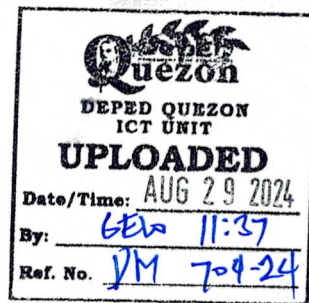




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 August 2024

DIVISION MEMORANDUM
DM No. 704, s. 2024

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1)
ADMINISTRATIVE SUPPORT II AS LEARNER RIGHTS AND
PROTECTION (LRP) FOCAL PERSONNEL 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 Unnumbered Memorandum or the *Guidelines for the Hiring of Learner Rights and Protection Focal Personnel Under Contract of Service* with reference **OM-OUOPS-2024-05-01206**¹, titled, “*Guidelines in Utilization of the Program Support Funds for the Regional Operations Relative to the Learner Rights and Protection Programs, Projects and Activities*” and **OM-OUOPS-2024-05-05314**², titled, “*Clarification on the Guidelines for the Hiring of Learner Rights and Protection Focal Personnel Under Contract of Service in the Identified Schools Division Offices*”, this Office announces the **vacancy in the Department of Education – Division of Quezon for one (1) Administrative Support II under Contract of Service (COS)**. 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 shall submit their pertinent documents with “ear tag” **the School Governance and Operations Division (SGOD)** thru the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon until September 2, 2024 (Monday) in the afternoon.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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The pertinent documents shall include the following:

- a. Curriculum Vitae (CV);
 - 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. Applicants must ensure the completeness, accuracy, and veracity of the submitted documents. No additional documents shall be accepted after the deadline.
4. The School Governance and Operations Division (SGOD) – LRPO’s Focal Personnel will conduct the assessment process for qualified applicants such as **review of CV, interviews, etc.** They will also evaluate the results of the 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.
5. Enclosed are the Qualification Standards, Terms of Reference and suggested timeline on the hiring of one (1) Administrative Support II under Contract of Service (COS).
6. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persmjv8/29/2024

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Enclosure No. 1 to Division Memorandum No. 704, s. 2024

**QUALIFICATION STANDARDS OF THE ADMINISTRATIVE SUPPORT II UNDER
 CONTRACT OF SERVICE (COS) FOR THE SCHOOL DIVISION OFFICE UNDER SGOD –
 LEARNER RIGHTS AND PROTECTION (LRP)**

General:

Aside from the implementation of LRPO programs, Administrative Support II will also serve as the focal person to closely monitor the following:

- a. Data gathering relative to Learner Rights and Protection;
- b. Budget utilization of Program Support Funds downloaded by the LRPO; and
- c. Implementation of intervention plans relative to LRP concerns reported to the Learners Telesafe Contact Center Helpline.

Funds for the Salary of the LRPO-COS:

Period of Service	Base Salary	Premium
7 Months	Php 20,000.00	Php 2,000.00

Minimum Qualification/s:

- Bachelor's degree relevant to the job;
- At least eight (8) hours of training related to Learner Rights and Protection and other trainings relevant to the job;
- At least one (1) year of relevant experience;
- Experience in child rights, particularly Learner Rights and Protection, is a plus;
- Excellent written and oral communication skills;
- Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
- Knowledgeable with various office software such as Google Docs, Sheet, and Forms; and
- Working knowledge of various web conferencing software such as Zoom, Google Meet and Microsoft Teams is an advantage.

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Terms of Reference:

- To provide assistance in the area of capacity building,. Monitoring, research, policy, advocacy, and partnerships;
- To implement Learner Rights and Protection Programs under the jurisdictions of his/her Regional Office;
- To assist in collection and consolidation of Learner Rights and Protection reports/data from the Schools;
- To draft memoranda, indorsements, and other similar communications related to Learner Rights and Protection;
- To coordinate with, and gather information from, the Schools relative to Learner Rights and Protection reports/concerns;
- To act as the Focal Person for the close monitoring of Learner Rights and Protection activities and concerns in the Schools Division level;
- To assist the Learner Rights and Protection Office in the dissemination of announcements to the Schools Division Offices; and
- To perform functions as may be assigned by the immediate Supervisor, the Regional Director, the Director of the Learner Rights and Protection Office, and the Undersecretary for Operations.

SUGGESTED TIMELINE ON THE HIRING OF 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) Administrative Support II (COS) <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	August 29, 2024 – September 2, 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 	SGOD – Learner Rights and Protection Focal Personnel	September 3, 2024 – September 4, 2024

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<ul style="list-style-type: none">Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents.		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 – Learner Rights and Protection Focal Personnel	September 5, 2024 – September 6, 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	
4. REPORTING TO DUTY <ul style="list-style-type: none">monitoring and provision of Technical Assistance, if necessary.	SGOD – Learner Rights and Protection Focal Personnel	September 9, 2024

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

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