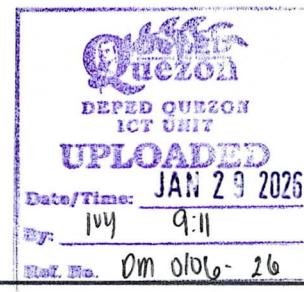




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



28 July 2026

DIVISION MEMORANDUM
 DM No. 0106, s. 2026

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION UNDER JOB ORDER (JO) SUPPORT SERVICES IN THE PLANNING SECTION

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

- In reference to **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 under Job Order (JO) Support Services assigned to the Planning Section**. All interested and qualified applicants are welcome to apply, regardless of gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
- 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 **January 30 (Friday) until 5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- Intent / Application Letter
 - Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
 - Clearances (NBI, Police and Barangay Clearance)
 - Form 212 and / or Resume
 - X-Ray Result / Psychological Test (prior to Contract Signing)
- 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

DEPEDQUEZON-TM-SDS-04-009-003



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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 

Perrm01/28/2026

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Enclosure 1 to Division Memorandum No. 0106 s. 2026

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

NO. OF VACANCY:	One (1)
POSITION:	Administrative Aide VI
OFFICE ASSIGNMENT:	Planning Section
SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
Assisting the Planning Officer in: <ul style="list-style-type: none"> ▪ Managing the incoming and outgoing documents through the Document Tracking System including the routing of such to and from offices. ▪ Handling various for-action documents such as but not limited to AIP, School MOOE Payroll, WFP, Data Sharing Agreements, Indorsements, among others. ▪ Escalating request forms to the Central Office. ▪ Preparing reports and presentations ▪ Monitoring the submission of schools reports. ▪ Organizing digital files, scanning documents, and related administrative tasks. ▪ Providing technical assistance to clients and to private schools on LIS. ▪ Attending errands or meetings when the DPO is engaged in other official activities. 	Educational Attainment: <ul style="list-style-type: none"> ▪ At least college level education preferably Computer Related Course ▪ Minimum of one (1) year relevant work experience in data management. Specialization/Skills Required: <ul style="list-style-type: none"> ▪ Proficient in office software applications: MS Word, MS Excel, and MS PowerPoint. ▪ Strong data management skills, including filing, record-keeping, and correspondence management. ▪ Ability to organize and proritize tasks efficiently under pressure. ▪ Good interpersonal and communication skills to work with diverse individuals. ▪ Basic knowledge of office procedures and documentation processes. ▪ Capable of performing tasks independently with minimal supervision. ▪ Can work under pressure and adapt to a fast-paced work environment. ▪ Can work harmoniously with different kinds of people. ▪ Possesses good communication skills, attention to detail, and the ability to work with minimal supervision.

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**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION
UNDER THE JOB ORDER (JO) SUPPORT SERVICES**

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none">Post job vacancy for one (1) Administrative Aide VI – Planning Section. <i>Note: Local hiring is highly encouraged.</i>	SDO-HRMO	January 28 - 30, 2026 3 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none">HRMO calls applicants who submitted applications.Assessor/validator conducts practical tests for all applicants using standardized checklist.HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval.	SDO-HRMO / Unit Head / Designated Validator/ Assessor	February 2, 2026 1 CALENDAR DAYS
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	February 3, 2026 2 CALENDAR DAYS
4. REPORTING TO DUTY <p>The Section Head of the requesting office orients the JO.</p>	Section Head	February 4, 2026

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

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