



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

08 November 2021

DIVISION MEMORANDUM

DM No. 856, s. 2021

**CALLING FOR APPLICATION FOR VACANT NON-TEACHING
POSITIONS IN SDO QUEZON**

**To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB-Chairman, Members and Secretariat
Elementary, Junior and Senior High School Heads
All Others Concerned**

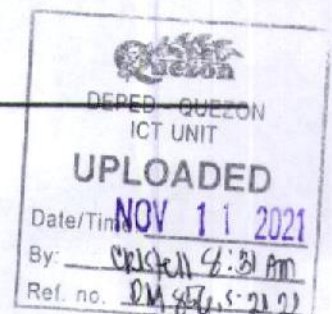
1. This office announces the opening of application for the position of Administrative Officer II, Registrar I (Senior High School), Administrative Assistant III and Administrative Assistant II. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation.
2. Qualified applicants are advised to submit the following pertinent documents:
 - a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position and office you are applying for)
 - b. Personal Data Sheet (PDS) with Work Experience Sheet
 - c. Transcript of Records (Authenticated)
 - d. Certificate of Trainings and Seminars Attended
 - e. Authenticated Eligibility
 - f. Latest Service Record or Certificate of Employment
 - g. Performance Rating for the last 2 years (in current position if applicable)
 - h. Other accomplishments relevant to the position
 - i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.

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3. Applicants are hereby informed that the list of schools/offices with vacancy are identified (See Enclosure), as well as for the position. Applicants are advised to submit letter of intent stating the vacancy and station that they are applying for.
4. The applicants who undergone school-based ranking procedure shall be automatically included in this selection process including those who submitted via email through personnel section.
5. The Human Resource Merit Promotion and Selection Board (HRMPSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents and written skills/test.
6. Interested and Qualified Applicants shall submit their pertinent papers to the person-in-charge (Administrative Assistant/Liason Officer of the school/district where vacancy exists) on or before November 22, 2021 and the deadline of submission to the Division Office or Sub-Office of the person-in-charge will be on November 23, 2021. Documents should be in **proper arrangement** as stated in **item no. 2** of this memorandum. In addition, **incomplete documents will not be entertained and no additional documents will be accepted after the deadline.**
7. The documents received by the person-in-charge (Administrative Assistant/Liason Officer of the school/district where vacancy exists) shall be forwarded to the Division Office or Sub-Offices for the conduct of pre-evaluation of pertinent documents in accordance with **DepEd Order No. 66, s. 2007** entitled **"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel"** and the **Qualification Standards (QS)** shall be in accordance with the **Civil Service Commission (CSC)** prescribed qualification for the said position. The consolidated result of the evaluated documents of the sub-office shall be forwarded to the Committee members (HRMPSB/TWG) at the Division office. Moreover, a separate memorandum will be released for the conduct of behavioral interview and examination of shortlisted qualified applicants who met the cut-off score. Furthermore, the result of the Final Registry of Qualified Applicants will be per municipality/school.

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8. Applicants who will pass the initial evaluation and who will meet the cut-off score will be informed through a separate division memorandum for the schedule of their online interview and written/skills test. The following cut-off score of the vacant position are as follows;

Administrative Officer II and Registrar I – 50 points and above

Administrative Assistant III and Administrative Assistant II – 45 points and above

9. Below are the Qualification Standards for the said vacant positions.

POSITION/SALARY GRADE:

Administrative Officer II/SG-11

QUALIFICATIONS STANDARDS;

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

• **Preferred Additional Qualifications**

With experience in human resource management and supply management
Computer literate

Registrar I/SG-11

QUALIFICATIONS:

EDUCATION : Bachelor's degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

• **Preferred Additional Qualifications**

With experience in administering and managing school records
Computer literate

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Administrative Assistant III (Senior Bookkeeper)/SG9

QUALIFICATIONS:

EDUCATION : Completion of 2 years studies in college
EXPERIENCE : At least 1-year relevant experience
TRAINING : Four (4) hours relevant experience
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Qualifications**

Bachelor's Degree in Business Administration major in finance or accounting
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II (Disbursing Officer II)/SG8

QUALIFICATIONS:

EDUCATION : Completion of two-years studies in college
EXPERIENCE : At least 1-year relevant work experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Qualifications**

Bachelor's Degree in Business Administration major in finance or accounting
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II (SHS)/SG-8

QUALIFICATIONS:

EDUCATION : Completion of two-years studies in college
EXPERIENCE : At least 1-year relevant work experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Qualifications**

Bachelor's Degree
With experience in clerical and administrative functions.

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10. Travel and incidental expenses of all concerned relevant to this activity shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.

11. Immediate and widest dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Asdsajmo11/03/2021

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Enclosure to DM No. 807 s. 2021

Enclosure 1

LIST OF OFFICE/SCHOOL WITH VACANT NON-TEACHING POSITIONS

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT	MUNICIPALITY WHERE VACANCY EXIST
ELEMENTARY	ADMINISTRATIVE OFFICER II	2	1. Don Juan Vercalos ES	San Francisco
			2. Casay ES	San Francisco
	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	3	1. Burdeos CS	Burdeos
			2. Polillo CS	Polillo
			3. Aurora ES	San Francisco
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	7	1. Burdeos CS	Burdeos
			2. Jomalig CES	Jomalig
			3. Catanauan CS	Catanauan
			4. San Andres CES	San Andres
			5. Aurora ES	San Francisco
JUNIOR HIGH SCHOOL	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	1. SAN ROQUE-ILAYA NHS	Calauag
			2. NABANGKA NHS	Guinayangan
			3. CALLEJON NHS	San Antonio
			4. STO NIÑO NHS	San Francisco
			5. JACINTO G. ESPLANA NHS	San Francisco
			6. CASAY NHS	San Francisco
			7. SAN ISIDRO NHS – TAGKAWAYAN	Tagkawayan
			8. CAMOHAGUIN NHS	Gumaca
			9. BATANGAN NHS	General Nakar
	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	7	1. ALONEROS NHS	Guinayangan
			2. JOMALIG NHS	Jomalig
			3. SAN FRANCISCO B NHS – LOPEZ	Lopez

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			4. SAN JUAN NHS- PANUKULAN	Panukulan
			5. STO. NIÑO NHS	San Francisco
			6. JACINTO G. ESPLANA NHS	San Francisco
			7. KATIMO NHS	Tagkawayan

OFFICE	POSITION	NUMBER OF VACANCY	PLACE OF ASSIGNMENT	MUNICIPALITY WHERE VACANCY EXIST
SHS	ADMINISTRATIVE ASSISTANT II	9	1. MAPULOT NHS	Tagkawayan
			2. CABONG NHS	Buenavista
			3. CASAY NHS	San Francisco
			4. MALIGAYA NHS – BUENAVISTA	Buenavista
			5. BAGONG SILANG NHS	Tagkawayan
			6. BANTULINAO INTEGRATED SCHOOL	Calauag
			7. UNGOS NHS	Real
			8. STA. CRUZ NHS	Guinayangan
			9. TAGABAS IBABA NHS	Catanauan
	REGISTRAR I	3	1. BUENAVISTA NHS	Buenavista
			2. CALAUAG NHS	Calauag
			3. CAMFLORA NHS	San Andres

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Enclosure 2

**CLUSTER COMMITTEE FOR THE SELECTION OF ADMINISTRATIVE OFFICER II, REGISTRAR I,
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

CLUSTER	MUNICIPALITY WHERE VACANCY EXIST	VENUE OF SUBMISSION	VENUE OF EVALUATION	COMMITTEE MEMBERS (HRMPSB/TWG)
SDO QUEZON PAGBILAO	<ul style="list-style-type: none">• San Antonio	Callejon NHS	Division Office	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none">• Anna Jean M. Ogerio Members <ul style="list-style-type: none">• Zarah Ciel M. Nafiez Validation of Documents – Education Program Supervisors <ul style="list-style-type: none">• Carmela Ezel A. Orogo• Asuncion C. Ilao Administrative Officer IV/HRMO II <ul style="list-style-type: none">• Wennie O. Gaela
REAL SUB-OFFICE	<ul style="list-style-type: none">• Burdeos• General Nakar• Infanta• Jomalig• Panukulan• Polillo• Real	SCHOOL/DISTRICT WHERE VACANCY EXISTS	REAL CENTRAL ELEMENTARY SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none">• Rhona May Radan Members <ul style="list-style-type: none">• Ruel Sungduan• Dessery Mauhay Validation of Documents – Education Program Supervisors <ul style="list-style-type: none">• Celestina M. Alba• Abner M. Pureza

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CATANAUAN SUB-OFFICE	<ul style="list-style-type: none">• Buenavista• Catanauan• Mulanay• San Andres• San Francisco	SCHOOL/DISTRICT WHERE VACANCY EXISTS	CATANAUAN ELEMENTARY SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none">• Bryan Fernandez Member <ul style="list-style-type: none">• Cherry Rose Aranza• Cristine Cabangon Validation of Documents – Education Program Supervisor <ul style="list-style-type: none">• Walter F. Galarosa• Juanito A. Merle Administrative Officer V <ul style="list-style-type: none">• Maria Dolores D. Atienza
GUMACA SUB-OFFICE	<ul style="list-style-type: none">• Calauag• Guinayangan• Gumaca• Lopez• Tagkawayan	SCHOOL/DISTRICT WHERE VACANCY EXISTS	GUMACA NATIONAL HIGH SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none">• Bryan Merjudio Member <ul style="list-style-type: none">• Crisela Moreno• Zarah Jessica Pasta• Yoninah Ibal Validation of Documents Education Program Supervisor <ul style="list-style-type: none">• Joan Alejaida Mauhay• Ma. Dylin S. Garcia

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