



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

DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: MAY 05 2023
 By: Chirled Y. 29 pm
 Ref. no. DM 2023-2623

5 May 2023

DIVISION MEMORANDUM
DM No. 294, s. 2023

**CALL FOR APPLICATION FOR THE POSITION OF VOCATIONAL SCHOOL
 ADMINISTRATOR I POSITION IN SDO QUEZON**

To: Assistant Schools Division Superintendents
 Chiefs - CID/SGOD
 HRMPSB Members
 Public Elementary and Secondary Schools
 All Others Concerned

1. This is to announce vacancy in the Department of Education – Schools Division of Quezon for positions listed below. 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.

NON - TEACHING POSITION

| Position | Salary Grade | Monthly Salary (NBC 579) | No. of Position/s | Place of Assignment |
|-----------------------------------|--------------|--------------------------|-------------------|--|
| Vocational School Administrator I | 22 | 71511 | 1 | MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES |

2. The Qualification Standards (QS) of the said position is as follows:

| Position | Education | Training | Experience | Eligibility |
|-----------------------------------|--|---|--|---------------------------|
| Vocational School Administrator I | Master's Degree in Education or other relevant Master's degree | 16 hours of relevant training in management and supervision | 3 years relevant experience involving management and supervision | RA 1080 /LET/ PBET |

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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Preferred Additional Qualifications:

- May have managed, supervised or taught in a Technical-Vocational
- Graduate of a Technical-Vocational Course (Undergraduate/Postgraduate)
- Must be an NQESH Passer

3. Interested qualified applicants **submit their pertinent documents with “ear tag”** to the nearest sub-office (Real, Catanauan or Gumaca) or to the Records Section of SDO Quezon, Talipan, Pagbilao, Quezon. The pertinent documents shall include the following and must be arranged accordingly;

Mandatory Requirements:

- a. Letter of intent addressed to the Schools Division Superintendent thru the School Head where the vacancy exists (for teaching position);
Letter of intent addressed to the Schools Division Superintendent (for related-teaching position);
- 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, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last 2 rating period(s) prior to the assessment, 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 (See attached inclosure); notarized by authorized official; and



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Non-Mandatory Requirements but will be used as basis for comparative assessment:

- 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
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
4. All application documents shall be submitted on or before **May 15, 2023 (Monday) until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
5. As specified in DepEd Order No. 7, s. 2023 (Enclosure No. 5), applicants shall be rated as follows:

| Criteria | Breakdown of Points |
|--|----------------------------|
| a. Education | 5 |
| b. Training | 10 |
| c. Experience | 15 |
| d. Performance | 20 |
| e. Outstanding Accomplishments | 10 |
| f. Application of Education | 10 |
| g. Application of L&D | 10 |
| h. Potential (Written Test, BEI, Work Sample Test) | 20 |
| TOTAL | 100 |

6. Applicants must ensure the completeness, accuracy and veracity of the submitted documents.

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7. **Individuals 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. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Office of the Schools Division Superintendent



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Inclosure to Division Memorandum No. 104 s. 2023

SCHEDULE OF ACTIVITIES

| ACTIVITIES | RESPONSIBLE | INDICATIVE SCHEDULE | NO. OF WORKING DAYS |
|---|------------------------------|----------------------------|----------------------------|
| Publication & Posting of Memorandum | HRMO | May 5, 2023 | 1 |
| Last day of receiving of application | Records Office | May 15, 2023 | 1 |
| Initial assessment/screening of applications | HRMO | May 17-19, 2023 | 3 |
| Submissions of Shortlist of qualified for applicants to the HRMPSB | AO IV | May 22, 2023 | 1 |
| Preliminary Meeting with the HRMPSB | HRMPSB/ AO IV/ Secretariat | May 22, 2023 | 1 |
| HRMPSB Meeting with the qualified applicants (evaluation of documents and interview of qualified applicants/open ranking) | HRMPSB/ AO IV/ Secretariat | May 23-26, 2023 | 5 |
| Conduct of the Written examination / On-the-Job (OTJ)/ Skills Test (for MT and Related-Teaching positions) | HRMPSB/ AO IV/ Secretariat | May 23-26, 2023 | 5 |
| Check the written exam/OTJ/skills test (for MT and Related-Teaching positions) | HRMPSB/ End-user (Chief) | May 23-26, 2023 | 5 |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR) | HRMPSB / AO IV / Secretariat | May 29, 2023 | 1 |

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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

| Basic Documentary Requirement | Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i> | Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> | |
|--|--|---|---------|
| | | Status of Submission <i>(Check if complied)</i> | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer | | | |
| b. Duly accomplished Personal Data Sheet (PDS) [CS Form No. 212, Revised 2017] and Work Experience Sheet, if applicable | | | |
| c. Photocopy of valid and updated PRC License/ID, if applicable | | | |
| 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 | | | |
| f. Photocopy of Certificate/s of Training, if applicable | | | |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is applicable | | | |
| h. Photocopy of latest appointment, if applicable | | | |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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 | | | |
| k. Other documents as may be required for comparative assessment, such as but not limited to: | | | |
| 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 | | | |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled | | | |

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.