



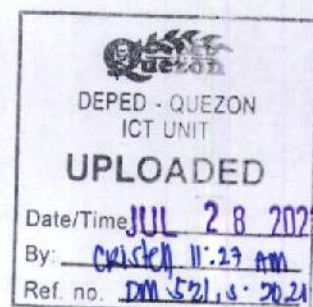
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

26 July 2021

DIVISION MEMORANDUM
DM No. 521, s. 2021

**CALLING FOR APPLICATION FOR VACANT NON-TEACHING
POSITIONS IN SDO QUEZON**

To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB-Chairman, Members and Secretariat
Elementary, Junior and Senior High School Heads
All Others Concerned



1. This office announces the opening of application for the position of Administrative Officer II, Administrative Assistant III and Administrative Assistant II in Elementary, Junior High School and Senior High School. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity class and political affiliation are hereby advised to submit hard copy of documents with proper tabbing on or before **August 6, 2021 (Friday)** for open ranking.
2. Qualified applicants are advised to submit the following pertinent documents:
 - a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position and office you are applying for)
 - b. Personal Data Sheet (PDS) with Work Experience Sheet
 - c. Transcript of Records (Authenticated)
 - d. Certificate of Trainings and Seminars Attended
 - e. Authenticated Eligibility
 - f. Latest Service Record or Certificate of Employment
 - g. Performance Rating for the last 2 years (in current position if applicable)
 - h. Other accomplishments relevant to the position
 - i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.

DEPEDQUEZON-TM-SDS-04-009-003



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Website: www.depedquezon.com.ph





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3. Applicants are hereby informed that the list of schools/offices with vacancy are identified (See Enclosure), as well as for the position. Applicants are advised to submit letter of intent stating the vacancy and station that they are applying for. Furthermore, those applicants of Batch 2 Administrative Officer II who are willing to be assigned in the vacant item listed below may submit a letter stating the vacant position for Administrative Officer II, subject for approval of SDS and HRMPSB Members.
4. The applicants who undergone school-based ranking procedure shall be automatically included in this selection process including those who submitted via email through the office of the HRMO II of this division.
5. The Personnel Selection Board (PSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents and written skills/test.
6. Applicants may submit their pertinent papers through the district liason officers., documents should be in **proper arrangement** as stated in item no. 2 of this memorandum. In addition, **incomplete documents will not be entertained and no additional documents will be accepted after the deadline.**
7. Applicants who will pass the initial evalutaion will be informed through a division memorandum for the schedule online interview and written/skills test. Those who will meet the cut-off score of 45 points and above will be included in the rank list.
8. Listed below are the Qualification Standard for the positions.

POSITION/SALARY GRADE:
ADMINISTRATIVE OFFICER II/SG-11
ADMINISTRATIVE ASSISTANT III/ SG-9
ADMINISTRATIE ASSISTANT II/SG-8;

Administrative Officer II

QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

• **Preferred Additional Requirements**

With experience in human resource management and supply management

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Administrative Assistant III (Senior Bookkeeper)

QUALIFICATIONS:

EDUCATION : Completion of two-years studies in college
EXPERIENCE : At least 1-year relevant work experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

Administrative Assistant II (Disbursing Officer II)

QUALIFICATIONS:

EDUCATION : Completion of two-years studies in college
EXPERIENCE : At least 1-year relevant work experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Requirements**

Applicants must possessed a Bachelor's Degree in Business Administration preferably in accounting
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre audit.

Administrative Assistant II (SHS)

QUALIFICATIONS:

EDUCATION : Completion of two-years studies in college
EXPERIENCE: At least 1-year relevant work experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service (Sub-Professional)/First Level Eligibility

• **Preferred Additional Requirements**

Applicants must possessed a Bachelor's Degree
With experience in clerical and administrative functions.

9. Immediate and widest dissemination of this memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Asdsajmo0726/2021

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