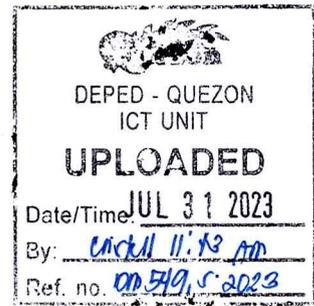




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 July 2023

DIVISION MEMORANDUM

DM No. 549, s. 2023

ADDENDUM AND CORRIGENDUM TO DM NO. 543, S. 2023 ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR RELATED-TEACHING, SCHOOL ADMINISTRATION, TEACHING, AND NON-TEACHING POSITIONS

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

1. In reference to DM No. 543, s. 2023 Announcement of Vacancies in SDO Quezon for related-teaching, school administration, teaching, and non-teaching positions, this addendum and corrigendum is issued to announce additional vacancies in SDO Quezon, provide the Qualification Standards for School Principal III and to correct the place of assignment of the vacant position in elementary Administrative Officer II, to wit;

POSITION	SALARY GRADE	PLACE OF ASSIGNMENT	
		INSTEAD OF	SHOULD BE
Administrative Officer II	11	Aurora CES, San Francisco District	Sabang ES, Calauag West District

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Additional vacant position;

Elementary

School Administration Position, Teaching and Non-Teaching Position

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
School Principal II	20	57,347	1	Division of Quezon
Special Education Teacher I	14	33,843	1	Padre Burgos District
Administrative Assistant II (Disbursing Officer II)	8	19,744	1	Alabat Central Elementary School, Alabat District

Junior High School

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Head Teacher III	16	39,672	1	Infanta National High School, Infanta, Quezon
Head Teacher I	14	33,843	1	Hagonghong ISS, Buenavista, Quezon
Guidance Counselor III	13	31,320	1	Quezon National High School, Lucena City, Quezon
Accountant I	12	29,165	1	Quezon National High School, Lucena City, Quezon

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2. The Qualification Standards of the additional vacant positions are as follows;

Elementary

Position	Education	Training	Experience	Eligibility
School Principal III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	2 YEARS AS PRINCIPAL	RA 1080 /LET/ PBET
School Principal II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	1 YEAR AS PRINCIPAL	
Special Education Teacher I	Bachelor's Degree in Education with Specialization in Special Education and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011	
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	

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Junior High School

Position	Education	Training	Experience	Eligibility
Head Teacher III	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	RA 1080 /LET/ PBET
Head Teacher I	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS	
Guidance Counselor III	Master's degree in Guidance and Counselling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Registered Guidance Counselor)
Accountant I	Bachelor of Science in Accountancy	NONE REQUIRED	NONE REQUIRED	RA 1080 (CPA)

- Deadline for submission of application documents of additional vacant positions shall be submitted on or before **August 7, 2023 (Monday) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
- All other items stated in the Memorandum shall remain the same.

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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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