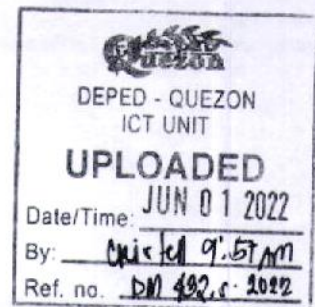




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 May 2022

DIVISION MEMORANDUM
DM No. 482, s. 2022

**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 Accountant III, Administrative Officer II, Registrar I (Senior High School), Administrative Assistant III, Administrative Assistant II, Administrative Aide VI and Driver. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation.
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. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of Certificate of Eligibility/Rating/License/ID;
 - d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - e. Photocopy of Service Record or Certificate of Employment, if applicable;
 - f. Photocopy of Certificates of Training, if applicable;
 - g. Photocopy of Performance Rating for the last 2 years (in current position if applicable)
 - h. Omnibus Sworn Statement;
 - i. Checklist of Requirements (See attached enclosure);
 - j. Other documents as may be required.

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3. 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.
4. 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, subject to the submission of the hard copies upon request for the purposes of verification.
5. The Human Resource Merit and Promotion Selection Board (HRMPSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents and written skills/test.
6. Interested and Qualified Applicants shall submit their pertinent papers to the person-in-charge (Administrative Assistant/Liason Officer) on or before June 13, 2022 and the deadline of submission to the Division Office or Sub-Office of the person-in-charge will be on June 14, 2022. Documents should be in **proper arrangement** as stated in **item no. 2** of this memorandum. In addition, individuals **who failed to submit mandatory document requirements stated in item number 2.a to 2.i in this memorandum on the said deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements (item no. 2.j) shall not warrant exclusion from the pool of official applicants.**
7. Applicants who pass the initial evaluation will be notified through division memo of the date and time of the open ranking procedure, online interview, and written/skills exam. Those who meet the minimum cut-off scores will be included in the rank list:

Accountant III – 60 points above

Administrative Officer II and Registrar I – 50 points above

Administrative Assistant III, Administrative Assistant II and Administrative Aide VI – 45 points and above

Driver - 30 points and above

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8. Listed below are the Qualification Standard for the positions.

POSITION/SALARY GRADE:

ACCOUNTANT III / SG- 19
ADMINISTRATIVE OFFICER II/ SG-11;
REGISTRAR I/ SG-11;
ADMINISTRATIVE ASSISTANT III/ SG-9;
ADMINISTRATIVE ASSISTANT II/SG-8;
ADMINISTRATIVE AIDE VI (CLERK III)/SG-6
DRIVER / SG-4

ACCOUNTANT III (see attached enclosure)

QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce/Business Administration major in Accounting
EXPERIENCE : 2 years relevant experience
TRAINING : 8 hours relevant training
ELIGIBILITY : RA 1080 (CPA)

ADMINISTRATIVE OFFICER II (see attached enclosure)

QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

• **Preferred Additional Qualifications**

With experience in human resource management, supply management and financial management.

REGISTRAR I (see attached enclosure)

QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

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ADMINISTRATIVE ASSISTANT III (see attached enclosure)

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 Qualifications**

Applicants must possessed a Bachelor's Degree
With experience in clerical and administrative functions.

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) (see attached enclosure)

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 Qualifications**

Applicants must possessed a Bachelor's Degree in Business Administration preferably in accounting or financial management
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II (Disbursing Officer II) (see attached enclosure)

QUALIFICATIONS:

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

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- **Preferred Additional Qualifications**

Applicants must possessed a Bachelor's Degree in Business Administration preferably in accounting or financial management
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II (SHS) (see attached enclosure)

QUALIFICATIONS:

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

- **Preferred Additional Requirements**

Applicants must possessed a Bachelor's Degree
With experience in clerical and administrative functions.

ADMINISTRATIVE AIDE VI (CLERK III) (see attached enclosure)

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

- **Preferred Additional Requirements**

Applicants must possessed a Bachelor's Degree
With experience in clerical and administrative functions.

DRIVER (see attached enclosure)

EDUCATION : Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Professional Drivers License

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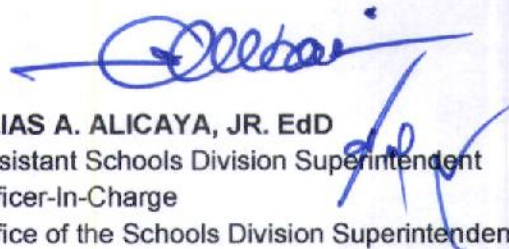
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9. Travel and incidental expenses of all concerned relevant to this activity shall be charged against MOOE/Local funds subject to usual accounting and auditing rules and regulations.
10. Immediate and widest dissemination of this memorandum is desired.


ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Asdsajmo05/27/2022

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Enclosure to DM No. 432 s. 2022

CHECKLIST OF REQUIREMENTS

Name : _____ Internal/External Applicant: _____

Position applying for : _____ Place of Assignment: _____

- Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position and office you are applying for);
- Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of Certificate of Eligibility/Rating/License/ID;
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of Performance Rating for the last 2 years (in current position if applicable)
- Ominibus Sworn Statement;
- Checklist of Requirements
- Other documents as may be required.

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Enclosure 2 on DM No. 432 s. 2022

LIST OF OFFICE/SCHOOL WITH VACANT NON-TEACHING POSITION

OFFICE	POSITION	NUMBER OF VACANCY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	ACCOUNTANT III	1
	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	6
	ADMINISTRATIVE ASSISTANT III	4
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	1
	ADMINISTRATIVE ASSISTANT II (SHS)	1
	ADMINISTRATIVE AIDE VI	1
	DRIVER	1

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OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT	MUNICIPALITY WHERE THE VACANCY EXIST
ELEMENTARY	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	8	Burdeos CS	Burdeos
			Candelaria West District	Candelaria
			Dolores District	Dolores
			General Nakar CS	General Nakar
			Mulanay District	Mulanay
			Pitogo District	Pitogo
			San Antonio District	San Antonio
			Aurora ES	San Francisco
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	4	Mauban South CES I	Mauban South
			Patnanungan CES	Patnanungan
			Pitogo District	Pitogo
			Sariaya West District	Sariaya West
JUNIOR HIGH SCHOOL	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	15	Maligaya NHS	Atimonan
			San Roque - Ilaya NHS	Calauag
			Doongan NHS	Catanauan
			Nabangka NHS	Guinayangan
			Jomalig NHS	Jomalig
			Cogorin Ibaba NHS	Lopez
			Calantas NHS	Macalelon
			Lidayway NHS	Mauban
			San Juan NHS	Panukulan
			Callejon NHS	San Antonio
			Sto. Nino NHS	San Francisco
			Jacinta G. Esplana NHS	San Francisco
			Castanas NHS	Sariaya
			San Isidro NHS	Tagkawayan
			Bamban NHS	Tagkawayan
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	9	Lagay NHS	Calauag
			Aloneros NHS	Guinayangan
			Camohaguin NHS	Gumaca
			Sabang NHS	Polillo
			Sto. Nino NHS	San Francisco
			Jacinta G. Esplana NHS	San Francisco
			Castanas NHS	Sariaya
			Bamban NHS	Tagkawayan
			San Isidro NHS	Tagkawayan

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SENIOR HIGH SCHOOL	REGISTRAR I (SHS)	2	Alabat Island NHS	Alabat	
			Sta. Catalina NHS	Candelaria	
	ADMINISTRATIVE OFFICER II	1	Godofredo M. Tan MSAT	San Narciso	
	ADMINISTRATIVE ASSISTANT II		10	Quezon Science High School	Sariaya
				Gloria Umali NHS	Tiaong
				San Roque NHS	Catanauan
				Doongan NHS	Catanauan
				Lina Gayeta NHS	Padre Burgos
				Pitogo Community HS	Pitogo
				Jomalig NHS	Jomalig
				Sanmandeclar NHS	Tagkawayan
				Lutucan INHS	Sariaya
	Balesin IS	Polillo			

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Enclosure 3 to DM No. 431 s. 2022

CLUSTER COMMITTEE FOR THE SELECTION VACANT NON-TEACHING POSITION

Cluster	DISTRICT	Venue of Submission	Venue of Evaluation	HRMPSB Members/TWG
SDO QUEZON PAGBILAO	Division Office Candelaria Sariaya San Antonio Dolores Tiaong Mauban	where the vacancy exists	Library Hub SDO Pagbilao	Pre-Evaluation of documents Team Leader <ul style="list-style-type: none">• Norvic Villania• Anna Jean M. Ogerio Members <ul style="list-style-type: none">• Abegail Q. Cadag• Mildred Glorioso• Sharon Venzuela• Czarina Gaye J. Mendiola• Sarah Lynn Diala• Kristoffer Oineza• Raquel Venzuela• Famela Fontarum• Jerome Jorvina• Michelle Malijan• Maribel Mercado• Zarah Ciel Nanez• Melody Quintua• Russel Rodriguez• Girlie Solina• Claudine Gayle A. Jalbuena• Jenilyn P. Licardo• Mica Angelita T. Pasia• John Braynard Jardin Validation of Documents Education Program Supervisor <ul style="list-style-type: none">• Celestina M. Alba• Abner M. Pureza• Carmela Ezel Orogo• Asuncion C. Ilaos

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Cluster	DISTRICT	Venue of Submission	Venue of Evaluation	HRMPSB Members/TWG
REAL SUB-OFFICE	Burdeos General Nakar Jomalig Panukulan Patnanungan Polillo	where the vacancy exists	REAL CENTRAL ELEMENTARY SCHOOL	Pre-Evaluation of documents Team Leader <ul style="list-style-type: none">Ruel Sungduan Members <ul style="list-style-type: none">Anna Carina H. BautistaDessery Mauhay Validation of Documents Education Program Supervisor <ul style="list-style-type: none">Celestina M. AlbaAbner M. Pureza
CATANAUAN SUB-OFFICE	Catanauan Macalelon Mulanay Padre Burgos Pitogo San Andres San Francisco San Narciso	where the vacancy exists	CATANAUAN CENTRAL SCHOOL	Pre-Evaluation of documents Team Leader <ul style="list-style-type: none">Aireene MoralesBryan Fernandez Members <ul style="list-style-type: none">Arvin ZetaMarianne A. ForbesAmeicel A. HutallaColleen Ciara E. RosalesMaychelle A. TeJhoana May M. WarizaGeo Lincoln Zoleta Validation of Documents Education Program Supervisor <ul style="list-style-type: none">Walter F. GalarosaJuanito A. Merle

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Cluster	DISTRICT	Venue of Submission	Venue of Evaluation	HRMPSB Members/TWG
GUMACA SUB-OFFCE	Alabat Atimonan Calauag Guinayangan Gumaca Lopez Perez Tagkawayan	where the vacancy exists	GUMACA NATIONAL HIGH SCHOOL	Pre-Evaluation of documents Team Leader <ul style="list-style-type: none">• Bryan Merjudio Members <ul style="list-style-type: none">• Loreza T. Arano• Rosvyl Caludia Esposo• Marizelle Luna• Maria Viola R. Manila• Paul Harvey Martinez• Verna A. Mayorga• Ma. Crisela O. Moreno• Madonna Nicolas• Zara Jessica Pasta Validation of Documents Education Program Supervisor <ul style="list-style-type: none">• Joan Alejaida R. Mauhay• Ma. Dylin S. Garcia

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