UPLOADED 10/22/2024 GELO 6:51 DM 889-24

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

22 October 2024

DIVISION MEMORANDUM DM No. 889, s. 2024

ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL ADMINISTRATION, RELATED-TEACHING, 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 School Administration, Related-Teaching, 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 Public Schools District Supervisors shall be responsible for ensuring that all documents submitted by the applicants are complete based on the given checklist. Thus, their initials must be affixed to the checklist before submitting to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. (See attached image below). The sub-office and the Records Section shall check if the said checklist bears the initial of the PSDS and shall facilitate the submission of pertinent documents to the Records Section of SDO Quezon.

| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled | | |
|--|--|--|

Attested

WENNIE O. GAELA ADMINISTRATIVE OFFICE IV//HRMO II

Human Resource Management Officer

DEPEDQUEZON-TM-SDS-04-009-003



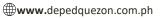






Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321









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4. The pertinent documents for School Administration, Related-Teaching, 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;
- 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:



















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- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - 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
- 1. 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.

Non-Mandatory Requirements for Master Teacher applicants as specified in Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997. The following documents shall be submitted as basis for comparative assessment:

a. LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT

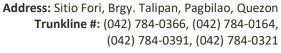
- i. Introduced anyone of the following, adopted or used by the school or district/division (must be supported by certification, accomplisment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).
 - 1. Curriculum or instructional materials
 - 2. Effective teaching techniques or strategies
 - 3. Simplification of work as in reporting system, record keeping, etc, or procedures that resulted in cost reduction
 - 4. Worthwile Income Generating Project for learners given due recognition by the higher officials
- ii. Subject Coordinator or Grade Chairman in the school, district/division (with certification stating the number of years, school memorandum, and accomplishment report with pictorial)
- iii. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (with certification stating the number of years, school memorandum, and accomplishment report with pictorial)
- iv. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report)



















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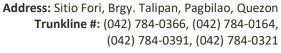
- v. Coordinator for Community Project or Activity (with certification, designation in the form of memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial)
- vi. Organized/managed in-service activity or other similar activities at least on the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report
- vii. Meritorious Achievement
- viii. Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz
- ix. Awards received as member/coordinator of BSP/GSP/Red Cross activities signed by proper activities
- x. Authorship (with copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.
- 5. All application documents shall be submitted on or before November 5, 2024 (Tuesday) at the <u>Division Office of Quezon</u>, <u>Talipan</u>, <u>Pagbilao</u>, <u>Quezon</u> until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.
- 6. The Sub-office must submit all received application documents to the Records Section of SDO Quezon, Talipan Pagbilao, Quezon by November 7, 2024 (Thursday) at 5:00 in the afternoon. No additional documents shall be accepted after the deadline.
- 7. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, **Personal Data Sheet, Work Experience Sheet and**



















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Checklist of Requirements can be downloaded using this link: https://tinyurl.com/SDO-Quezon-Application-Reqs

- 8. 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.
- 9. Applicants in the CAR-RQA of previously issued memorandum, DM No. 148, s. 2024 titled "Announcement of Vacancies in SDO Quezon for Related-Teaching, School Administration, Teaching, and Non-Teaching Positions and Submission of Documents for Reclassification of Positions" who have not been hired yet will be added to the rank list and will not be subject to the comparative assessment. However, those who wish to update their points must submit the following:
 - a. Letter of intent addressed to 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;
 - c. Photocopy of valid and updated PRC License; and
 - d. Other documents for updating.
- 10.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/SRTNtp2024

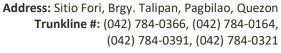




















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- 11. The initial evaluation, pre-evaluation and Comparative Assessment of School Administration, Related-Teaching, Teaching and Non-Teaching Applicants shall be done by the HRMO, and HRMPSB respectively.
- 12. The Registry of Qualified Applicants for all 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.
- 13. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
- 14. Wide and immediate dissemination of this Memorandum is desired.

TISTA, CESO V

Schools Division Superintendent

Persmjv10/22/2024



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1 to Division Memorandum No. ____ s. 2024

SCHEDULE OF ACTIVITIES

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|--|--|---------------------------|---------------------------|
| Publication & Posting of Memorandum | HRMO (Human Resource Management Officers) | October 22, 2024 | 1 |
| Last day of receiving of application | Records Section | November 5, 2024 | 1 |
| Submission of the application documents received from the sub-offices | Records Section | November 7, 2024 | 1 |
| Initial Assessment/Screening of applications or pertinent documents | HRMO, Personnel Section | November 5 – 8, 2024 | 4 |
| Submission of Initial Evaluation Results (IER) to the HRMPSB | AO IV | November 11, 2024 | 1 |
| Posting of Initial Evaluation Results (IER) | HRMPSB/AO IV/Secretariat | November 12, 2024 | 1 |
| Pre-evaluation of pertinent documents of applicants | HRMPSB members and sub-committee members | November 13 – 14, 2024 | 2 |
| Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) and Skills or Work Sample Tests (S/WST) | HRMPSB Members and sub-committee members | November 15 – 20, 2024 | 5 |



















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| HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR) | HRMPSB Members | November 26, 2024 | 1 |
|---|----------------|-------------------|---|
| Submission of CAR to the Appointing Authority | HRMPSB Members | November 27, 2024 | 1 |
| Posting of Comparative Assessment Result | HRMPSB Members | November 28, 2024 | 1 |

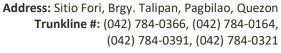
Note: The scheduled timeline of activities is subject to change based on the number of application forms received.



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 2 to Division Memorandum No. 889 s. 2024

LIST OF VACANCIES SCHOOL ADMINISTRATION

Elementary

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | |
|-----------------------|-----------------|--------------------------------|----------------------|-----------------------|--|--|
| School Principal I | 19 | 53,873 | 78 | Division of Quezon | | |
| Head Teacher III | 16 | 41,616 | 1 | Patnanungan District | | |
| | | , | 2 | General Luna District | | |
| Head Teacher II | 15 38, | 38,413 | 1 | Mauban North District | | |
| 11000 1000101 11 | | 22,122 | 1 | Division of Quezon | | |
| | 14 | 35,434 | 1 | Sampaloc District | | |
| | | | 1 | Sariaya West District | | |
| Head Teacher I | | | 1 | Lopez West District | | |
| | | | 1 | Buenavista District | | |
| | | | 1 | Division of Quezon | | |
| ***nothing follows*** | | | | | | |

Junior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | |
|---------------------|-----------------|--------------------------------|----------------------|----------------------------------|---|--|
| School Principal I | 10 | 52 872 | 1 | Jomalig NHS, Jomalig District | | |
| School Fillicipal I | 19 | 19 | 19 53,873 | 53,873 | 1 | Calasumanga NHS, Panukulan District |



















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| | | | 1 | Bagupaye ES, Mulanay | | | |
|------------------|-----|-----------------|--------|----------------------------|--|--|--|
| | | | 1 | District | | | |
| | | | 1 | Taluong NHS, Polillo | | | |
| | | | 1 | District | | | |
| Assistant School | | | | Quezon National High | | | |
| | 20 | 60,157 | 1 | School, Sariaya East | | | |
| Principal III | | | | District | | | |
| | | | | Quezon National High | | | |
| Head Teacher VI | 19 | 53,873 | 1 | School, Sariaya East | | | |
| | | | | District | | | |
| Head Teacher IV | 17 | 45,138 | 1 | Lutucan Integrated NHS, | | | |
| Ticau Teacher IV | 17 | 45,156 | 1 | Sariaya West District | | | |
| II | 1.6 | 41.616 | 1 | Tongohin NHS, Infanta | | | |
| Head Teacher III | 16 | 41,616 | 1 | District | | | |
| | | | 1 | Maligaya Intregrated NHS, | | | |
| Head Teacher II | 15 | 20 412 | 1 | Atimonan District | | | |
| Head Teacher II | 15 | 38,413 | 1 | MSEMSAT, Mauban North | | | |
| | | | | District | | | |
| | | | 1 | Canda NHS, Sariaya East | | | |
| | | | 1 | District | | | |
| | | | 1 | Sto. Niño Ilaya NHS, Lopez | | | |
| Head Teacher I | 14 | 35,434 | 1 | East District | | | |
| | | | | Quezon Science High | | | |
| | | | 1 | School, Sariaya East | | | |
| | | | | District | | | |
| | | ***nothing foll | ows*** | | | | |
| | | | | | | | |

Senior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | |
|----------------------------------|-----------------|-----------------------------|----------------------|--|--|--|
| School Principal II | 20 | 60,157 | 1 | Hagonghong Integrated HS, Buenavista District | | |
| Assistant School Principal II | 19 | 53,873 | 5 | Division of Quezon | | |
| ***nothing follows*** | | | | | | |



















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RELATED-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | |
|--|-----------------|-----------------------------|----------------------|------------------------|--|--|
| Senior Education Program Specialist | 19 | 53,873 | 1 | SGOD | | |
| ***nothing follows*** | | | | | | |

Junior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|-----------------|--------------------------------|----------------------|--|-------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|-------------------------------------|
| | | | 3 | Gumaca NHS, Gumaca West District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Guidance | 13 | 32,870 | 1 | Lutucan Integrated NHS, Sariaya West District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Counselor III | 13 | 32,670 | 1 | MSEMSAT, Mauban North District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | Alabat Island NHS, Alabat District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 28,512 | 1 | Canda NHS, Sariaya East District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Gumaca NHS, Gumaca West District |
| | | | 1 | Lusacan NHS, Tiaong District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Guidance Counselor I | 11 | | 11 28,512 | 11 28,512 | 11 28,512 2 | 2 | Lutucan Integrated NHS, Sariaya West District | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 1 | Quezon National High School, Sariaya East District | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | Recto Memorial NHS, Tiaong District | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | San Andres NHS, San Andres District | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | San Isidro NHS, General Luna District | | | | | | | | | | | | | | | | | | | | | | | | | | |



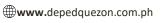
















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| | 1 | Silangang Malicboy NHS, Pagbilao District | | | |
|-----------------------|---|--|--|--|--|
| | 1 | Sta. Catalina NHS, Candelaria East District | | | |
| | 1 | Ungos Integrated NHS, Real District | | | |
| ***nothing follows*** | | | | | |

TEACHING POSITIONS

Elementary

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment |
|-------------------|-----------------|-----------------------------|----------------------|---------------------------|
| | | | 2 | Calauag East District |
| | | | 2 | Calauag West District |
| Master Teacher II | 19 | 53,873 | 1 | San Andres District |
| | | | 1 | Real District |
| | | | 1 | Mauban South District |
| | | | 1 | Calauag East District |
| | | 49,015 | 1 | Gumaca East District |
| | | | 2 | Pitogo District |
| Master Teacher I | 18 | | 1 | San Andres District |
| | | | 1 | San Francisco District |
| | | | 2 | Sariaya East District |



















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| | | | 1 | Sariaya West | |
|---------------------------------|----|--------|---|-------------------------|--|
| | | | 1 | Infanta District | |
| Special Education Teacher II | 15 | 38,413 | 1 | Lopez East District | |
| | | | 1 | Pagbilao District | |
| Special Education Teacher I | 14 | 35,434 | 1 | Gumaca East District | |
| | | | 1 | San Antonio District | |
| ***nothing follows*** | | | | | |

Junior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | Area of Specialization |
|----------------------|-----------------|--------------------------------|----------------------|---|---------------------------|
| | | | 1 | Quezon National High School, Sariaya East District | ESP |
| Master Teacher II | 19 | 53,873 | 1 | Dr. Maria D. Pastrana NHS, Mauban South District | MATH |
| | | | 1 | Alabat Island NHS, Alabat District | ENGLISH |
| | | | 1 | Quezon National High School, Sariaya East District | ARALING PANLIPUNAN |
| Master | 18 | 49015 | 1 | San Isidro NHS, Catanauan District | MATH |
| Teacher I | 10 | 79013 | 1 | Atimonan National Comprehensive HS, Atimonan District | MATH |
| | | | 1 | MSEMSAT, Mauban North District | SCIENCE |



















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| | | | 1 | Quezon National High School, Sariaya East District | SCIENCE |
|------------------------|----|--------|-----------------|--|--------------------|
| Special | | | 1 | Recto Memorial NHS | S, Tiaong District |
| Education Teacher I | 14 | 35,434 | 1 | Quezon National Higl East Dis | , |
| | | *** | *nothing follow | **** | |

^{***}nothing follows***

Senior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | Area of Specialization |
|------------|-----------------|--------------------------------|----------------------|---|---------------------------|
| | | | 1 | Paaralang Sekundarya ng Lucban IS, Lucban District | MATH |
| Master | 19 | 53,873 | 1 | MSEMSAT, Mauban North District | SOCIAL SCIENCE |
| Teacher II | 19 | 33,673 | 1 | Sta. Catalina NHS, Candelaria East District | HUMSS |
| | | | 1 | Pagsangahan NHS,San Francisco District | SCIENCE |
| | | | 1 | San Andres NHS, San Andres District | ENGLISH |
| | | | 1 | Matandang Sabang NHS, Catanauan District | MATH |
| Master | 18 | 49015 | 1 | Renato Edaño Vivencio NHS, San Francisco District | MATH |
| Teacher I | 10 | 79013 | 1 | Dr. Maria D. Pastrana NHS, Mauban South District | SCIENCE |
| | | | 1 | Dagatan NHS, Dolores District | SCIENCE |
| | | | 1 | Bagupaye Integrated HS, Mulanay District | TVL-EIM |



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

nothing follows

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 | 45,138 | 1 | Division of Quezon |
| Nurse II | 16 | 41,616 | 1 | Division of Quezon |
| Administrative Assistant III | 9 | 22,219 | 1 | Accounting Section |
| Administrative | 8 | 20,534 | 1 | Personnel Section |
| Assistant II | | | 1 | Budget Section |
| | | ***nothing follows** | ÷ | |

Elementary

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment |
|------------------------------|-----------------|-----------------------------|----------------------|--|
| Project Development | 11 | 28,512 | 1 | San Andres District |
| Officer I | | | 1 | Patnanungan District |
| | | | 1 | San Roque ES, Catanauan District |
| | | | 1 | Ulpiano Camacho ES, Quezon District |
| Administrative Officer II | 11 | 28,512 | 1 | Anibawan ES, Burdeos District |
| | | | 1 | Pantay ES, San Francisco District |
| | | | 1 | Cumbahan ES, San Francisco District |



















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| | | | 1 | Jomalig District |
|--------------------------|---|--------|---|-----------------------------|
| | | | 1 | Macalelon District |
| | | | 1 | Plaridel District |
| Administrative | 9 | 22,219 | 1 | San Andres District |
| Assistant III | | 22,217 | 1 | Tagkawayan District |
| | | | 1 | Unisan District |
| | | | 1 | Atimonan District |
| | | | 1 | Calauag West District |
| | | | 1 | Calauag East District |
| | | | 1 | Calauag West District |
| | | | 1 | Jomalig District |
| | | | 1 | Lopez West District |
| | | | 1 | Patnanungan District |
| Administrative | | | 1 | Sampaloc District |
| Assistant II | 8 | 20,534 | 1 | San Andres District |
| | | | 1 | Candelaria West District |
| | | | 1 | Pitogo District |
| | | | 1 | San Francisco District |
| | | | 1 | San Narciso District |
| | | | 1 | Unisan District |
| | | | | |
| Administrative Aide I | 1 | 13,530 | 1 | General Luna District |



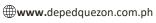
















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Junior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment | | | | |
|------------------------------|-----------------|--------------------------------|----------------------|--|---|---|--|--|
| School Librarian I | 11 | 28,512 | 1 | Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District | | | | |
| Administrative Officer II | 11 | 28,512 | 1 | Mabunga NHS, San Francisco District | | | | |
| Administrative Officer I | 10 | 24,381 | 1 | Quezon National High School, Sariaya East District | | | | |
| | | | 1 | Katimo NHS, Tagkawayan District | | | | |
| | | | 1 | Gloria Umali Integrated NHS, Tiaong District | | | | |
| | | | 1 | Panikihan NHS, Gumaca East District | | | | |
| | | | 1 | San Francisco B NHS, Lopez West District | | | | |
| | | | 1 | Ajos NHS & Magsaysay NHS, Mulanay District | | | | |
| | | | 1 | Sto. Niño NHS & Huyon-Uyon NHS, San Francisco District | | | | |
| Administrativo | | | 1 | Callejon NHS, San Antonio District | | | | |
| Administrative | 9 | 22,219 | 1 | Dagatan NHS, Dolores District | | | | |
| Assistant III | | | | | · | 1 | Guinayangan NHS, Guinayangan North District | |
| | | | 1 | Hinguiwin NHS, Padre Burgos District | | | | |
| | | | | | | | 1 | Jacinto G. Esplana NHS & Dr. Vivencio V. Marquez NHS, San Francisco District |
| | | | 1 | Libo NHS, Panukulan District | | | | |
| | | | 1 | Marcial B. Villanueva NHS, San Francisco District | | | | |
| | | | 1 | San Isidro IS, Tagkawayan District | | | | |
| | | | 1 | Ungos Integrated NHS, Real District | | | | |



















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| | I | | | T |
|----------------|---|--------|---|--------------------------------|
| | | | 1 | Maligaya Integrated NHS, |
| | | | _ | Atimonan District |
| | | | 1 | Nabangka NHS, Guinayangan |
| | | | 1 | South District |
| | | | 1 | Sto. Niño NHS & Huyon-Uyon |
| | | | 1 | NHS, San Francisco District |
| | | | 1 | Gov. Anacleto Alcala NHS, |
| | | | 1 | Sariaya West District |
| | | | 1 | San Francisco B NHS, Lopez |
| | | | 1 | West District |
| | | | 1 | Gloria Umali Integrated NHS, |
| | | | 1 | Tiaong District |
| | | | 1 | San Roque Ilaya NHS, Calauag |
| | | | 1 | East District |
| | | | 1 | Cabay NHS, Tiaong District |
| | | | | Cagsiay I NHS, Mauban South |
| | | | 1 | District |
| | | 20,534 | 1 | Callejon NHS, San Antonio |
| | | | | District |
| Administrative | 8 | | | Concepcion NHS, Plaridel |
| Assistant II | 8 | | 1 | District |
| | | | | Dr. Panfilo Castro NHS, |
| | | | 1 | Candelaria District |
| | | | | Evaristo R. Macalintal |
| | | | 1 | Memorial NHS, Quezon District |
| | | | | Godofredo M. Tan Intergrated |
| | | | 1 | School of Arts and Trades, San |
| | | | 1 | Narciso District |
| | | | | Guinayangan NHS, |
| | | | 1 | Guinayangan North District |
| | | | | Hondagua NHS, Lopez West |
| | | | 1 | District |
| | | | 1 | Jomalig NHS, Jomalig District |
| | | | 1 | Marcial B. Villanueva NHS, |
| | | | 1 | San Francisco District |
| | | | | Paaralang Sekundarya ng |
| | | | 1 | Heneral Nakar, General Nakar |
| | | | 1 | District |
| | | | | Pagbilao Grande Island NHS, |
| | | | 1 | |
| | | | | Pagbilao District |



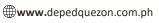
















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| | | | | Pagsangahan NHS, San |
|---------------------------|---|------------|------------|--|
| | | | 1 | Francisco District |
| | | | 1 | Recto Memorial NHS, Tiaong District |
| | | | 1 | San Antonio NHS, San Antonio District |
| | | | 1 | Sto. Domingo NHS, Calauag West District |
| | | | 1 | Unisan NHS, Unisan District |
| | | | 1 | Alabat Island NHS, Alabat District |
| Administrative Aide IV | 4 | 16,209 | 1 | Lutucan Integrated NHS, Sariaya West District |
| | | | 1 | Quezon National High School, Sariaya East District |
| Administrative | | 15.065 | 1 | Lamon Bay School of Fisheries, Gumaca East District |
| Aide III | 3 | 15,265 | 1 | Abuyon NHS, San Narciso District |
| | | | 1 | Bondoc Peninsula Agricultural HS, Mulanay District |
| Security Guard I | 3 | 15,265 | 1 | San Isidro NHS, General Luna District |
| | | | 1 | Alabat Island NHS, Alabat District |
| Farm Worker I | 2 | 14,372 | 1 | Bondoc Peninsula Agricultural HS, Mulanay District |
| | | ***nothing | follows*** | • |

Senior High School

| Position | Salary Grade | Monthly Salary (NBC 591) | No. of Position/s | Place of Assignment |
|----------------|-----------------|--------------------------------|----------------------|---|
| Administrative | | | 1 | Bantulinao IS, Calauag West District |
| Assistant II | 8 | 20,534 | 1 | Bonifacio NHS, Burdeos District |
| | | | 1 | Burdeos NHS, Burdeos District |



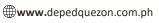
















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| 1 | Busdak NHS, Patnanungan District |
|---|--|
| 1 | Cabay NHS, Tiaong District |
| 1 | Callejon NHS, San Antonio District |
| 1 | Camflora ES-Annex, San Andres District |
| 1 | Dagatan NHS, Dolores District |
| 1 | Dao NHS, Lopez West District |
| 1 | Cogorin Ibaba NHS, Lopez West District |
| 1 | Doña Francisca Alvarez Rejano IS, Mulanay District |
| 1 | Dr. Vivencio V. Marquez NHS, San Francisco District |
| 1 | Emilio V. Quizon NHS, San Andres District |
| 1 | Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District |
| 1 | Joel B Arquiza NHS, Quezon District |
| 1 | Jongo NHS, Lopez West District |
| 1 | Lagay NHS, Calauag West District |
| 1 | Lina Gayeta Lasquety NHS, Padre Burgos District |
| 1 | Magsaysay NHS, Mulanay District |



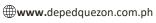
















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| 1 | District |
|---|---|
| 1 | Pugon NHS, San Francisco |
| 1 | Paaralang Sekundarya ng Lucban IS, Lucban District |
| 1 | Nabangka NHS, Guinayangan North District |
| 1 | District Nobangka NUS Cuinavangan |



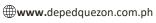
















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

QUALIFICATION STANDARDS OF THE VACANT POSITIONS SCHOOL ADMINISTRATION

Elementary

| Position | Education | Training | Experience | Eligibility |
|------------------------|---|--|---|------------------|
| SCHOOL PRINCIPAL | Bachelor of Elementary Education (BEED) or | 40 HOURS OF RELEVANT | HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN- CHARGE FOR 2 YEARS; | |
| I | Bachelors Degree w/ 18 Professional Units in Education | TRAINING | OR MASTER TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS | |
| HEAD TEACHER III | Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education | | HEAD TEACHER FOR 2 YEARS; OR TEACHER-IN- CHARGE FOR 2 YEARS; OR TEACHER FOR 5 YEARS | RA 1080 /LET/ |
| HEAD TEACHER II | Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education | 24 HOURS OF RELEVANT TRAINING | HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN- CHARGE FOR 1 YEAR; OR TEACHER FOR 4 YEARS | PBET |
| HEAD TEACHER I | Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education | | TEACHER-IN-CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS | |

Junior High School

| Position | Education | Training | Experience | Eligibility |
|-------------|------------------------|----------|------------------|-------------|
| | Bachelor of Secondary | 40 HOURS | HEAD TEACHER FOR | |
| SCHOOL | Education (BSED) or | OF | 1 YEAR; OR | RA 1080 |
| PRINCIPAL I | Bachelors Degree w/ 18 | RELEVANT | TEACHER-IN- | /LET/ |
| FRINCIPALI | Professional Units in | TRAINING | CHARGE FOR 2 | PBET |
| | Education | IKAINING | YEARS; OR MASTER | |

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









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| | | | TEACHER FOR 2 |
|-------------|----------------------------|-------------|---------------------|
| | | | YEARS; OR |
| | | | TEACHER FOR 5 |
| | | | YEARS |
| | Bachelors Degree in | | |
| | education or its | | |
| ASSISTANT | equivalent with a major | 2 years | |
| SCHOOL | and minor, or Bachelors | supervisory | 8 hours of relevant |
| PRINCIPAL | Degree in Arts and | experience | training |
| III | Sciences with at least ten | criperience | |
| | (10) units in professional | | |
| | education | | |
| | Bachelor of Secondary | | |
| | Education (BSED) or | 24 HOURS | HEAD TEACHER FOR |
| HEAD | Bachelors Degree w/ 18 | OF | 5 YEARS; OR |
| TEACHER VI | Professional Units in | RELEVANT | MASTER TEACHER |
| 12101121111 | Education with | TRAINING | FOR 4 YEARS |
| | appropriate field of | | TOR TELLE |
| | specialization | | |
| | Bachelor of Secondary | | |
| | Education (BSED) or | 24 HOURS | HEAD TEACHER FOR |
| HEAD | Bachelors Degree w/ 18 | OF | 3 YEARS; OR |
| TEACHER IV | Professional Units in | RELEVANT | MASTER TEACHER |
| | Education with | TRAINING | FOR 2 YEARS |
| | appropriate field of | | |
| | specialization | | |
| | Bachelor of Secondary | | |
| | Education (BSED) or | 24 HOURS | HEAD TEACHER FOR |
| HEAD | Bachelors Degree w/ 18 | OF | 2 YEARS; OR |
| TEACHER III | Professional Units in | RELEVANT | TEACHER FOR 5 |
| | Education with | TRAINING | YEARS |
| | appropriate field of | 111111111 | 12110 |
| | specialization | | |
| | Bachelor of Secondary | 24 HOURS | HEAD TEACHER FOR |
| HEAD | Education (BSED) or | OF | 1 YEAR; OR |
| TEACHER II | Bachelors Degree w/ 18 | RELEVANT | TEACHER FOR 4 |
| | Professional Units in | TRAINING | YEARS |
| | Education with | | |

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| | appropriate field of specialization | | | |
|-------------------|---|--|--|--|
| HEAD TEACHER I | Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization | 24 HOURS OF RELEVANT TRAINING | TEACHER-IN- CHARGE FOR 1 YEAR; OR TEACHER FOR 3 YEARS | |

Senior High School

| Position | Education | Training | Experience | Eligibility |
|--------------|-----------------------------|------------|-------------|------------------------|
| | Bachelor of Secondary | | | |
| | Education (BSED) or | | | |
| SCHOOL | Bachelors Degree w/ 18 | OF | 1 YEAR AS | RA 1080 /LET/ |
| PRINCIPAL II | Professional Units in | RELEVANT | PRINCIPAL | PBET |
| | Education Plus 6 Units of | TRAINING | | |
| | Management | | | |
| | Bachelor's degree in | | | |
| | Education or its equivalent | | | RA 1080 |
| ASSISTANT | with a major and minor, or | 8 hours of | "2 years of | |
| SCHOOL | Bachelor's degree in Arts | relevant | relevant | /LET/PBET Provisional: |
| PRINCIPAL II | and Sciences with at least | training | experience" | |
| | 18 units in professional | | | None Required |
| | education | | | |



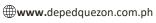
















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

RELATED-TEACHING POSITIONS

SDO (Schools Division Office) Quezon

| Position | Education | Training | Experience | Eligibility |
|--|--|------------------------------------|---|---|
| SENIOR EDUCATION PROGRAM SPECIALIST | Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job | 8 hours of relevant training | 2 years experience in education, research, development, implementation or other relevant experience | RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position |

Junior High School

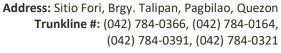
| Position | Education | Training | Experience | Eligibility |
|---------------|--------------------|----------|------------|-------------|
| GUIDANCE | Mastaria darmas in | | | DA 1000 |
| COUNSELOR III | Master's degree in | NONE | NONE | RA 1080 |
| GUIDANCE | Guidance and | REQUIRED | REQUIRED | (Guidance |
| COUNSELOR I | Counseling | | | Counselor) |



















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

TEACHING POSITIONS

Elementary

| Position | Education | Training | Experience | Eligibility |
|------------------------------------|---|---|---|--------------------------|
| MASTER TEACHER II | Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 24 units for a Master's degree in Education or its equivalent | 4 Hours of Relevant Training | 1 YEAR AS MASTER TEACHER 1 OR 4 YEARS AS TEACHER III | |
| MASTER TEACHER I | Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 18 units for a Master's degree in Education or its equivalent | NONE REQUIRED | 3 YEARS RELEVANT EXPERIENCE | RA 1080 /LET/ PBET |
| SPECIAL EDUCATION TEACHER II | Bachelor's Degree in Education with Specialization in Special Education | 4 HOURS OF RELEVANT TRAINING | 1 YEAR EXPERIENCE AS SPECIAL EDUCATION TEACHER | |
| SPECIAL EDUCATION TEACHER I | Bachelor's Degree in Education with Specialization in Special Education and five (5) other requisites enumerated in DepEd Order No. 12 s.2011 | NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011 | NONE REQUIRED and five (5) other requisites enumerated in DepEd Order No. 12 s.2011 | |

Junior High School

| | Position | Education | Training | Experience | Eligibility |
|--|-------------|-----------------------|------------|----------------|-------------|
| | MASTER | Bachelor of Secondary | 4 Hours of | 1 YEAR AS | RA 1080 |
| | TEACHER II | Education (BSED) or | Relevant | MASTER | /LET/ |
| | I EACHER II | Bachelors Degree plus | Training | TEACHER 1 OR 4 | PBET |



















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| | 18 Professionals Units in | | YEARS AS |
|-----------|---------------------------|----------------|--------------------|
| | Education with | | TEACHER III |
| | appropriate major; and | | |
| | 24 units for a Master's | | |
| | degree in Education or | | |
| | its equivalent | | |
| | Bachelor of Secondary | | |
| | Education (BSED) or | | |
| | Bachelors Degree plus | | |
| MASTER | 18 Professionals Units in | NONE | 3 YEARS |
| TEACHER I | Education with | REQUIRED | RELEVANT |
| TEACHERT | appropriate major; and | KEQUIKED | EXPERIENCE |
| | 18 units for a Master's | | |
| | degree in Education or | | |
| | its equivalent | | |
| | Bachelor's Degree in | NONE | NONE REQUIRED |
| | Education with | REQUIRED and | and five (5) other |
| SPECIAL | Specialization in Special | five (5) other | requisites |
| EDUCATION | Education and five (5) | requisites | enumerated in |
| TEACHER I | other requisites | enumerated in | DepEd Order No. |
| | enumerated in DepEd | DepEd Order | 12 s.2011 |
| | Order No. 12 s.2011 | No. 12 s.2011 | |

Senior High School

Academic

| Position | Education | Training | Experience | Eligibility |
|-------------------------|---|---|--|-------------------------------|
| MASTER TEACHER II | Master's degree in relevant strand/ subject | 12 hours of training relevant to the subject area specialization | 5 years of relevant teaching/ industry work experience | RA 1080 /LET/PBET |
| MASTER TEACHER I | Master's degree in relevant strand/subject | 8 hours of training relevant to the subject area specialization | 4 years of relevant teaching/ industry work experience | Provisional: None Required |



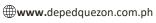
















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

TVL

| Position | Education | Training | Experience | Eligibility |
|----------|-----------------------|---------------------|--------------------|---------------|
| | Bachelor's degree; or | At least NC II + | 1 Year of teaching | |
| MASTER | completion of | TMC I | experience and 1 | |
| TEACHER | technical-vocational | (Appropriate to | year of relevant | |
| II | course(s) in the area | the specialization) | industry work | RA 1080 |
| | of specialization | | experience | /LET/PBET |
| | Bachelor's degree; or | At least NC II + | 1 Year of teaching | Provisional: |
| MASTER | completion of | TMC I | experience and 6 | None Required |
| TEACHER | technical-vocational | (Appropriate to | months of relevant | |
| I | course(s) in the area | the specialization) | industry work | |
| | of specialization | the specialization) | experience | |



















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

NON-TEACHING POSITIONS

| Position | Education | Training | Experience | Eligibility |
|--|---|---------------------------------|----------------------------------|--|
| 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 | |
| PROJECT DEVELOPMENT OFFICER I ADMINISTRATIVE OFFICER II | Bachelor's degree relevant to the job | | | Career Service (Professional)/Second Level Eligibility |
| SCHOOL LIBRARIAN I | Bachelor of Library Science or Information Science of any Bachelor's degree major in Library Science or Information Science | NONE REQUIRED | NONE REQUIRED | RA 1080 (Librarian) |
| ADMINISTRATIVE OFFICER I | Bachelor's degree relevant to the job | | | Career Service (Professional)/Second Level Eligibility |
| ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) ADMINISTRATIVE ASSISTANT III (CLERICAL) | Completion of 2 years studies in College | 4 hours relevant training | 1 year relevant experience | CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY |



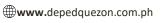
















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

| ADMINISTRATIVE | | | | |
|--------------------------|--------------|------------------|------------------|------------------------|
| ASSISTANT II | | | | |
| (DISBURSING | | | | |
| OFFICER II) | | | | |
| ADMINISTRATIVE | | | | |
| ASSISTANT II | | | | |
| (CLERICAL) | | | | |
| ADMINISTRATIVE | Completion | | | |
| AIDE IV | of 2 years | | | |
| ADMINISTRATIVE | studies in | | | |
| AIDE III | college | | | |
| ADMINISTRATIVE AIDE I | * Must be | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED |
| | able to read | | | |
| | and write | | | |
| SECURITY | High School | | | Security Guard License |
| GUARD I | Graduate | | | Security Guard License |
| | Elementary | | | |
| FARM WORKER I | School | | | NONE REQUIRED |
| | Graduate | | | |















