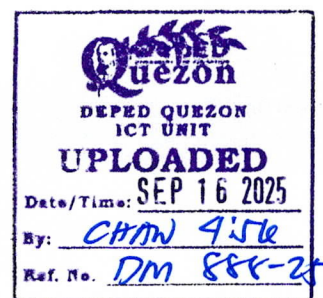




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 September 2025

DIVISION MEMORANDUM

DM No. 888, s. 2025

**ADDENDUM CORRIGENDUM TO DM NO. 877, S. 2025 ANNOUNCEMENT OF
VACANCIES IN SDO QUEZON FOR SCHOOL ADMINISTRATION, 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. In reference to DM No. 877, S. 2025 titled "Announcement of Vacancies in SDO Quezon for School Administration, Related-Teaching, and Non-Teaching Positions", this corrigendum is issued to clarify that there are no existing vacancies for the following positions:

SCHOOL ADMINISTRATION

POSITION	PLACE OF ASSIGNMENT
School Principal I (JHS)	Kinatakutan NHS, Tagkawayan District
Head Teacher II (Elementary)	Dolores District

2. This Office would also like to announce the additional vacancies in SDO Quezon and provide the adjusted schedule of activities related to these vacancies as outlined in this addendum-corrigendum:

SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Head Teacher III	16	43560	1	Lucban District
			1	Candelaria West District
			1	Tiaong I District
			1	San Andres District

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	Subject/Major
Head Teacher III	16	43560	1	Talipan NHS, Pagbilao District	ARALING PANLIPUNAN

NON-TEACHING POSITION

Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant II	8	21448	1	Estanislao Perlas NHS, Catanauan District

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	September 16, 2025	1
Last day of receiving application documents in the District	By District	September 26, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	September 29, 2025	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	October 1, 2025	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events)	HRMPSB Members and sub-committee members	October 2, 2025	1

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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

Interview (BEI), Written Examination (WE), Skills or Work Sample Tests (S/WST)			
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	October 6, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	October 7, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	October 8, 2025	1

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

QUALIFICATION STANDARDS OF THE ADDITIONAL VACANT POSITIONS

SCHOOL ADMINISTRATION

Elementary

Position	Education	Training	Experience	Eligibility
HEAD TEACHER III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional units in Education	24 hours of Relevant Training	Head Teacher for 2 Years; or Teacher-in-Charge for 2 years; or Teacher for 5 years	RA 1080 /LET/ PBET

Junior High School

Position	Education	Training	Experience	Eligibility
HEAD TEACHER III	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional units in Education with appropriate field of specialization	24 hours of Relevant Training	Head Teacher for 2 Years; or Teacher for 5 years	RA 1080 /LET/ PBET

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321





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

NON-TEACHING POSITION

Junior High School

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II (CLERICAL)	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility

3. All other items stipulated in the previous Memorandum shall remain the same.
4. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm09/16/2025
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321