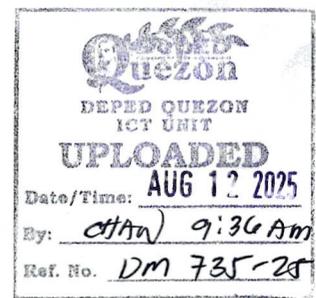




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 August 2025

DIVISION MEMORANDUM
DM No. 735, s. 2025

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD -SMME) UNDER JOB ORDER SUPPORT SERVICES (JO)

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

1. In reference to Schools Division Office of Quezon Office Memorandum with reference **OM 008, s. 2025**, titled "Office Policy on the Hiring and/or Renewal of Job Order Support Services", this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide VI for School Governance and Operations Division (SGOD – SMME) under Job Order Support Services (JO)**. All interested and qualified applicants 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 documents in a **folder** with an "ear tag" and submit them **directly to the Schools Division Office – Records Section**. The documents will then be forwarded by the Personnel Section to the concerned **Section Head** for validation/ assessment on or before **August 15, 2025 (Friday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- a. Intent / Application Letter
- b. Form 137 / SF 10, TOR, or Certificate of Completion or Diploma

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- c. Clearances (NBI, Police and Barangay Clearance)
 - d. Copy of Professional Drivers License (for driver applicant only or as per needed)
 - e. Form 212 and / or Resume
 - f. X-Ray Result / Psychological Test (prior to Contract Signing)
3. The Job Order Support Services (JO) applicants shall be assessed by the following Section Head as assessor/validator, and observed by the Assistant Schools Division Superintendent-in-Charge of the requesting units/sections or his/her alternate:

TARGET FUNCTION	ASSESSOR / VALIDATOR
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function, with the help and guidance of the IT Officer for the position with tasks including clerical and computer related.

- 4. Attached is the detailed vacancy list with the specific functions, qualification standards, office assignments, and suggested timeline.
- 5. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

persm08/11/2025
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Enclosure 1 to Division Memorandum No. 725 s. 2025

DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS, AND OFFICE ASSIGNMENTS FOR THE ADMINISTRATIVE AIDE POSITION IN SCHOOLS DIVISION OFFICE – LEGAL SECTION UNDER JOB ORDER SUPPORT SERVICES (JO)

NO. OF VACANCIES	POSITION	OFFICE ASSIGNMENT	SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
1	Administrative Aide IV	School Governance and Operations Division (SGOD-SMME)	<ul style="list-style-type: none"> Assist in the encoding, consolidation, and validation of school-level and division-level data related to SBM, SGC, DMEPA, and other special programs handled by the SMME Section. Maintain organized databases and digital files of reports, and tools for easy retrieval and reference. Assist in the generation of summary tables, graphs, and visual presentations to support data analysis and report preparation. Assist in preparing schedules, checklists, and templates for school visits, PIRPAs, QAMES, and other SMME-led monitoring activities. Take notes, draft narrative reports, and prepare photo documentation during actual monitoring visits 	<p>Educational Attainment: Bachelor's Degree</p> <p>Specialization/Skills Required: The Administrative Aide VI must be:</p> <ul style="list-style-type: none"> Proficient in Microsoft Excel (data encoding, pivot tables, formulas). Familiar with Google Workspace (Sheets, Forms, Drive, Docs). Able to generate tables, charts, and graphs for presentation. Have a strong written and verbal communication in English and Filipino Able to draft clear and concise internal communications and reports. Able to summarize field data into narrative reports. Have a skill in organizing and formatting documents for submission (Word and PDF). <p>Experience / Other Qualifications:</p> <ul style="list-style-type: none"> Basic knowledge of documentation practices. Professional and courteous coordination

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<ul style="list-style-type: none">HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.		
3. APPROVAL AND HIRING <ul style="list-style-type: none">The SDS reviews the consolidated assessment results and endorses the selected applicant.The HRMO calls the selected applicants and prepares the contract.The applicant signs the contract.The SDS approves the contract.The HRMO endorses the hired JO Support Services to the requesting office.	Schools Division Superintendent / SDO-HRMO	August 20-21, 2025 2 CALENDAR DAYS
4. REPORTING TO DUTY <p>The Section Head of the requesting office orients the JO.</p>	Section Head	August 22, 2025

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

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			<p>and/or program implementation reviews.</p> <ul style="list-style-type: none"> • Assist the SMME Specialist in the management of communication logs and follow-up trackers to ensure timely feedback and response from field offices. • Prepare materials, equipment, and logistical requirements for SMME activities such as meetings, trainings, orientations, and evaluation sessions. <p>▪ Assist in processing necessary requests related to transportation, reproduction of forms, and budget utilization for SMME functions.</p>	<p>with field offices and school personnel.</p> <ul style="list-style-type: none"> • Time management and multitasking skills under tight deadlines. • Willingness to work beyond regular hours during critical deadlines or fieldwork • Openness to learn new DepEd tools, protocols, and platforms.
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SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE POSITIONS UNDER THE JOB ORDER SUPPORT SERVICES (JO)

STEPS	RESPONSIBLE	TIMELINE
<p>1. JOB POSTING</p> <ul style="list-style-type: none"> • Post job vacancy for one (1) Administrative Aide VI – School Governance and operations Division (SGOD-SMME). <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	August 11-15, 2025 5 CALENDAR DAYS
<p>2. ASSESSMENT</p> <ul style="list-style-type: none"> • HRMO calls applicants who submitted applications. • Assessor/validator conducts practical tests for all applicants using standardized checklist. 	SDO-HRMO / Unit Head / Designated Validator/ Assessor	August 18-19, 2025 2 CALENDAR DAYS

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