



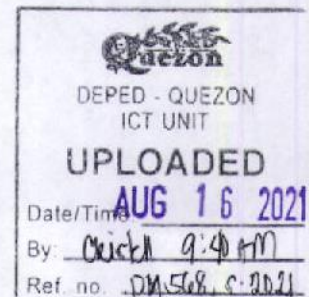
Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

12 August 2021

**DIVISION MEMORANDUM**  
DM No. 568, s. 2021

**CALLING FOR APPLICATION FOR THE POSITION OF ATTORNEY III IN SDO QUEZON**

**To: OICs, Office of the Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance Operation Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**HRMP SB-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 Attorney III in the SDO Quezon. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation are hereby advised to submit hard copy of documents with proper tabbing on or before **August 23, 2021 (Monday)** for open ranking.
2. Qualified applicants are advised to submit the following pertinent documents:
  - a. Letter of intent addressed to the Schools Division Superintendent
  - b. Personal Data Sheet (PDS) with Work Experience Sheet
  - c. Transcript of Records (Authenticated)
  - d. Certificate of Trainings and Seminars Attended
  - e. Authenticated Eligibility
  - f. Latest Service Record or Certificate of Employment
  - g. Performance Rating for the last 2 years (in current position if applicable)
  - h. Other accomplishments relevant to the position
  - i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph







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

---

3. The Human Resource Promotion and Selection Board (HRMPSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents and written skills/test.
4. Applicants may submit their pertinent papers through the district liason officers, documents should be in **proper arrangement** as stated in item no. 2 of this memorandum. In addition, **incomplete documents will not be entertained and no additional documents will be accepted after the deadline.**
5. Applicants who will pass the initial evalutaion will be informed through a division memorandum for the schedule online interview and written/skills test. Those who will meet the cut-off score of 60 points and above will be included in the rank list.

6. Listed below are the Qualification Standard for the position.

**POSITION/SALARY GRADE:**

**ATTORNEY III/SG-21**

**QUALIFICATIONS:**

EDUCATION	: Bachelor of Law
EXPERIENCE	: 1 year relevant experience
TRAINING	: 4 hours relevant training
ELIGIBILITY	: RA 1080 (Bar)

7. 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

Asdsajmo08/12/2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

