



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

10 June 2021

DIVISION MEMORANDUM

DM No. 381, s. 2021

**CALLING FOR APPLICATION FOR VACANT NON-TEACHING
POSITIONS IN SDO QUEZON**

**To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB-Chairman, Members and Secretariat
Elementary, Junior and Senior High School Heads
All Others Concerned**

1. This office announces the opening of application for the position of Administrative Aide VI, Administrative Assistant II and Administrative Assistant III. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation are hereby advised to submit hard copy of documents with proper tabbing on or before **June 18, 2021 (Friday)** for open ranking.
2. Qualified applicants are advised to submit the following pertinent documents:
 - a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position and office you are applying for)
 - b. Personal Data Sheet (PDS) with Work Experience Sheet
 - c. Transcript of Records (Authenticated)
 - d. Certificate of Trainings and Seminars Attended
 - e. Authenticated Eligibility
 - f. Latest Service Record or Certificate of Employment
 - g. Performance Rating for the last 2 years (in current position if applicable)
 - h. Other accomplishments relevant to the position
 - i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Date/Time: 06/11/2020

By: Rommel

Ref. No: **DM 381, S. 2021**



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- Applicants are hereby informed that the list of schools/offices with vacancy are identified (See Enclosure), as well as for the position. Applicants are advised to submit letter of intent stating the vacancy and station that they are applying for.
- The applicants who undergone school-based ranking procedure shall be automatically included in this selection process including those who submitted via email through the office of the HRMO II of this division.
- The Personnel Selection Board (PSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents and written skills/test.
- Applicants may submit their pertinent papers through the district liason officers., documents should be in **proper arrangement** as stated in item no. 2 of this memorandum. In addition, **incomplete documents will not be entertained and no additional documents will be accepted after the deadline.**
- Applicants who will pass the initial evalutaion will be infomed through a division memorandum for the schedule online interview and written/skills test. Those who will meet the cut-off score of 45 points and above will be included in the rank list.
- Listed below are the Qualification Standard for the positions.

POSITION/SALARY GRADE:

ADMINISTRATIVE AIDE VI/ SG-6;

ADMINISTRATIE ASSISTANT II/SG-8;

ADMINISTRATIVE ASSISTANT III/ SG-9

Administrative Assistant III (Senior Bookkeeper)

QUALIFICATIONS:

EDUCATION : Completion of 2 years studies in college

EXPERIENCE : At least 1-year relevant experience

TRAINING : Four (4) hours relevant experience

ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Requirements**

Applicants must possessed a Bachelor's Degree in Business Administration preferably in accounting



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With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II

QUALIFICATIONS:

EDUCATION : Completion of 2 years studies in college
EXPERIENCE : At least 1-year relevant experience
TRAINING : Four (4) hours relevant experience
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

Administrative Aide VI (Clerk III)

QUALIFICATIONS:

EDUCATION : Completion of 2 years studies in college
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

- **Preferred Additional Requirements for Administrative Assistant II and Administrative Aide VI**

Applicants must be a Bachelor's Degree and with experience in clerical and administrative functions.

9. Immediate and widest 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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Enclosure to DM No. ____ s. 2021

LIST OF OFFICE/SCHOOL WITH VACANT NON-TEACHING POSITIONS

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	2	ACCOUNTING SECTION (CATANAUAN SUB-OFFICE)
	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	1	ACCOUNTING SECTION
	ADMINISTRATIVE ASSISTANT III	1	ADMINISTRATIVE AND GENERAL SERVICES SECTION
	ADMINISTRATIVE ASSISTANT II (SHS)	1	PROPERTY AND SUPPLY
	ADMINISTRATIVE AIDE VI	1	PERSONNEL SECTION
	ADMINISTRATIVE AIDE VI	1	LEARNING RESOURCE
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OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT
SENIOR HIGH SCHOOL	ADMINISTRATIVE ASSISTANT II	24	<ol style="list-style-type: none">1. BONIFACIO NHS2. CAGSIAY III NHS3. POLILLO NHS4. GOV. ANACLETO ALCALA NHS5. LUSACAN NHS6. PAISA NHS7. CABONG NHS8. CALANTAS NHS9. CAMFLORA NHS10. CASAY NHS11. GODOFREDO MTAN MSAT12. MALAYA NHS13. MALIGAYA NHS – BUENAVISTA14. MARCIAL B. VILLANUEVA NHS15. PANGSANGAHAN NHS16. RENATO EDAÑO VIVENCIO NHS17. SAN JOSE NHS18. ALONEROS NHS19. BAGONG SILANG NHS20. DAO NHS21. GUINAYANGAN NHS22. KINATAKUTAN NHS23. LAGAY NHS24. TAGKAWAYAN NHS

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