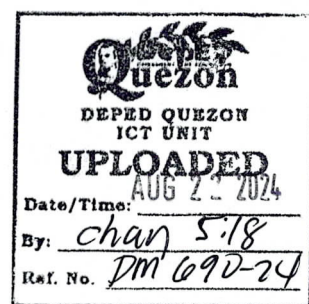




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 August 2024

**DIVISION MEMORANDUM**

**DM No. 690, s. 2024**

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR 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. This is to announce the **vacancies in the Department of Education – Schools Division of Quezon for Related-Teaching and Non-Teaching Positions** (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 place their pertinent documents in a **folder** with “ear tag” which will be submitted to the Division Office. The Personnel Section will facilitate the checking and receiving of documents.
3. The pertinent documents for Related-Teaching and Non-Teaching Positions must be arranged accordingly;

**Mandatory Requirements:**

- a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists;
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) **with Work Experience Sheet**, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;

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- d. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available and applicable to the position being applied for;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment (**certificate of employment must include the duties and responsibilities of the position**), Contract of Service, or duly signed Service Record, **whichever is/are applicable**;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), **notarized by authorized official (mayor or notary public) kindly put the checklist of requirements at the first page of your application**; and

**Non-Mandatory Requirements but will be used as basis for comparative assessment for related-teaching, school administration and non-teaching positions:**

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
- l. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

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4. All application documents shall be submitted on or before **September 3, 2024 (Tuesday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
  5. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, Personal Data Sheet, Work Experience Sheet and Checklist of Requirements can be downloaded using this link: **<https://tinyurl.com/SDO-Quezon-Application-Reqs>**
  6. **Applicants who failed to submit mandatory documentary requirements (Item 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants. However, failure to submit the non-mandatory documentary requirements (Item 3.k to 3.l) shall not warrant exclusion from the pool of official applicants.**
  7. Applicants are **required** to register in the Division Registry of Applicants **after** the submission of their application folder through this link or click on the QR code: **<https://tinyurl.com/Registry-RTP-NTP-2024>**
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8. The initial evaluation, pre-evaluation and Comparative Assessment of Related-Teaching and Non-Teaching Applicants shall be performed by the HRMO, and HRMPSB respectively.
  9. The Registry of Qualified Applicants for Related-Teaching and Non-Teaching Positions shall be prepared by the HRMPSB Secretariat to be signed by the HRMPSB Members and Chairman subject for approval of the Schools Division Superintendent.

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10. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
  
11. Wide and immediate dissemination of this Memorandum is desired.

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

Persmjv08/22/2024

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Enclosure 1 to Division Memorandum No. 690 s. 2024

**SCHEDULE OF ACTIVITIES**

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	August 22, 2024	1
Last day of receiving of application	Records Section	September 3, 2024	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section	September 4 – 10, 2024	5
Submission of Initial Evaluation Results (IER) to the HRMPSB	AO IV	September 13, 2024	1
Posting of Initial Evaluation Results (IER)	HRMPSB/AO IV/Secretariat	September 16, 2024	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), and Written Examination	HRMPSB Members and sub-committee members	September 17 - 20, 2024	4
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	September 26, 2024	1
Submission of CAR to the Appointing Authority	HRMPSB Members	September 27, 2024	1
Posting of Comparative Assessment Result	HRMPSB Members	September 30, 2024	1

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

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Enclosure No. 2 to Division Memorandum No. 690 s. 2024

**LIST OF VACANCIES  
 RELATED-TEACHING POSITIONS**

**SDO (Schools Division Office) Quezon**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Chief Education Supervisor	24	90078	1	SGOD
Education Program Supervisor	22	71511	1	CID
<b>***nothing follows***</b>				

**NON-TEACHING POSITIONS**

**SDO (Schools Division Office) Quezon**

Position	Salary Grade	Monthly Salary (NBC 591)	No. of Position/s	Place of Assignment
Dentist II	17	43030	1	Health Section
Administrative Officer II	11	27000	1	Personnel Section
Administrative Assistant III	9	21211	3	
Administrative Assistant III (Senior Bookkeeper)	9	21211	1	Budget Section
<b>***nothing follows***</b>				

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**Senior High School**

<b>Position</b>	<b>Salary Grade</b>	<b>Monthly Salary (NBC 591)</b>	<b>No. of Position/s</b>	<b>Place of Assignment</b>
Nurse II	16	39672	1	Patnanungan NHS, Patnanungan District
<b>***nothing follows***</b>				

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**QUALIFICATION STANDARDS OF ADMINISTRATIVE OFFICER II POSITION**

Position	Education	Training	Experience	Eligibility
Chief Education Supervisor	Masters Degree in Education or Other Relevant Masters Degree	40 Hours of Training in Management and Supervision	4 Years of Relevant Experience Involving Management and Supervision	RA 1080 /LET/ PBET
Education Program Supervisor	Master's degree in education or other relevant Master's degree with specific area of specialization <b>(with specialization in Technology and Livelihood Education)</b>	8 hours relevant training experience	2 years as School Principal or 2 years as Master Teacher	RA 1080 /LET/TEACHER'S EXAM
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours relevant training	1 year relevant experience	RA 1080
Nurse II	Bachelor's degree in Nursing	4 hours relevant training	1 year relevant experience	RA 1080
Administrative Officer II	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional)/Second Level Eligibility
Administrative Assistant III	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY
Administrative Assistant III (Senior Bookkeeping)				

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