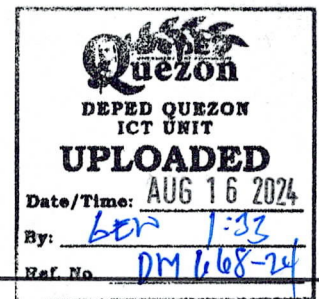




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 August 2024

DIVISION MEMORANDUM
DM No. 668, s. 2024

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR ONE (1) TECHNICAL ASSISTANT I FOR SCHOOL SPORTS DIVISION PROGRAM AND One (1) ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE (COS)

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

1. Pursuant to DepEd Office of the Undersecretary for Operations Memorandum with reference **OM-OUOPS-2024-10-01973** or the *Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service* and **OM-OUOPS-2024-04-01088** or the *Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and response Program (DPRP) Funds*, this office announces the **vacancies in the Department of Education – Schools Division of Quezon for one (1) Technical Assistant I and one (1) Administrative Support II under Contract of Service (COS)** (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 submit the following requirements **directly to the SGOD – Education Program Supervisor and DRRM Supervisor** where the applicants tend to apply on or before **August 20, 2024 (Tuesday) until 5:00 P.M.** in the afternoon. No additional documents shall be accepted after the deadline.

a. Curriculum Vitae (CV);

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
 - c. Transcript of Records (TOR); and
 - d. Other hiring documents needed.
3. The SGOD – Education Program Supervisor and DRRM Supervisor must conduct the assessment process for qualified applicants such as **review of CV, interviews, etc.** They must also evaluate the results of assessment process and prepare the following pertinent documents:
- a. Authority to Hire;
 - b. Accomplished Terms of Reference (TOR);
 - c. Contract; and
 - d. Other hiring documents needed.
4. Attached is the Qualification Standards and Suggested Timeline on the Hiring of one (1) Technical Assistant I and one (1) Administrative Support II under Contract of Service (COS).
5. Wide and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Persmjv8/15/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

Enclosure No.1 to Division Memorandum No. le68, s. 2024

QUALIFICATION STANDARDS OF THE TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL DIVISION OFFICE UNDER SGOD – EDUCATION PROGRAM SUPERVISOR

General:

The Technical Assistant I shall provide assistance to the School Division Office in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the SGOD - Education Program Supervisor.

Funds for the Salary of the SSD-COS:

Period of Service	Base Salary	Premium
August to December 2024	Php 25,000.00	Php 2,500.00

Minimum Qualification/s:

- Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
- Completion of at least eight (8) hours of relevant training;
- Possess a maximum of six (6) months of relevant work experience;
- Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
- Proficient in written and oral communication skills;
- Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
- Ability to work efficiently with minimal supervision;
- Familiarity with various office software like Google Docs, Sheets, and Forms;
- Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

Duties and Responsibilities:

- Facilitate the implementation of School Division Programs and projects in the School Division Office and monitor its implementation at the School Level.
- Facilitate the collection and consolidation of SSD reports/data from Schools.
- Draft memoranda, endorsements, and other similar communications to SSD.
- Assist the Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level.
- Assist the SSD in disseminating announcements and other relevant information to the school level.
- Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
- Prepare the list of schools that are in need of technical assistance such as capacity building for sports skills and the likes to be submitted to the Central Office.
- All other concern officials may give assignment to the COS personnel through his/her immediate supervisor.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

**QUALIFICATION STANDARDS OF THE ADMINISTRATIVE SUPPORT II UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL DIVISION OFFICE UNDER SGOD –
DISASTER RISK REDUCTION MANAGEMENT (DRRM)**

General:

The Administrative Support II shall provide assistance to the School Division Office in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the SGOD - Disaster Risk Reduction Management (DRRM) Coordinator.

Funds for the Salary of the SSD-COS:

Period of Service	Base Salary	Premium
August to December 2024	Php 20,000.00	Php 2,000.00

Minimum Qualification/s:

- Completion of at least two (2) years in college or at least Senior High School with relevant specialization:
- Completion of at least eight (8) hours of relevant training:
- Possess a maximum of one (1) year of relevant work experience ;

Duties and Responsibilities:

- Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

SUGGESTED TIMELINE ON THE HIRING OF TECHNICAL ASSISTANT I AND ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE (COS)

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none"> Post job vacancy on one (1) Technical Assistant I and one (1) Administrative Support II (COS) <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	August 16, 2024 – August 20, 2024 5 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none"> Conduct assessment process for qualified applicants such as review of CV, interviews, etc. Evaluate the results of assessment process. Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents. <p><i>Note: The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval of the SDS.</i></p>	SGOD – Education Program Supervisor / SGOD – DRRM Coordinator	August 22, 2024 – August 23, 2024 2 DAYS
3. HIRING OF COS <ul style="list-style-type: none"> Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO. 	SGOD – Education Program Supervisor / SGOD – DRRM Coordinator	August 27, 2024 – August 28, 2024
<ul style="list-style-type: none"> Evaluation and signing of contract by the appointed authority. <p><i>Note: The COS shall be responsible for the notarized contract.</i></p>	SUPERINTENDENT	2 DAYS
4. REPORTING TO DUTY <ul style="list-style-type: none"> monitoring and provision of Technical Assistance, if necessary. 	SGOD – Education Program Supervisor / SGOD – DRRM Coordinator	August 29, 2024

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

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321