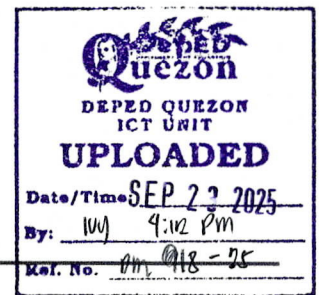




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 September 2025

DIVISION MEMORANDUM
DM No. 918, 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 Office announces the additional vacancies in SDO Quezon and provide the adjusted schedule of activities related to these vacancies as outlined in the attached memorandum:

SCHOOL ADMINISTRATION

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal II	20	62967	1	Division of Quezon
Head Teacher I	14	37024	1	Candelaria West District

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
School Principal I	19	56390	1	Nabangka NHS, Guinayangan District
			1	Calantas NHS, Macalelon District
Head Teacher I	14	37024	1	San Isidro NHS, General Luna District <i>Major: Science</i>

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NON-TEACHING POSITIONS

Division of Quezon

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	9	23226	1	Division of Quezon (Accounting Section)

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Officer II	11	30024	2	Panukulan District

Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
Administrative Assistant II (SHS)	8	21448	1	Pitogo Community HS, Pitogo District

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication&Posting of Memorandum	HRMO (Human Resource Management Officers)	September 23, 2025	1
Last day of receiving application documents in the District	By District	October 3, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section HRMPSB sub-committee members, By District	October 3, 2025	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	October 6, 2025	1
Comparative Assessment of Applicants (Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE), Skills or Work Sample Tests (S/WST)	HRMPSB Members and sub-committee members	October 7, 2025	1

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HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	October 8, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	October 9, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	October 10, 2025	1

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

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm09/23/2025

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