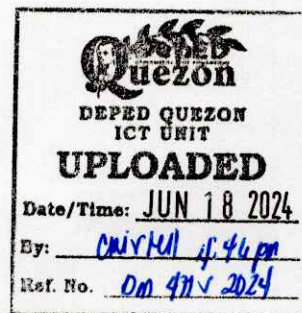




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 June 2024

DIVISION MEMORANDUM

DM No. 471, s. 2024

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR ADMINISTRATIVE OFFICER II POSITION

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
HRMPSB Members
Public Elementary and Secondary Schools
All Others Concerned

1. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for Administrative Officer II position** (see attached enclosure 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. Interested qualified applicants must place their pertinent documents in a **folder** with “ear tag” which will be submitted to the Division Office. The Personnel Section will facilitate the checking and receiving of documents.
3. The pertinent documents of the Administrative Officer II position 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**, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- d. Photocopy of Certificate of Eligibility / Report of Rating, if applicable;

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- 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 the 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 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), 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 related-teaching, school administration 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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4. All application documents shall be submitted on or before **June 28, 2024 (Friday)** at the **Division Office of Quezon, Talipan, Pagbilao, Quezon** until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.
5. 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://tinyurl.com/SDO-Quezon-Application-Reqs>**
6. **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.**
7. 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://tinyurl.com/SDO-Quezon-Registry-AO-II>**



8. The initial evaluation, pre-evaluation and Comparative Assessment of Administrative Officer II Applicants shall be performed by the HRMO, and HRMPSB respectively.
9. The Registry of Qualified Applicants for Administrative Officer II 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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10. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached Inclosure.

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persmju06/18/2024

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Enclosure 1 to Division Memorandum No. _____ s. 2024

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	June 18, 2024	1
Last day of receiving of application	Records Section	June 28, 2024	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section	July 1 – July 5, 2024	5
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV	July 8, 2024	1
Posting of Initial Evaluation Results (IER)	HRMPSB/AO IV/Secretariat	July 9, 2024	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), and Written Examination	HRMPSB Members and sub-committee members	July 10 – 12, 2024	3
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	July 15, 2024	1
Submission of CAR to the Appointing Authority	HRMPSB Members	July 16, 2024	1
Posting of Comparative Assessment Result	HRMPSB Members	July 17, 2024	1

Note: The scheduled timeline of activities is subject to change based on the number of application forms received.

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Enclosure No. 2 to Division Memorandum No. _____ s. 2024

LIST OF VACANCIES
ADMINISTRATIVE OFFICER II

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	27000	1	Pinagpalapalahan ES, Mulanay District
			1	Villa Aurora ES, Lopez East District
			1	Poio ES, Mauban South District
			1	Pandan ES, Panukulan District
			1	Maragondon ES, Real District
			1	Malapad ES, Real District
			1	Villa Veronica ES, Buenavista District
			1	Villa Magsaysay ES, Buenavista District
			1	Sumilang ES, General Luna District
			1	Lainglaingan ES, Calauag East District
			1	Villa San Isidro ES, Calauag West District
1	Lungib ES, Calauag West District			

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			1	Kinamaligan ES, Calauag West District
			1	Tinambulan ES, Calauag West District
			1	Bebito ES, Lopez East District
			1	Vergaña ES, Lopez East District
			1	Ulpiano Camacho ES, Quezon District
			1	Muliguin ES, Unisan District
			1	Magsaysay ES, San Antonio District
			1	Aquino ES, Tiaong District
			1	San Lorenzo ES, Mauban North District
			1	Baao ES, Mauban North District
			1	Don Eulogio Capino ES Annex (Putol), Dolores District
			1	Mahinta ES, Tagkawayan District
			1	Guihay ES, Lopez West District
			1	Montes Balaon ES, Atimonan District
			1	Villa Victoria ES, Gumaca West District
			1	Pagsabangan ES, Gumaca West District

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			1	Inalig ES, Atimonan District
			1	Matanag ES, Atimonan District
			1	Parang ES, Mulanay District
			1	San Miguel-San Rafael ES, Mauban North District
			1	San Vicente Silangan ES, Catanauan District
			1	Sta. Maria Dao ES, Catanauan District
			1	Nieva ES, General Luna District
			1	Malaya ES, General Luna District
			1	Bacong Ilaya ES, General District
			1	Bacong Ibaba ES, Genera; District
			1	Pamampangin ES, Lopez East District
			1	Bungoy ES, Dolores District
			1	De La Paz ES, Buenavista District
			1	San Jose ES, Tiaong District
			1	Villa Magsino ES, Calauag West District
			1	Yaganak ES, Calauag East District

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			1	Taguin Elementary School, Macalelon District
			1	Punta Elementary School, Unisan District
			1	Pocotol Elementary School, Unisan District
			1	San Vicente ES, General Luna District
			1	Malinao Ibaba ES, Atimonan District
			1	San Francisco ES, Tiaong District
			1	Mayapyap Elementary School, Candelaria West District
			1	Rosario ES, Gumaca West District
			1	Ilosong ES, Plaridel District
			1	Pinagdanlayan ES, Dolores District
			1	Don Rodolfo F. Agra ES, Lopez West District
			1	San Roque ES, Calauag East District
			1	Sampaloc ES II (G-Hills), Sampaloc District
			1	San Isidro Ibaba ES, Buenavista District

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			1	San Francisco ES, Tagkawayan District
			1	Ma. Febrer Maningas ES, Quezon District
			1	Gregorio M. Mendoza ES, Guinayangan District
			1	Mabini Ibaba ES, Macalelon District
			1	Tubigan ES, Macalelon District
			1	Pilaway ES, Mauban South District
			1	Antonino ES, Dolores District
			1	Progreso ES, Gumaca West District
			1	Kinabuhayan ES, Dolores District
			1	San Rafael ES, Atimonan District
			1	San Isidro ES, General Luna District
			1	Guinhalinan ES, San Narciso District
			1	Yawe ES, Padre Burgos District
			1	Tuhian ES, Catanauan District
			1	Tongohin ES, Infanta District
			1	Mangilag Sur ES, Candelaria East District

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			1	Anastacia ES, Tiaong District
			1	Sta. Lucia ES, Mauban South District
			1	Ayusan ES, Tiaong District
			1	Sergio Balane ES, General Luna District
			1	Pinagkamaligan ES, Calauag West District
			1	Magallanes ES, Lopez East District
			1	Guinayangan ES, Guinayangan District
			1	Anibawan ES, Burdeos District
			1	Bonifacio ES, Burdeos District
			1	Anonang ES, Mulanay District
			1	Guinayagan ES, Patnanungan District
			1	Luod IS, Patnanungan District
			1	Kilogan ES, Patnanungan District
			1	Kalubaki ES, Polillo District
			1	Mabuhay ES, San Francisco District
			1	Nangka ES, San Narciso District

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			1	San Vicente ES, San Narciso District
			1	White Cliff NHS, San Narciso District
			1	Bani ES, San Narciso District
			1	Katimo ES, Tagkawayan District
			1	Santayana ES, Unisan District
			1	Pagitan ES, Panukulan District
			1	Amaga ES, Patnanungan District
			1	Cumbahan ES, San Francisco District
			1	Pantay ES, San Francisco District
			1	Pansol ES, Lopez West District
			1	Tamnao ES, San Andres District
			1	Rosario ES, Lopez East District
			1	Sablang ES, General Nakar District
			*** nothing follows ***	

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Secondary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	27000	1	Cabong NHS, Buenavista District
				Sto. Angel NHS, Calauag West District

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QUALIFICATION STANDARDS OF ADMINISTRATIVE OFFICER II POSITION


Position	Education	Training	Experience	Eligibility
Administrative Officer II	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility


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