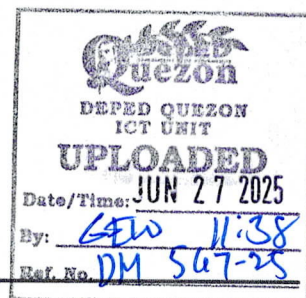




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 June 2025

DIVISION MEMORANDUM

DM No. 567, s. 2025

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION FOR THE LEGAL SECTION UNDER JOB ORDER SUPPORT SERVICES (JO)

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

1. In reference to Schools Division Office of Quezon Office Memorandum with reference **OM 008, s. 2025**, titled "Office Policy on the Hiring and/or Renewal of Job Order Support Services", this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide VI for Legal Section under Job Order Support Services (JO)**. All interested and qualified applicants 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 documents in a **folder** with an "ear tag" and submit them **directly to the Schools Division Office – Records Section**. The documents will then be forwarded by the Personnel Section to the concerned **Section Head** for validation/ assessment on or before **July 1, 2025 (Tuesday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- a. Intent / Application Letter
- b. Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
- c. Clearances (NBI, Police and Barangay Clearance)
- d. Form 212 and / or Resume

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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e. X-Ray Result / Psychological Test (prior to Contract Signing)

3. The Job Order Support Services (JO) applicants shall be assessed by the following Section Head as assessor/validator, and observed by the Assistant Schools Division Superintendent-in-Charge of the requesting units/sections or his/her alternate:

TARGET FUNCTION	ASSESSOR / VALIDATOR
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function

4. Attached is the detailed vacancy list with the specific functions, qualification standards, office assignments, and suggested timeline.
5. Wide and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

persrm06/26/2025

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Enclosure 1 to Division Memorandum No. _____ s. 2025

**DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS,
 AND OFFICE ASSIGNMENTS FOR THE ADMINISTRATIVE AIDE POSITION IN SCHOOLS
 DIVISION OFFICE – LEGAL SECTION UNDER JOB ORDER SUPPORT SERVICES (JO)**

NO. OF VACANCIES	POSITION	OFFICE ASSIGNMENT	SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
1	Administrative Aide IV	Legal Section	<ul style="list-style-type: none"> Organize documents for easy retrieval and reference. Draft simple communications such as indorsement and Order of Correction of Entries following the template of the Legal Unit. Assist the Legal Unit in receiving and releasing physical documents. Assist the Legal Unit in tracking and routing of documents to other offices through the use of Document Tracking System (DTS). Coordinate and facilitate the processing of MOAs, Division Clearance, Application for Provident Loans, and GSIS Claims, Correction of Entries. Provide clerical support to the Legal Unit, including encoding, printing, photocopying and scanning. 	<p>Educational Attainment: Bachelor's Degree</p> <p>Specialization/Skills Required: The Administrative Aide VI must be able to prepare templated reports, computer literate, proficient in Excel, Word, etc. Can operate office equipment's Good organizational and time management The role also requires administrative support skills such as proper documentation, courier duties, and logistical assistance. Key soft skills include reliability, confidentiality, flexibility, and professionalism.</p> <p>Experience / Other Qualifications: Data management skill is considered advantageous.</p>

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**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE POSITIONS
UNDER THE JOB ORDER SUPPORT SERVICES (JO)**

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none">Post job vacancy for one (1) Administrative Aide VI – Legal Section. <i>Note: Local hiring is highly encouraged.</i>	SDO-HRMO	June 27, 2025 – July 01, 2025 5 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none">HRMO calls applicants who submitted applications.Assessor/validator conducts practical tests for all applicants using standardized checklist.HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.	SDO-HRMO / Unit Head / Designated Validator/ Assessor	July 2 - 4, 2025 3 CALENDAR DAYS
3. APPROVAL AND HIRING <ul style="list-style-type: none">The SDS reviews the consolidated assessment results and endorses the selected applicant.The HRMO calls the selected applicants and prepares the contract.The applicant signs the contract.The SDS approves the contract.The HRMO endorses the hired JO Support Services to the requesting office.	Schools Division Superintendent / SDO-HRMO	July 7 – July 8, 2025 2 CALENDAR DAYS
4. REPORTING TO DUTY The Section Head of the requesting office orients the JO.	Section Head	July 9, 2025

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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