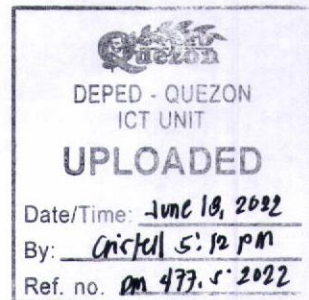




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 June 2022

DIVISION MEMORANDUM
DM No. 477, s. 2022

**CALLING FOR APPLICATION FOR VACANT ELEMENTARY & JUNIOR HIGH SCHOOL
ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III
AND ADMINISTRATIVE ASSISTANT II**

**To: Assistant Schools Division Superintendents
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 Officer II, Administrative Assistant II (SHS) and Administrative Assistant III (Senior Bookkeeper). All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation.
2. In connection with the above stated, the Department of Education released "DM-HROD-2021-0171 Re: DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2021" dated September 3, 2021 states that "In view of the limited newly created items in FY 2021, some items shall be deployed to clusters of school to increase the number of schools that will be able to avail the administrative services of the AO II. For the purposes of AOI II deployment, a cluster shall consist of 2-3 schools within the same district. The Schools Division Offices (SDOs) shall determine which schools shall be clustered."
3. 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);

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

- 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.
4. 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.
5. 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.
6. 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.
7. Interested and Qualified Applicants shall submit their pertinent papers to the person-in-charge (Administrative Assistant/Liason Officer) on or before June 23, 2022 and the deadline of submission to the Division Office or Sub-Office of the person-in-charge will be on June 24, 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.**

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

However, failure to submit the non-mandatory documentary requirements (item no. 2.j) shall not warrant exclusion from the pool of official applicants.

8. 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 of 45 and 50 points for Administrative Assistant III and Administrative Assistant II, and Administrative Officer II and Registrar I, respectively, will be included in the rank list.
9. **Applicants must be willing to be assigned to schools located in far-flung areas where their services are needed.**
10. Listed below are the Qualification Standard for the positions.

POSITION/SALARY GRADE:

ADMINISTRATIVE OFFICER III/ SG-11; (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.

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

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- **Preferred Additional Qualifications**

Applicants must possess 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 possess a Bachelor's Degree

With experience in clerical and administrative functions.

11. 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.
12. 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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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1 to DM No. 437 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)
- Omnibus Sworn Statement;
- Checklist of Requirements
- Other documents as may be required.

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Enclosure 2 to DM No. 477 s. 2022

LIST OF VACANT POSITION

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT (SD/Sub-Offices/School)	MUNICIPALITY WHERE THE VACANCY EXIST
SENIOR HIGH SCHOOL	ADMINISTRATIVE ASSISTANT II	1	San Antonio NHS	San Antonio
ELEMENTARY	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	1	Guinayangan South District	Guinayangan
	ADMINISTRATIVE OFFICER II	34	DIVISION OF QUEZON	

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Enclosure 3

CLUSTER COMMITTEE FOR THE SELECTION VACANT NON-TEACHING POSITION

Cluster	DISTRICT	Venue of Submission	Venue of Evaluation	HRMPSB Members/TWG
SDO QUEZON PAGBILAO	Sariaya Pagbilao	where the vacancy exists	Library Hub SDO Pagbilao	Pre-Evaluation of documents Team Leader <ul style="list-style-type: none">• Raquel Venezuela• Anna Jean M. Ogerio Members <ul style="list-style-type: none">• Abegail Q. Cadag• Mildred Glorioso• Sharon Venezuela• Czarina Gaye J. Mendiola• Sarah Lynn Diala• Kristoffer Oineza• Norvic Villania• 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 Ezcel Orogo• Asuncion C. Ilao

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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. Bautista Dessery Mauhay Validation of Documents Education Program Supervisor <ul style="list-style-type: none"> Celestina M. Alba Abner 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 Morales Bryan Fernandez Members <ul style="list-style-type: none"> Arvin Zeta Marianne A. Forbes Ameicel A. Hutalla Colleen Ciara E. Rosales Maychelle A. Te Jhoana May M. Wariza Geo Lincoln Zoleta Validation of Documents Education Program Supervisor <ul style="list-style-type: none"> Walter F. Galarosa Juanito A. Merle

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Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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 Validation of Documents Education Program Supervisor <ul style="list-style-type: none">• Joan Alejaida R. Mauhay• Ma. Dylin S. Garcia

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