



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

December 29, 2020

DIVISION MEMORANDUM
DM No. 405, s. 2020

SUBMISSION OF APPLICATION FOR LEARNING SUPPORT AIDES (LSA) IN RENATO EDANO VICENCIO NATIONAL HIGH SCHOOL

To: **OIC-Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Accounting Staff, Public Schools District Supervisors, Public Elementary, Secondary, and Senior High School Heads, All Others Concerned**

1. In accordance with DepEd Order No. 32, s. 2020 "Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic," this office announces the calling of application for Learning Support Aides (LSA) after evaluation as per request of the school heads of the following schools:

Renato Edano Vicencio NHS, San Francisco, Quezon – 2 vacancies

2. Applicants for LSA must meet the following minimum qualifications:
 - a. Education: At least Senior High School Graduate; or at least 2 years in College
 - b. Training: Non-Required
 - c. Experience: Non-Required
 - d. Eligibility: Non-Required
 - e. Age: At least 21 years old but not more than 59 years old
 - f. Preferably resident of the community /barangay where the school is located
 - g. Preferred additional requirements:
 - Remaining teacher applicants in the RQA, LET Passer, displaced private school teacher.
3. Interested applicants should submit the following documentary requirements to the School Heads of the concerned schools:
 - a. Letter of intent addressed to the SDS, or to the highest human resource officer designated by the SDS;
 - b. Duly accomplished PDS Form (CS Form 212, Revised 2017);
 - c. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable;

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- d. NBI or Barangay Clearance;
 - e. Other documents as may be required such as but not limited to the following:
 - i. Photocopy of LET Eligibility/ Rating/ License ID, if there's any;
 - ii. Photocopy of Transcript of Records (TOR) and True Copy of Grades;
 - iii. Photocopy of Service Record or Certificate of Employment, if there's any;
 - iv. Photocopy of Certificates of Training, if there's any;
 - v. Photocopy of the latest Performance Rating, if there's any; and
 - f. Omnibus certification of authenticity of the documents submitted, as evidenced by the certification signed by the applicant.
4. All interested applicants must follow the existing health protocols issued by the IATF-EID and DOH to avoid local transmission of COVID-19 disease.
 5. The school head shall identify the members of School Screening Committee (SSC) and shall be transmitted to the Division Office through HRMO on or before **January 8, 2021** for review and issuance of the corresponding designation order.
 6. Posting and immediate dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR. Ed.D.
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent