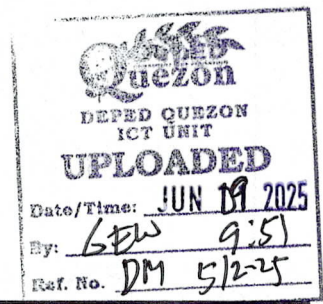




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 June 2025

DIVISION MEMORANDUM
DM No. 512, s. 2025

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR ADMINISTRATIVE OFFICER II POSITIONS

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

1. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for Administrative Officer II Positions** (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 **District Offices**.
3. The pertinent documents for 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;
- 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;

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- 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.
4. All application documents shall be submitted on or before **June 19, 2025 (Thursday) at the District Offices 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**

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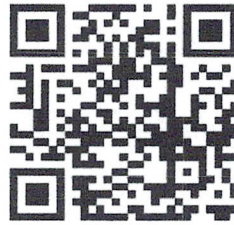
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requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.

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/APP-REG-AO2-2025>




8. The initial evaluation, pre-evaluation and Comparative Assessment of Administrative Officer II Applicants shall be conducted by the District Sub-Committee members.
9. The Public Schools District Supervisors (PSDSs) shall facilitate the submission of the electronic copy of the CAR-RQA (by district) to this email: **sdo.quezon.personnel@deped.gov.ph** following the given schedule and using this file name format until **June 23, 2025 ONLY. CongDistDistrictAO2-School**

Ex. **1stLucbanAO2-PSLIS**

2ndSanAntonioAO2-SanAntonioNHS

10. The Registry of Qualified Applicants for Administrative Officer II position shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject for approval of the Schools Division Superintendent.
11. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
12. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL OMBAUTISTA, CESO V
Schools Division Superintendent

Persmjv06/09/2025

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Enclosure 1 to Division Memorandum No. _____ s. 2025

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	June 9, 2025	1
Last day of receiving of application	District Sub-Committees	June 19, 2025	1
Initial Assessment/Screening of applications or pertinent documents	District Sub-Committees	June 20, 2025	1
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV		
Posting of Initial Evaluation Results (IER)	HRMPSB/AO IV/Secretariat		
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI) and Written Examination	HRMPSB Sub-Committee members	June 23, 2025	1
HRMPSB Deliberation	HRMPSB Members	June 24, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	June 25, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members		

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. 2025

LIST OF VACANCIES

Elementary

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	1	Burdeos District
			1	Gen Nakar I District
			2	Gen Nakar II District
			3	Infanta District
			3	Jomalig District
			3	Mauban North District
			5	Mauban South District
			1	Pagbilao I District
			5	Panukulan District
			1	Patnanungan District
			2	Pollillo District
			1	Real District
			2	Sampaloc District
			8	Candelaria East District
			5	Candelaria West District
			3	Dolores District
			3	San Antonio District
			2	Sariaya East District
			10	Sariaya West District
			5	Tiaong I District
			5	Tiaong II District
			2	Agdangan District
			2	Buenavista I District
			6	Buenavista II District
			4	Catanauan I District
			6	Catanauan II District
			2	Macalelon District
			5	Mulanay I District
			7	Mulanay II District
			4	Padre Burgos District
			1	Pitogo District

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			1	General Luna District
			2	San Andres District
			3	San Francisco I District
			4	San Francisco II District
			4	San Narciso I District
			5	San Narciso II District
			2	Unisan District
			1	Alabat District
			3	Atimonan I District
			3	Atimonan II District
			8	Calauag East District
			10	Calauag West District
			3	Guinayangan North District
			2	Guinayangan South District
			3	Gumaca West District
			8	Lopez East District
			6	Lopez West District
			3	Perez District
			1	Plaridel District
			2	Quezon District
			7	Tagkawayan I District
			2	Tagkawayan II District
nothing follows				

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	1	Caridad Ilaya IS, Atimonan District
			1	Madagoldol IS, San Francisco District
			1	Alejandro P. Libao NHS, Catanaunan District
			1	San Rafael NHS, Atimonan District
			1	CB Encarnado IS, Alabat District
			1	Bagong Silang NHS, Tagkawayan District

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			1	Bantulinao IS, Calauag West District
			1	Bignay NHS, Sariaya West District
			1	Cesar C. Tan Mem. NHS, Quezon District
			1	Emilio V. Quizon NHS, San Andres District
			1	Hagonghong IHS, Buenavista District
			1	Jongo NHS, Lopez District
			1	Juanito C. Wagan INHS, San Antonio District
			1	Lubayat NHS, Real District
			1	Malinao Ilaya INHS, Atimonan District
			1	Nagsinamo NHS, Lucban District
			1	Pakiing NHS, Mulanay District
			1	Renato Edaño Vivencio NHS, San Francisco District
			1	Sta. Lucia NHS, Dolores District
			1	Tabason NHS, Tagkawayan District
			1	Ungos NHS Extension – Llavac, Real District
			1	Amontay NHS, Pitogo District
			1	Bagupaye IHS, Mulanay District
			1	Bamban NHS, Tagkawayan District
			1	Burdeos NHS, Burdeos District
			1	Calantas NHS, Macalelon District
			1	Callejon NHS, San Antonio District
			1	Castañas NHS, Sariaya East District
			1	Casay NHS, San Francisco District
			1	San Jose NHS, Catanauan District
			1	Cogorin Ibaba NHS, Lopez District
			1	Concepcion NHS, Plaridel District
			1	Dagatan NHS, Dolores District
			1	Doña Francisca Alvarez Rejano IS,

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				Mulanay District
			1	Gov. Anacleto C. Alcala NHS, Sariaya West District
			1	Guinayangan NHS, Guinayangan District
			1	Hondagua NHS, Lopez District
			1	Ilayang Yuni Junior and Senior INHS, Mulanay District
			1	Katimo NHS, Tagkawayan District
			1	Libo NHS, Panukulan District
			1	Magallanes NHS, Lopez District
			1	Nabangka NHS, Guinayangan District
			1	Pagsangahan NHS, San Francisco District
			1	Perez NHS, Perez District
			1	Pitogo Community HS, Pitogo District
			1	San Antonio NHS, San Antonio District
			1	San Francisco B NHS, Lopez District
			1	San Isidro IS, Tagkawayan District
			1	Tumbaga NHS, San Francisco District
			1	Sto. Domingo NHS, Calauag West District
			1	Balubad IS, Atimonan District
			1	Calutcot IS, Burdeos District
			1	Binagbag IHS, Agdangan District
nothing follows				

Senior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	1	Guinayangan SH, Guinayangan 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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