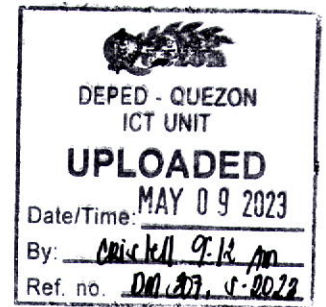




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



08 May 2023

**DIVISION MEMORANDUM**

**DM No. 307, s. 2023**

**CORRIGENDUM DM. NO. 294 S. 2023 CALL FOR APPLICATION FOR THE POSITION OF VOCATIONAL SCHOOL ADMINISTRATOR I POSITION IN SDO QUEZON**

**To:** Assistant Schools Division Superintendents  
 Public Schools District Supervisors  
 Division Chiefs  
 All Unit/Section Heads  
 Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to Division Memorandum 294 s. 2023 Call for Application for the position of Vocational School Administrator I, this corrigendum is issued to correct the Qualification Standards (QS) of Vocational School Administrator I to wit;

Position	Education	Training	Experience	Eligibility
Vocational School Administrator I	Master's Degree in relevant area of specialization	16 hours of relevant training in management and supervision	3 years relevant experience involving management and supervision	<b>RA 1080 /LET/ PBET</b>

-Preferably with specialization in TLE/TVL

2. This corrigendum is also issued to correct list of the pertinent documents to be submitted in Item No. 3 of Division Memorandum No. 294 s. 2023 to wit;

**Mandatory Requirements:**

- Letter of intent addressed to the Schools Division Superintendent
- 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;
- 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;

DEPEDQUEZON-TM-SDS-04-009-003



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- 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 rating period(s) covering the one (1) year performance in the current/latest position prior to the deadline of submission, 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), notarized by authorized official;

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

- 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
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
3. All other items stated in the Memorandum shall remain the same.
4. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Perajmo05/08/2023

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