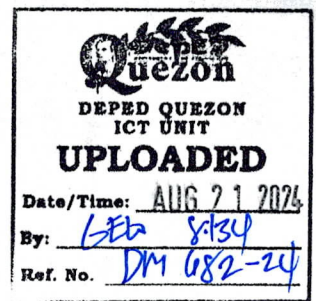




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 August 2024

**DIVISION MEMORANDUM**  
DM No. 682, s. 2024

**ADDENDUM TO DM NO. 668, S. 2024 ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR ONE (1) TECHNICAL ASSISTANT FOR SCHOOL SPORTS DIVISION PROGRAM AND ONE (1) ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE (COS)**

**To: Assistant Schools Division Superintendent  
Chief, CID/SGOD  
HRMPSB Members  
Public Elementary and Secondary School Heads  
All Others Concerned**

1. In reference to DM No. 668, s. 2024 titled "Announcement of Vacancies in SDO Quezon for One (1) Technical Assistant for School Sports Division Program and One (1) Administrative Support II Under Contract of Service (COS)", this office announces an additional of One (1) vacancy position for Administrative Support II under Contract of Service.
2. Attached herewith is the Qualification Standards of the Administrative Support II under Contract of Service (COS) for the School Division Office under SGOD – Disaster Risk Reduction Management (DRRM) for the additional vacancy position.
3. Widest and immediate dissemination of this Memorandum is desired.

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

Persmjv08/20/2024

DEPEDQUEZON-TM-SDS-04-009-003



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**Department of Education**  
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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;
- Possession of a valid Driving License (Professional) is a condition for employment

**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.

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