UPLOADED 02/07/2025 GELO 7:52 DM 116-25

## Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

07 February 2025

DIVISION MEMORANDUM DM No. 116, 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. This is to announce the vacancies in the Department of Education Schools Division of Quezon for School Administration, Related-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**. The Personnel Section and District Ranking Committee will facilitate the checking and receiving of documents.
- 3. The Public Schools District Supervisors (PSDS) are responsible for ensuring that all documents submitted by applicants applying to the district are complete, based on the provided checklist. The PSDS must affix their initials to the checklist (see attached image below). However, the HRMO will sign the submitted application documents of applicants applying to the Division Office.

Photocopy of Performance Rating obtained from the relevant	P-001-7111	
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



















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4. The pertinent documents for School Administration, Related-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). The aforesaid document shall henceforth be required **to be sworn by any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755; and

# Non-Mandatory Requirements but will be used as basis for comparative assessment for related-teaching, school administration and non-teaching positions:

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

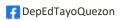


















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- 1. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.
- 5. All application documents shall be submitted on or before February 17, 2025 (Monday) at the <u>Division Office of Quezon</u>, <u>Talipan</u>, <u>Pagbilao</u>, <u>Quezon</u> (for applicants applying in the Division Office) or at the <u>District Offices</u> (for applicants applying in the district) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.

LOCATION	POSITION		
Division Office of Quezon, Talipan, Pagbilao, Quezon	<ul> <li>School Administration</li> <li>PIII – PIV</li> <li>HT IV – I</li> <li>Related-Teaching Positions</li> <li>PSDS</li> <li>EPS II</li> <li>Non-Teaching Positions in the Division of Quezon</li> <li>NURSE II</li> <li>PDO I</li> <li>ADAS III (SENIOR BOOKKEEPER)</li> <li>ADA VI</li> </ul>		
District Offices	<ul> <li>Related-Teaching Positions</li> <li>GC III-I</li> <li>Non-Teaching Positions</li> <li>SL I</li> <li>AO I</li> <li>ADAS III (SENIOR BOOKKEEPER)</li> <li>ADAS II (DISBURSING OFFICER II</li> <li>ADAS II (SHS/CLERICAL)</li> <li>ADA IV</li> <li>ADA III</li> <li>ADA II</li> <li>SG I</li> <li>WATCHMAN I</li> <li>FARMWORKER I</li> </ul>		



















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- 6. Applicants must ensure the completeness, accuracy and veracity of the submitted documents. In addition, **Personal Data Sheet, Work Experience Sheet and Checklist of Requirements** can be downloaded using this link: <a href="https://tinyurl.com/SDO-Quezon-Application-Reqs">https://tinyurl.com/SDO-Quezon-Application-Reqs</a>
- 7. 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.
- 8. 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: <a href="https://tinyurl.com/SARTNTP2025">https://tinyurl.com/SARTNTP2025</a>



- 9. The initial evaluation, pre-evaluation and Comparative Assessment of School Administration, Related-Teaching, and Non-Teaching Applicants shall be done by the HRMO, and HRMPSB respectively.
- 10. 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.
- 11. The schedule of activities pertaining to submission, initial evaluation of documents and comparative assessment are indicated in the attached enclosure.
- 12. Wide and immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Persmjv02/07/2025



















## Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1 to Division Memorandum No.  $\underline{1161}$ 1§. 2025

#### **SCHEDULE OF ACTIVITIES**

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	February 7, 2025	1
Last day of receiving application documents in the Division Office (for applicants applying under School Administration and inside the Division Office)	Records Section	February 17, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMO, Personnel Section		
Last day of receiving application documents in the district (for applicants applying in the district)  Initial Assessment/Screening of applications or pertinent	By District  HRMPSB sub- committee members, By District	February 17, 2025	1
documents Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	February 18, 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	February 19-20, 2025	2



















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## **Region IV-A**SCHOOLS DIVISION OF QUEZON PROVINCE

HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	February 25, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	February 27, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	February 28, 2025	1

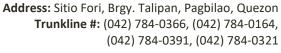
Note: The scheduled timeline of activities is subject to change based on the number of application forms received.



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 2 to Division Memorandum No. 116 s. 2025

## LIST OF VACANCIES SCHOOL ADMINISTRATION

#### **Elementary**

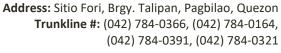
Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment						
SCHOOL PRINCIPAL III	21	70013	1	Division of Quezon						
			1	Tiaong I District						
			1	Tiaong II District						
			1	Pagbilao I District						
			1	Mauban North District						
HEAD	16	43560	1	Sariaya West District						
TEACHER III	16		1	General Nakar I District						
			1	General Nakar II District						
			2	Candelaria West District						
			1	San Francisco I District						
			2	Atimonan I District						
HEAD TEACHER II	15	40208	1	San Andres District						
			1	Lucban District						
			2	San Andres District						
HEAD	14	37024	1	Mauban North District						
TEACHER I	14	37024	1	Buenavista I District						
			1	San Francisco I District						
			1	Catanauan I District						
		- nothing f	follows -	- nothing follows -						



















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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											
SCHOOL	22	78162	1	Ungos Integrated Distric											
PRINCIPAL IV			1	Unisan IHS, Unis	san District										
			l	Place of Assignment	Major										
HEAD	177	47047	1	Lutucan NHS, Sariaya West District	SCIENCE										
TEACHER IV	17   479	47247	1	Recto Memorial NHS, Tiaong I District	FILIPINO										
HEAD TEACHER III			1	Atimonan NCHS, Atimonan I District	SCIENCE										
	16	HEAD	1	43560	43560	43560	16 43560	1	Infanta NHS, Infanta District	MAPEH					
		43560	43560					43560	43560	43560	43560	43560	43560	43560	43560
			1	San Isidro NHS, General Luna District	FILIPINO										
HEAD TEACHER II	15	40208	1	Dr. Maria D. Pastrana NHS, Mauban South District	SCIENCE										
I EACHER II	CHER II		1	MSEMSAT, Mauban North District	TLE- ELECTRONICS										
			2	Alabat Island NHS, Alabat District	ESP										
HEAD TEACHER I	14	37024	37024	37024	37024	37024	37024	37024	37024	37024	37024	37024	1	Perez NHS, Perez District	ENGLISH
			1	Dr. Maria D. Pastrana NHS,	FILIPINO										



















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		Mauban South		
		District		
		Guinayangan		
	1	NHS,	SCIENCE	
	1	Guinayangan		
		North District		
		Lopez NCHS,		
	1	Lopez West	ESP	
		District		
		Recto Memorial		
	1	NHS, Tiaong I	SCIENCE	
		District		
- no	thing follows -			

#### **RELATED-TEACHING POSITIONS**

#### **Division Of Quezon**

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	
PUBLIC					
SCHOOLS	00	70160	2	DIVISION OF OUEZON	
DISTRICT	22	78162	4	DIVISION OF QUEZON	
SUPERVISOR					
EDUCATION				DIVISION OF OUEZON	
PROGRAM	16	56390	1	DIVISION OF QUEZON	
SPECIALIST II				(SGOD)	
- nothing follows -					

#### **Junior High School**

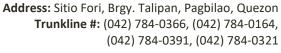
Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
			2	Gumaca NHS, Gumaca West District
GUIDANCE COUNSELOR III	13	34,421	1	Lutucan NHS, Sariaya West District
			1	MSEMSAT, Mauban North District



















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#### Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

			1	Alabat Island NHS, Alabat
				District
			1	San Andres NHS, San
				Andres District
			1	Canda NHS, Sariaya East District
		_		
			1	Gumaca NHS, Gumaca West District
			1	Lopez NCHS, Lopez West District
			1	Lusacan NHS, Tiaong District
		-		Lutucan NHS, Sariaya
			2	West District
			Silangang Malicboy NHS,	
GUIDANCE		30024	1	Pagbilao District
COUNSELOR I	11			Quezon NHS, Sariaya East
COUNDEDON		1	District	
				Recto Memorial NHS,
			1	Tiaong District
				San Isidro NHS, General
		1	Luna District	
		1		Godofredo M. Tan
				Intergrated School of Arts
		1	and Trades, San Narciso	
				District
				Sta. Catalina NHS,
			1	Candelaria East District
			_	Ungos Integrated NHS,
			1	Real District
		- nothing j	follows -	1



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

#### **NON-TEACHING POSITIONS**

#### **Division of Quezon**

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
NURSE II	16	43,560	2	
PROJECT DEVELOPMENT OFFICER I	11	30,024	1	DIVISION OF QUEZON
ADMINISTRATIVE ASSISTANT III	9	23,226	2	DIVISION OF QUEZON (ACCOUNTING SECTION)
(SENIOR BOOKKEEPER)	9	23,220	2	DIVISION OF QUEZON (PERSONNEL SECTION)
ADMINISTRATIVE AIDE VI	6	18,957	1	DIVISION OF QUEZON (BUDGET SECTION)
- nothing follows -				

#### **Elementary**

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	
ADMINISTRATIVE			1	Lopez East District	
ASSISTANT III	9	23,226	1	Lopez West District	
(SENIOR		9 23,220	1	Macalelon District	
BOOKKEEPER)			1	San Francisco I District	
ADMINISTRATIVE			1	Pitogo District	
ASSISTANT II	8	21,448	1	Calauag West District	
(DISBURSING	O	21,770	1	San Andres District	
OFFICER II)					
ADMINISTRATIVE AIDE I	1	14,061	1	San Andres District	
- nothing follows -					



















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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
			1	Lutucan NHS, Sariaya West District
SCHOOL LIBRARIAN I	11	30,024	1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	10	25,586	1	MSEMSAT, Mauban North District
			1	Gloria Umali Integrated NHS, Tiaong District
			1	San Francisco B NHS, Lopez West District
			1	San Isidro NHS, Padre Burgos District
			1	Liwayway NHS, Mauban North District
ADMINISTRATIVE ASSISTANT III			1	Sto Niño NHS & Huyon- Uyon NHS, San Francisco District
(SENIOR	9	23,226	1	Callejon NHS, San Antonio District
BOOKKEEPER)			1	Dr. Maria D. Pastrana NHS, Mauban South District
			1	Marcial B. Villanueva MNHS, San Francisco District
			1	Ungos Integrated NHS, Real District
			1	Olongtao NHS, Macalelon District



















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

	Г	Т	Т	T =
			1	Gov. Anacleto Alcala NHS,
				Sariaya West District
			1	Gloria Umali Integrated
				NHS, Tiaong District
			1	San Isidro IS,
				Tagkawayan District
				Lina Gayeta Lasquety
			1	NHS, Padre Burgos
				District
				Nabangka NHS,
			1	Guinayangan South
				District
				Aloneros NHS,
			1	Guinayangan North
ADMINISTRATIVE				District
ASSISTANT II	8	21,448	1	Dr. Panfilo Castro NHS,
(DISBURSING	0	21,110	1	Candelaria East District
OFFICER II)			1	Callejon NHS, San
			1	Antonio District
			1	Dagatan NHS, Dolores
				District
			1	Evaristo R. Macalintal
				NHS, Quezon District
			1	Hinguiwin NHS, Padre
				Burgos District
			1	Infanta NHS, Infanta
				District
			1	Olongtao NHS, Macalelon
				District
				Marcial B. Villanueva
			1	MNHS, San Francisco
				District
			1	Alabat Island NHS, Alabat
			1	District
ADMINISTRATIVE	4	16,833	1	Gumaca NHS, Gumaca
AIDE IV	T	10,000	1	West District
			1	Quezon NHS, Sariaya
			1	East District



















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#### Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

ADMINISTRATIVE				Lamon Bay School of	
ADMINISTRATIVE AIDE III	3	15,852	1	Fisheries, Gumaca East	
AIDE III				District	
			1	Alabat Island NHS, Alabat	
SECURITY			1	District	
GUARD I	3	15,852		Lamon Bay School of	
GUARD I			1	Fisheries, Gumaca East	
				District	
WATCHMANI	WATCHMAN I 2 14925	14005	1	Gumaca NHS, Gumaca	
WAICHMANI		14925	1	West District	
	2	14925		Bondoc Peninsula	
FARM WORKER I			1	Agricultural HS, Mulanay	
				District	
			2	Gumaca NHS, Gumaca	
				4	West District
ADMINISTRATIVE				Bondoc Peninsula	
ADMINISTRATIVE AIDE I	1	14061	1	Agricultural HS, Mulanay	
				District	
			1	Quezon NHS, Sariaya	
			1	East District	
		- nothing fo	llows -		

#### Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment														
		1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District															
ADMINISTRATIVE		21,448	21,448	21,448	8 21,448	1 21,448 1 1	21,448	21,448	21,448								1	Evaristo R. Macalintal MNHS, Quezon District
ASSISTANT II (CLERICAL)	8									1	Leonarda D. Vera Cruz NHS, Unisan District							
							1	Magsaysay NHS, Mulanay District										
			1	Dr. Vivencio V. Marquez NHS, San Francisco District														



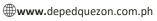
















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#### Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

	1	Pugon NHS, San
	1	Francisco District
		Doña Francisca Alvarez
	1	Rejano IS, Mulanay
		District
	1	Sabang NHS, Polillo
	1	District
- nothing follows -		



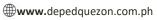
















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**Region IV-A**SCHOOLS DIVISION OF QUEZON PROVINCE

## QUALIFICATION STANDARDS OF THE VACANT POSITIONS SCHOOL ADMINISTRATION

#### **Elementary**

Position	Education	Training	Experience	Eligibility
SCHOOL PRINCIPAL III	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	2 YEARS AS PRINCIPAL	
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/ PBET
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	
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

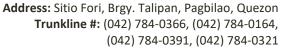
Position	Education	Training	Experience	Eligibility
	Bachelor of Secondary	40 1101100		
SCHOOL	Education (BSED) or	40 HOURS		RA 1080
PRINCIPAL	Bachelors Degree w/ 18	OF	3 YEAR AS	/LET/
IV	Professional Units in	RELEVANT	PRINCIPAL	PBET
I V	Education Plus 6 Units of	TRAINING		1 DE1
	Management			



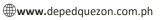
















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HEAD TEACHER IV	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education with appropriate field of specialization	24 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 3 YEARS; OR MASTER TEACHER FOR 2 YEARS
HEAD TEACHER 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
HEAD TEACHER II	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 1 YEAR; OR TEACHER FOR 4 YEARS
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



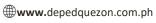
















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

#### **RELATED-TEACHING POSITIONS**

SDO (Schools Division Office) Quezon

Position	Education	Training	Experience	Eligibility
PUBLIC SCHOOLS DISTRICT SUPERVISOR	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management.	RA 1080 (Teacher)
EDUCATION PROGRAM SPECIALIST II	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

Junior High School

<b></b>				
Position	Education	Training	Experience	Eligibility
GUIDANCE	Magtaria dagraa in			DA 1000
COUNSELOR III	Master's degree in Guidance and	NONE	NONE	RA 1080
GUIDANCE		REQUIRED	REQUIRED	(Guidance Counselor)
COUNSELOR I	Counseling			Counselor

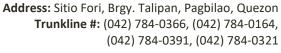




















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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

#### **NON-TEACHING POSITIONS**

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

















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#### Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

ADMINISTRATIVE		NONE	NONE	
AIDE VI		REQUIRED	REQUIRED	
ADMINISTRATIVE	Completion			
AIDE IV	of 2 years			
ADMINISTRATIVE	studies in			
AIDE III	college			
ADMINISTRATIVE	* Must be	NONE	NONE	
ADMINISTRATIVE AIDE I	able to read	REQUIRED	REQUIRED	NONE REQUIRED
MDD 1	and write	REQUIRED	KEQUIKED	
SECURITY	High School			Security Guard License
GUARD I	Graduate			Security Guard License
FARM WORKER I	Elementary			
TY A TYOT IN A A A T	School			NONE REQUIRED
WATCHMAN I	Graduate			













