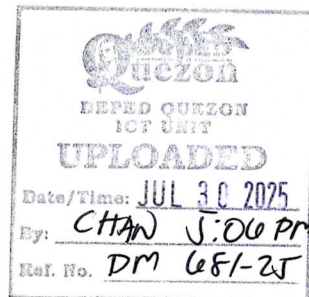




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2025

**DIVISION MEMORANDUM**  
DM No. 681, s. 2025

**ADDENDUM TO DM NO. 665, S. 2025 ANNOUNCEMENT OF VACANCIES IN SDO  
QUEZON FOR SCHOOL ADMINISTRATION, RELATED-TEACHING,  
AND NON-TEACHING POSITIONS**

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

1. In reference to DM No. 665, S. 2025 titled "Announcement of Vacancies in SDO Quezon for School Administration, Related-Teaching, and Non-Teaching Positions", this Office would like to announce the additional vacancies, to wit:

**SCHOOL ADMINISTRATION**

Level	Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	Subject/ Major
JHS	Head Teacher III	16	43560	1	Alabat Island NHS, Alabat District	MAPEH

**RELATED-TEACHING POSITIONS**

Level	Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
JHS	Guidance Counselor III	13	34421	1	Alabat Island NHS, Alabat District

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**NON-TEACHING POSITIONS**

Level	Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
ELEM	Project Development Officer I	11	30024	1	Tiaong II District
JHS	Administrative Officer II	11	30024	1	Maligaya NHS, Buenavista District

2. This Office would like to add the Subject/Major of the following vacancies:

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	Subject/Major
Head Teacher I	14	37024	1	Hagonghong IHS, Buenavista District	English
			1	MSEMSAT, Mauban North District	English
			1	Recto Memorial NHS, Tiaong District	Araling Panlipunan

3. This Office announces the adjusted schedule of activities for the additional vacancies specified in this addendum, along with their corresponding qualification standards.

**SCHEDULE OF ACTIVITIES**

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	July 29, 2025	1
Last day of receiving application documents in the District	By District	August 8, 2025	1

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Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	August 11, 2025	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	August 13, 2025	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE), Skills or Work Sample Tests (S/WST))	HRMPSB Members and sub-committee members	August 14-15, 2025	2
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	August 19, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	August 20, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	August 22, 2025	1

**Note: The scheduled timeline of activities is subject to change based on the number of application forms received.**

**QUALIFICATION STANDARDS OF THE ADDITIONAL VACANT POSITIONS**  
**SCHOOL ADMINISTRATION**

**Junior High School**

Position	Education	Training	Experience	Eligibility
HEAD TEACHER III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional units in Education	24 hours of Relevant Training	Head Teacher for 2 Years; or Teacher-in-Charge for 2 years; or Teacher for 5 years	RA 1080 /LET/ PBET

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**RELATED-TEACHING POSITIONS**

**Junior High School**

Position	Education	Training	Experience	Eligibility
GUIDANCE COUNSELOR III	Master's degree in Guidance and Counseling	NONE REQUIRED	NONE REQUIRED	RA 1080 (Guidance Counselor)

**NON-TEACHING POSITIONS**

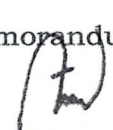
**Elementary**

Position	Education	Training	Experience	Eligibility
PROJECT DEVELOPMENT OFFICER I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

**Junior High School**

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

- All other items stipulated in the previous Memorandum shall remain the same.
- Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Persrm07/11/2025  
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