



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

August 13, 2020

DIVISION MEMORANDUM

DM No. 223, s. 2020

HIRING OF ADMINISTRATIVE OFFICER II POSITIONS

To: OICs, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary, JHS and SHS Heads
All Other Concerned

1. This is to announce the hiring of One Hundred Thirteen (113) vacancies for Administrative Officer II in this division. The Administrative Officer II will be responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.
2. Below is the basic Civil Service Qualification Standards for Administrative Officer II.

POSITION/SALARY GRADE: ADMINISTRATIVE OFFICER II/SG 11

QUALIFICATIONS:

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

PREFERRED QUALIFICATION;

With experience in personal administration and property custodianship
Computer Literate

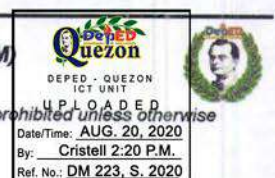
3. All interested applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to submit **hardcopy** of pertinent documents to the **respective district liason officer of the school**. **Deadline of submission of all applicants to the municipality will be on September 1, 2020 and district liason officer deadline of submission to the Division Office will be on September 3, 2020.**

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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4. Applicants shall be assigned in school level giving priority on the localization law and other law that maybe applied. Thus, they may submit pertinent papers c/o **Liason officer** with following school;

MUNICIPALITY	SCHOOL WHERE TO SUBMIT DOCUMENTS
Agdangan	AGDANGAN CENTRAL ELEMENTARY SCHOOL
Alabat	ALABAT CENTRAL ELEMENTARY SCHOOL
Atimonan	ATIMONAN CENTRAL ELEMENTARY SCHOOL
Buenavista	BUENAVISTA CENTRAL ELEMENTARY SCHOOL
Burdeos	BURDEOS CENTRAL SCHOOL
Calauag West	SABANG ELEMENTARY SCHOOL
Candelaria West	CANDELARIA ELEMENTARY SCHOOL, MAIN
Catanauan	CATANAUAN CENTRAL SCHOOL
Dolores	DOLORES CENTRAL SCHOOL
General Luna	GENERAL LUNA CENTRAL SCHOOL
General Nakar	GENERAL NAKAR CENTRAL SCHOOL
Guinayangan	GUINAYANGAN ELEMENTARY SCHOOL
Gumaca West	GUMACA WEST CENTRAL ELEMENTARY SCHOOL
Infanta	INFANTA CENTRAL SCHOOL
Lopez West	LOPEZ WEST ELEMENTARY SCHOOL
Lucban	PAARALANG ELEMENTARYA NG LUKBAN - 1
Macalelon	MACALELON CENTRAL ELEMENTARY SCHOOL
Mauban South	MAUBAN SOUTH CENTRAL ELEMENTARY SCHOOL I
Mulanay	MULANAY CENTRAL ELEMENTARY SCHOOL
Padre Burgos	PADRE BURGOS CENTRAL SCHOOL
Pagbilao	PAGBILAO CENTRAL ELEMENTARY SCHOOL
Patnanungan	PATNANUNGAN CENTRAL SCHOOL
Perez	PEREZ WEST ELEMENTARY SCHOOL
Plaridel	PLARIDEL CENTRAL SCHOOL
Polillo	POLILLO CENTRAL SCHOOL
Quezon	QUEZON ELEMENTARY SCHOOL
Real	REAL CENTRAL ELEMENTARY SCHOOL
Sampaloc	SAMPALOC ELEMENTARY SCHOOL
San Andres	SAN ANDRES CENTRAL ELEMENTARY SCHOOL
San Antonio	SAN ANTONIO CENTRAL SCHOOL
San Francisco	AURORA ELEMENTARY SCHOOL
San Narciso	SAN NARCISO CENTRAL ELEMENTARY SCHOOL
Sariaya East	SARIAYA EAST CENTRAL MAIN ELEMENTARY SCHOOL
Tagkawayan	TAGAKAWAYAN CENTRAL ELEMENTARY SCHOOL
Tiaong	CLARO M. RECTO MAIN CENTRAL SCHOOL
Unisan	UNISAN CENTRAL ELEMENTARY SCHOOL

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5. All documents submitted to the district liason officer will be forwarded to the Division Office for evaluation. In addition, incomplete documents will not be entertained and no additional documents will be accepted after the deadline. Deadline of submission of all district offices will be on **September 3, 2020**.
6. Pertinent documents submitted by the applicants should include the following with proper tabbing in one (1) set of application folder and should be arranged as listed below:
 - a. Letter of intent addressed to the Schools Division Superintendent. Kindly indicate the place of assignment you are applying for, attached here with is the list of deployment for your reference.
 - b. Personal Data Sheet with Work Experience Sheet
 - c. Transcript of Records (Authenticated)
 - d. Photocopy of Eligibility
 - e. Updated Service Record or Certificate of Employment with inclusive dates
 - f. Performance Rating for the last three (3) rating period (in current position if applicable)
 - g. Outstanding accomplishments relevant to the position
 - h. Certificate of Trainings and Seminars attended relevant to the position. However, training and seminars already used for an earlier promotion will no longer be credited for the next promotion.
7. Memorandum will be posted after the appreciation of the documents, this will contain the the qualified applicants who meet the cut-off scores and the schedule of their **online interview and examination**. You may visit our website at www.depedquezon.com.ph for further annoucement.
8. For Immediate dissemination.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

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MUNICIPALITY

Agdangan District	Mauban North District
Alabat District	Mauban South District
Atimonan District	Mulanay District
Buenavista District	Padre Burgos District
Burdeos District	Pagbilao District
Calauag East District	Patnanungan
Calauag West District	Perez District
Candelaria East District	Plaridel District
Candelaria West District	Polillo District
Catanauan District	Quezon District
Dolores District	Real District
General Luna District	Sampaloc District
General Nakar District	San Andres District
Guinayangan District	San Antonio District
Gumaca East District	San Francisco District
Gumaca West District	San Narciso District
Infanta District	Sariaya East District
Lopez East District	Sariaya West District
Lopez West District	Tagkawayan District
Lucban District	Tiaong District
Macalelon District	Unisan District

