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DM 116-25

Republic of the Philippines
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 <u>the relevant</u> work experience, if performance rating in Item (i) is not relevant to the position to be filled.			
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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
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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 **Division Office of Quezon, Talipan, Pagbilao, Quezon (for applicants applying in the Division Office)** or at the **District Offices (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 style="list-style-type: none"> • School Administration <ul style="list-style-type: none"> ➤ PIII – PIV ➤ HT IV – I • Related-Teaching Positions <ul style="list-style-type: none"> ➤ PSDS ➤ EPS II • Non-Teaching Positions in the Division of Quezon <ul style="list-style-type: none"> ➤ NURSE II ➤ PDO I ➤ ADAS III (SENIOR BOOKKEEPER) ➤ ADA VI
District Offices	<ul style="list-style-type: none"> • Related-Teaching Positions <ul style="list-style-type: none"> ➤ GC III-I • Non-Teaching Positions <ul style="list-style-type: none"> ➤ SL I ➤ AO I ➤ ADAS III (SENIOR BOOKKEEPER) ➤ ADAS II (DISBURSING OFFICER II) ➤ ADAS II (SHS/CLERICAL) ➤ ADA IV ➤ ADA III ➤ ADA I ➤ SG I ➤ WATCHMAN I ➤ FARMWORKER I

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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: <https://tinyurl.com/SDO-Quezon-Application-Reqs>
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: <https://tinyurl.com/SARTNTP2025>



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

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Enclosure 1 to Division Memorandum No. 116116, 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)	By District	February 17, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMPSB sub-committee members, By District		
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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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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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
HEAD TEACHER III	16	43560	1	Tiaong I District
			1	Tiaong II District
			1	Pagbilao I District
			1	Mauban North District
			1	Sariaya West District
			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
HEAD TEACHER I	14	37024	1	Lucban District
			2	San Andres District
			1	Mauban North District
			1	Buenavista I District
			1	San Francisco I District
			1	Catanauan I District
- nothing follows -				

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Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	
SCHOOL PRINCIPAL IV	22	78162	1	Ungos Integrated NHS, Real District	
			1	Unisan IHS, Unisan District	
				Place of Assignment	Major
HEAD TEACHER IV	17	47247	1	Lutucan NHS, Sariaya West District	SCIENCE
			1	Recto Memorial NHS, Tiaong I District	FILIPINO
HEAD TEACHER III	16	43560	1	Atimonan NCHS, Atimonan I District	SCIENCE
			1	Infanta NHS, Infanta District	MAPEH
			1	Cogorin Ibaba NHS, Lopez West District	TLE
			1	San Isidro NHS, General Luna District	FILIPINO
HEAD TEACHER II	15	40208	1	Dr. Maria D. Pastrana NHS, Mauban South District	SCIENCE
			1	MSEMSAT, Mauban North District	TLE-ELECTRONICS
HEAD TEACHER I	14	37024	2	Alabat Island NHS, Alabat District	ESP
			1	Perez NHS, Perez District	ENGLISH
			1	Dr. Maria D. Pastrana NHS,	FILIPINO

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				Mauban South District	
			1	Guinayangan NHS, Guinayangan North District	SCIENCE
			1	Lopez NCHS, Lopez West District	ESP
			1	Recto Memorial NHS, Tiaong I District	SCIENCE
- nothing follows -					

RELATED-TEACHING POSITIONS

Division Of Quezon

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

Junior High School

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

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

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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	DIVISION OF QUEZON
PROJECT DEVELOPMENT OFFICER I	11	30,024	1	
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	23,226	2	DIVISION OF QUEZON (ACCOUNTING SECTION)
			2	DIVISION OF QUEZON (PERSONNEL SECTION)
ADMINISTRATIVE AIDE VI	6	18,957	1	DIVISION OF QUEZON (BUDGET SECTION)
<i>- nothing follows -</i>				

Elementary

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

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Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
SCHOOL LIBRARIAN I	11	30,024	1	Lutucan NHS, Sariaya West District
			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
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	9	23,226	1	Gloria Umali Integrated NHS, Tiaong District
			1	San Francisco B NHS, Lopez West District
			1	San Isidro NHS, Padre Burgos District
			1	Lidayway NHS, Mauban North District
			1	Sto Niño NHS & Huyon-Uyon NHS, San Francisco District
			1	Callejon NHS, San Antonio District
			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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ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	8	21,448	1	Gov. Anacleto Alcala NHS, Sariaya West District
			1	Gloria Umali Integrated NHS, Tiaong District
			1	San Isidro IS, Tagkawayan District
			1	Lina Gayeta Lasquety NHS, Padre Burgos District
			1	Nabangka NHS, Guinayangan South District
			1	Aloneros NHS, Guinayangan North District
			1	Dr. Panfilo Castro NHS, Candelaria East District
			1	Callejon NHS, San 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
ADMINISTRATIVE AIDE IV	4	16,833	1	Alabat Island NHS, Alabat District
			1	Gumaca NHS, Gumaca West District
			1	Quezon NHS, Sariaya East District

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

Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
ADMINISTRATIVE ASSISTANT II (CLERICAL)	8	21,448	1	Godofredo M. Tan Intergrated School of Arts and Trades, San Narciso District
			1	Evaristo R. Macalintal MNHS, Quezon District
			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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			1	Pugon NHS, San Francisco District
			1	Doña Francisca Alvarez Rejano IS, Mulanay District
			1	Sabang NHS, Polillo District
- nothing follows -				

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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	RA 1080 /LET/ PBET
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	
HEAD TEACHER II	Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education		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
SCHOOL PRINCIPAL IV	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education Plus 6 Units of Management	40 HOURS OF RELEVANT TRAINING	3 YEAR AS PRINCIPAL	RA 1080 /LET/ PBET

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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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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

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

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NON-TEACHING POSITIONS

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

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SCHOOLS DIVISION OF QUEZON PROVINCE

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

DEPEDQUEZON-TM-SDS-04-009-003



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