSS ENGLISH
			1	San Andres NHS, San Andres Quezon	
			1	Paaralang Sekundarya Ng Lucban Integrated School, Lucban Quezon	STEM-MATH
			1	Dolores Macasaet NHS, Candelaria Quezon	STEM-SCIENCE
			1	Recto Memorial NHS, Tiaong Quezon	
			1	Unisan Integrated High School, Unisan Quezon	
			1	Canda NHS, Sariaya Quezon	TVL-HOME ECONOMICS
Master Teacher I	18	46,725	1	Matandang Sabang NHS, Catanauan Quezon	STEM-MATH
			1	Renato Edaño Vicencio NHS, San Francisco Quezon	
			1	Aloneros NHS, Guinayangan Quezon	STEM-Science
			1	Tagbacan NHS, Catanauan Quezon	
			1	Dagatan NHS, Dolores Quezon	
			1	Atimonan National Comprehensive HS, Atimonan Quezon	SHS-ABM
			1	San Roque NHS, Catanauan Quezon	TVL-INDUSTRIAL ARTS

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

NON-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Aide VI	6	17,553	1	Supply Section
Administrative Assistant II	8	19,744	2	Personnel Section
			1	SGOD
Dentist II	17	43,030	1	Division of Quezon
Nurse II	16	39,672	2	Division of Quezon
Project Development Officer I	11	27,000	2	SGOD

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	27000	1	Cagbalete I Annex, Mauban Quezon
			1	Bayog ES, San Francisco District
			1	Polo Integrated School, Padre Burgos District
			1	Mabungsa Elementary School, Gumaca West District
			1	Don Gregorio C. Yumul, Sr. ES, Lopez West District
			1	Hondagua ES, Lopez West District
			1	Gumaca East Ces, Gumaca East District
			1	Ilayang Yuni Elementary School, Mulanay District
			1	Ibabang Yuni Elementary School, Mulanay District
			1	Don Juan Verceles Elementary School, San Francisco District
			1	Bongliw ES, Panukulan District
			1	Look Awasan ES, San Francisco District
			1	Polo South ES, Pagbilao District
			1	Pagsangahan Elementary School, Catanauan District
1	Katakian ES, Patnanungan District			

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

			1	Roosevelt ES, Gumaca East District
			1	Gomez ES, Lopez West District
			1	Tayuman ES, San Francisco District
			1	Sablang ES, General Nakar District
			1	San Juan ES, Tiaong District
			1	Apad ES, Jomalig District
			1	Vigo ES, San Narciso District
			1	Calasumanga ES, Panukualan District
			1	Burdeos CS, Burdeos District
Administrative Assistant II (Disbursing Officer II)	8	19,744	1	Buenavista CES, Buenavista District
			1	Agdangan CES, Agdangan District
			1	Tagkawayan CES, Tagkawayan District
			1	Plaridel CS, Plaridel District
			1	Sabang CES, Calauag Quezon
			1	Perez CES, Perez Quezon
			1	Jomalig District
			1	San Andres District
			1	San Francisco District
Administrative Assistant III (Senior Bookkeeper)	9	21,211	1	Lutucan CS, Sariaya Quezon
			1	Padre Burgos CS, Padre Burgos Quezon
			1	Claro M. Recto Memorial Central School, Tiaong Quezon
			1	San Andres Central Elementary School, San Andres Quezon
			1	Jomalig CES, Jomalig Quezon

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Accountant I	10	23,176	1	Quezon NHS, Lucena City
Administrative Aide I	1	13,000	2	Quezon NHS, Lucena City
			1	Abuyon NHS, San Narciso Quezon
Administrative Aide III (Utility Worker II)	3	14,678	1	Quezon NHS, Lucena City
Security Guard I	3	14,678	1	Abuyon NHS, San Narciso Quezon

DEPEDQUEZON-TM-SDS-04-009-003



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

			1	Quezon NHS, Lucena City
Administrative Aide IV (Clerk II)	4	15,586	1	Alabat Island NHS, Alabat Quezon
			1	Gumaca NHS, Gumaca Quezon
			1	Calantas NHS, Macalelon Quezon
Administrative Assistant II (Disbursing Officer II)	8	19,744	1	San Isidro Integrated School, Tagkawayan Quezon
			1	Catanauan NHS, Catanauan Quezon
			1	Maligaya Integrated NHS, Atimonan Quezon
			1	Ajos NHS & Magsaysay NHS, Mulanay Quezon
			1	Doongan Ilaya NHS & Matandang Sabang NHS, Catanauan Quezon
			1	Sto. Niño NHS & Huyon-Uyon NHS, San Francisco Quezon
			1	San Francisco B NHS, Lopez West Quezon
			1	Sabang NHS, Polillo Quezon
			1	Aloneros NHS And Sta Cruz NHS, Guinayangan Quezon
			1	Katimo NHS, Kinatakutan NHS, and Sanmandelcar NHS, Tagkawayan Quezon
Administrative Assistant II (Disbursing Officer II)	8	19,744	1	Godofredo M. Tan Integrated School of Arts and Trades, San Narciso District
			1	Burdeos NHS, Burdeos Quezon
			1	Unisan Integrated High School, Unisan District
			1	Evaristo R. Macalintal Memorial NHS, Quezon District
			1	Talipan NHS, Pagbilao District
			1	Tagkawayan NHS, Tagkawayan District
			1	Pagsangahan NHS, San Francisco District
			1	Buenavista NHS, Buenavista District
			1	Burdeos NHS, Burdeos District
			1	San Andres NHS, San Andres District

DEPEDQUEZON-TM-SDS-04-009-003



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

			1	Godofredo M. Tan Integrated School of Arts and Trades, San Narciso District
			1	Lamon Bay School Of Fisheries, Gumaca East District
			1	Libo National High School, Panukulan District
			1	Marcial B. Viilanueva National High School, San Francisco District
			1	Paaralang Sekundarya Ng Heneral Nakar, General Nakar District
			1	Jomalig National High School, Jomalig District
			1	Paaralang Sekundarya Ng Lucban Integrated School, Lucban District
			1	Recto Memorial NHS, Tiaong District
			1	Leonarda D. Vera Cruz NHS, Unisan District
Administrative Assistant III (Senior Bookkeeper)	9	21211	1	Gloria Umali Integrated NHS, Tiaong Quezon
			1	Doongan Ilaya NHS & Matandang Sabang NHS, Catanauan Quezon
			1	Ajos NHS & Magsaysay NHS, Mulanay Quezon
			1	Sabang NHS, Polillo Quezon
			1	San Isidro Integrated School, Tagkawayan Quezon
			1	Bamban NHS, Tagkawayan Quezon
			1	Godofredo M. Tan Integrated School Of Arts And Trades, San Narciso District
			1	Pagsangahan NHS, San Francisco District
			1	Libo NHS Panukulan District
			1	Lamon Bay School Of Fisheries, Gumaca East District
			1	Atimonan National Comprehensive High School, Atimonan District
			1	Cagsiy I NHS, Mauban Quezon
			1	Callejon NHS, San Antonio Quezon
1	Casay NHS, San Francisco Quezon			

DEPEDQUEZON-TM-SDS-04-009-003



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

			1	Leonarda D. Vera Cruz NHS, Unisan Quezon
Administrative Officer I	10	23,176	1	Abuyon NHS, San Narciso Quezon
Nurse II	16	39,672	1	Tagkawayan NHS, Tagkawayan Quezon
			1	Olongtao NHS, Macalelon Quezon

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Registrar I	11	27000	1	Guinayangan Senior High School, Guinayangan Quezon
			1	Tagkawayan NHS, Tagkawayan Quezon
Administrative Officer II	11	27000	1	Lutucan Integrated NHS, Sariaya Quezon
			1	Sta. Catalina NHS, Candelaria Quezon
			1	Recto Memorial NHS, Tiaong Quezon
Administrative Assistant II	8	19744	1	Godofredo M. Tan Integrated School of Arts and Trades, San Narciso Quezon
			1	Dr. Panfilo Castro NHS, Candelaria Quezon
			1	Villa Perez NHS, Gumaca Quezon
			1	Sanmandelcar NHS, San Francisco Quezon
			1	Sampaloc NHS, Sampaloc Quezon
			1	Evaristo R. Macalintal Memorial NHS, Quezon Quezon
			1	Pagsangahan NHS, San Francisco Quezon
			1	Governor Anacleto C. Alcala NHS, Sariaya Quezon
			1	Cabulihan NHS, Pitogo Quezon
			1	Emilio V. Quizon NHS, San Andres Quezon
			1	Malaya NHS, General Luna Quezon
			1	Hondagua NHS, Lopez Quezon
			1	Jongo NHS, Lopez West Quezon
1	Concepcion NHS, Plaridel Quezon			

DEPEDQUEZON-TM-SDS-04-009-003



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

			1	Sta. Catalina NHS, Candelaria East Quezon
			1	San Francisco B NHS, Lopez West Quezon
			1	Bignay NHS, Sariaya West Quezon
			1	San Jose NHS, Catanauan Quezon
			1	Dungawan NHS, Guinayangan Quezon
			1	San Vicente Kanluran NHS, Catanauan Quezon
			1	Hagonghong Integrated High School, Buenavista Quezon
			1	Butanguiad NHS, San Francisco Quezon
			1	Nabangka NHS, Guinayangan North Quezon
			1	Mapulot NHS, Tagkawayan Quezon, Ulo Franciso Quezon
			1	Batangan NHS, General Nakar Quezon
			1	Pugon NHS, San Francisco Quezon
			1	Calasumanga NHS, Panukulan Quezon, Asu Franciso Quezon
			1	Busdak NHS, Patnanungan Quezon
			1	Ilayang Yuni Junior and Senior Integrated NHS, Mulanay Quezon
			1	Villa San Isidro NHS, Calauag West Quezon
			1	Maligaya NHS, General Nakar Quezon
			1	Sto. Domingo NHS, Calauag West Quezon
			1	Rufina P. Trinidad MNHS, Calauag East Quezon
			1	Binulanan Integrated School, Infanta Quezon
			1	Apad NHS, Calauag West Quezon
			1	Sabang NHS, Polillo Quezon
			1	Balesin Integrated School, Polillo Quezon
			1	Taluong NHS, Polillo Quezon
			1	Huyon-Uyon NHS, San Francisco Quezon

DEPEDQUEZON-TM-SDS-04-009-003



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

QUALIFICATION STANDARDS OF THE VACANT POSITIONS

SCHOOL ADMINISTRATION

ELEMENTARY

Elementary

Position	Education	Training	Experience	Eligibility
School Principal IV	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	3 YEARS AS PRINCIPAL	RA 1080/ LET/PBET
School Principal III			2 YEARS AS PRINCIPAL	
School Principal II			1 YEAR AS PRINCIPAL	
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	

JUNIOR HIGH SCHOOL

Position	Education	Training	Experience	Eligibility
School Principal III	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	2 YEARS AS PRINCIPAL	

DEPEDQUEZON-TM-SDS-04-009-003



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

School Principal II	Bachelor of Secondary Education (BSED) 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 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	
Head Teacher III			HEAD TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	
Head Teacher II			HEAD TEACHER FOR 1 YEAR; OR TEACHER FOR 4 YEARS	
Head Teacher I			TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	

TEACHING

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

DEPEDQUEZON-TM-SDS-04-009-003



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

	or management plus 6 doctoral units	by DepEd not used in the immediate previous promotion			
HEAD TEACHER V	Completed Academic Requirements in the fields of administration, supervision, leadership or management	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	HT IV for 2 years		
HEAD TEACHER IV	Completed Academic Requirements in the fields of administration, supervision, leadership, or management	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	HT III for 2 years		
HEAD TEACHER III	At least 36 MA units in the fields of administration, supervision, leadership or management		HT II for 2 years		
HEAD TEACHER II	At least 24 MA units in the fields of administration, supervision, leadership or management	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	HT I for 1 year		
HEAD TEACHER I	At least 12 MA units in the fields of administration, supervision, leadership or management		3 years teaching experience and TIC or OIC for at least 1 years		

Teaching

Position	Education		Training	Experience	Eligibility	Performance Rating
	ELEMENTARY	JHS				
Master Teacher II	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional Units	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18	4 Hours of Relevant Training	1 years as Master Teacher I	RA 1080 /LET/ PBET	At least Very Satisfactory for the last 3 consecutive years; or Outstanding

DEPEDQUEZON-TM-SDS-04-009-003



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

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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Senior High School

ACADEMIC

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Master's degree in relevant strand/ subject	12 hours of training relevant to the subject area specialization	5 years of relevant teaching/ industry work experience	RA 1080
MASTER TEACHER I	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ industry work experience	

TVL

Position	Education	Training	Experience	Eligibility
MASTER TEACHER II	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 1 year of relevant industry work experience	RA 1080
MASTER TEACHER I	Bachelor's degree; or completion of	At least NC II + TMC I	1 Year of teaching experience and 6	

DEPEDQUEZON-TM-SDS-04-009-003



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 (042) 784-0391, (042) 784-0321



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

	technical-vocational course(s) in the area of specialization	(Appropriate to the specialization)	months of relevant industry work experience
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RELATED-TEACHING

Position	Education	Training	Experience	Eligibility
School Librarian I	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	NONE REQUIRED	NONE REQUIRED	RA 1080
Guidance Counselor III	Masters degree in Guidance and Counselling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Registered Guidance Counselor)
Guidance Counselor I				

NON-TEACHING

Position	Education	Training	Experience	Eligibility
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours relevant training	1 year relevant experience	RA 1080
Nurse II	Bachelor's degree in Nursing	4 hours relevant training	1 year relevant experience	RA 1080
Accountant I	Bachelors degree in Accountancy	NONE REQUIRED	NONE REQUIRED	RA 1080
Registrar I	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility
Project Development Officer I	Bachelor's degree relevant to the job			
Administrative Officer II				
Administrative Officer I				

DEPEDQUEZON-TM-SDS-04-009-003



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

Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	
Administrative Assistant II	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	
Administrative Aide VI	Completion of 2 years studies in College	None Required	None Required	
Administrative Aide IV	Completion of 2 years studies in College	None Required	None Required	
Administrative Aide III Administrative Aide I	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
Security Guard I	High School Graduate	NONE REQUIRED	NONE REQUIRED	Security Guard License

QUALIFICATION STANDARDS OF THE POSITIONS FOR RECLASSIFICATION

Position	Education	Training	Experience	Eligibility	Performance Rating
School Principal IV	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	Two (2) years as Principal III	RA 1080 /LET/ PBET	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
School Principal III	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	Two (2) years as Principal II		
School Principal II	Master's degree in the fields of administration, supervision, leadership	48 hours of relevant training initiated, sanctioned, approved/recognized	One (1) year as Principal I		

DEPEDQUEZON-TM-SDS-04-009-003



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

	in Education plus completion of academic requirement	Professional Units in Education with appropriate major; plus completion of academic requirement				for the last 2 consecutive years
Master Teacher I	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	Teacher III for 3 years		

Position	Education	Training	Experience	Eligibility	Performance Rating
Special Education Teacher I	Bachelor's degree in Education with specialization in special education or has a minimum of 18 units of SPED at the graduate level	None Required	3 years experience in providing educational services to children with special needs	RA 1080 /LET/ PBET	At least Very Satisfactory for the last 3 consecutive years
Special Education Teacher II	Bachelor's degree in Education with specialization in special education and 38 units in Special Education at the masteral level	None Required			
Special Education Teacher III	MA in SPED or its equivalent				

DEPEDQUEZON-TM-SDS-04-009-003



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