



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

March 13, 2024

DIVISION MEMORANDUM
No. 185, s. 2024

**CALL FOR APPLICANTS FOR THE HIRING OF THE SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (CoS) FOR SIXTY NINE (69) IDENTIFIED SCHOOLS IN THE
SCHOOLS DIVISION OF CALBAYOG**

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division
Schools Governance and Operations Division
Private School Heads/Administrators
All Others Concerned

1. This Office hereby informs all interested applicants that the Recruitment, Evaluation, Selection, and Appointment (RESA) of ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS) for the Sixty-Nine (69) Identified Schools will now commence.
2. Interested applicants are required to submit the following documents (properly fastened in a folder) to the school they intend to apply on or before **March 19, 2024 until 5:00 in the afternoon only**, to wit:

POSITION	DOCUMENTS
ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS)	a. Letter of Intent addressed to the School Head
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Transcript of Records

3. QUALIFICATION STANDARDS

NOTE: Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

- Able to prepare basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices
- Localization is highly encouraged



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- Furthermore, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of the office, or any person exercising immediate supervision to the concerned CoS.

Duties and Responsibilities of the Administrative Support Staff under Contract of Service (CoS)
<ul style="list-style-type: none"> • Provide overall administrative support to the School Head and other school personnel in the daily operations of the school; • Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and • Perform other administrative and technical assistance as may be determined by the School Head.

4. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
NON-TEACHING POSITIONS	GENERAL SERVICES
a. Education	5
b. Training	5
c. Experience	20
d. Performance	10
e. Outstanding Accomplishments	5
f. Application of Education	0
g. Application of Learning and Development	0
h. Potential (Written Exam, Work Sample Test, BEI)	55
TOTAL	100

- The Contract of Service (CoS) for Administrative Support Staff shall be hired for a period of **not more than ten (10) months with a daily wage of P405.00/day** starting from April 1, 2024.
- The School Head with the School Selection Committee **Conduct assessment process for qualified applicants such as review of CV, interviews, etc. then Evaluate the results of assessment process and prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract of agreement and other hiring documents to be submitted to the Schools Division Office**
See guidelines (bit.ly/QuickGuide_HIRINGPROCESS)



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7. The Authority to Hire, accomplished Terms of Reference (TOR), Contract of agreement and other hiring documents must be submitted to the Schools Division Office on or before **March 27, 2024**.
8. For information, guidance, and compliance of those concerned.

MARGARITO A. CADAYONA, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


ATTY. MARIA CATHERINE S. BARANDINO
Attorney III/Legal Officer
03/14/24



Encl.:
Annex A

List of 69 Identified Schools
Reference: DO 007 S. 2023
DM-OUHRD-2024-0123
DepEd Order No. 002 S. 2024

To be indicated in the Perpetual Index



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ANNEX A.

	SCHOOL ID	NAME OF SCHOOL ASSIGNMENT OF ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS)	DISTRICT
1	124026	<i>Sinantan Elementary School</i>	Calbayog III
2	124004	<i>Alibaba Elementary School</i>	Calbayog III
3	124003	<i>Tapae Elementary School</i>	Calbayog III
4	124025	<i>San Antonio Elementary School</i>	Calbayog III
5	502273	<i>San Jose Integared School</i>	Calbayog III
6	123995	<i>Langoyon Elementary School</i>	Calbayog III
7	124039	<i>La Paz Elementary School</i>	Calbayog IV
8	124042	<i>Osmeña Elementary School</i>	Calbayog IV
9	313802	<i>Migara National High School</i>	Calbayog IV
10	502374	<i>Patong-Happy Valley Integrated School</i>	Calbayog IV
11	124077	<i>Bagong Lipunan Elementary School</i>	Calbayog IV
12	124094	<i>Hibatang Elementary School</i>	Calbayog IV
13	124012	<i>Giragaan Elementary School</i>	Calbayog IV
14	124044	<i>Panonongon Elementary School</i>	Calbayog IV
15	124028	<i>Victory Elementary School</i>	Calbayog IV
16	502305	<i>Canjumadac Integrated School</i>	Calbayog V
17	124041	<i>Navarro Elementary School</i>	Calbayog V
18	124033	<i>Bontay Elementary School</i>	Calbayog V
19	124017	<i>Looc Elementary School</i>	Calbayog V
20	124049	<i>Saputan Elementary School</i>	Calbayog V
21	344634	<i>Calbayog Arts & Design School of EV (CADSEV)</i>	Calbayog V
22	124116	<i>Tigbe Elementary School</i>	Calbayog VI
23	502297	<i>Limarayon Integrated School</i>	Calbayog VI
24	501844	<i>Basud Integrated School</i>	Calbayog VI
25	124062	<i>Kili-Kili Elementary School</i>	Calbayog VI
26	124055	<i>Begaho Elementary School</i>	Oquendo I
27	124058	<i>Cabugawan Pimary School</i>	Oquendo I
28	124057	<i>Cagbilwang Elementary School</i>	Oquendo I

29	124073	<i>Rizal II Elementary School</i>	Oquendo I
30	124061	<i>Dinagan Elementary School</i>	Oquendo I
31	124122	<i>Catabunan Elementary School</i>	Oquendo I
32	303646	<i>Oquendo National High School</i>	Oquendo I
33	124090	<i>Dinabongan Elementary School</i>	Oquendo I
34	124099	<i>Mag-Ubay Elementary School</i>	Oquendo II
35	124078	<i>Baja Elementary School</i>	Oquendo II
36	502302	<i>Panoypoy Integrated School</i>	Oquendo II
37	502274	<i>Cabicahan Integrated School</i>	Oquendo II
38	124080	<i>Cabacungan Elementary School</i>	Oquendo II
39	502300	<i>Lapaan Integrated School</i>	Oquendo II
40	124103	<i>Obo-ob Elementary School</i>	Oquendo II
41	124113	<i>Talahiban Elementary School</i>	Oquendo II
42	124093	<i>Hibabngan Elementary School</i>	Oquendo II
43	124088	<i>Caybago Elementary School</i>	Oquendo II
44	502296	<i>Cagbayang Integrated School</i>	Oquendo II
45	124095	<i>Hibuhatan Elementary School</i>	Oquendo II
46	124076	<i>Alang-Alang Elementary School</i>	Oquendo II
47	124108	<i>Quezon Elementary School</i>	Oquendo II
48	124082	<i>Cag-Anahaw Elementary School</i>	Oquendo II
49	124110	<i>San Rufino Elementary School</i>	Oquendo II
50	124109	<i>San Isidro Elementary School</i>	Oquendo II
51	124089	<i>De Victoria Elementary School</i>	Oquendo II
52	124087	<i>Capacuhan Elementary School</i>	Oquendo II
53	124115	<i>Tarabucan Central School (District Center)</i>	Oquendo II
54	303652	<i>Tarabucan National High School</i>	Oquendo II
55	303648	<i>Pilar National Agricultural High School</i>	Oquendo III
56	124071	<i>Panlayahan Elementary School</i>	Oquendo III
57	124054	<i>Bayo Elementary School</i>	Oquendo III
58	124074	<i>Roxas II Elementary School</i>	Oquendo III
59	124075	<i>Sigo Elementary School</i>	Oquendo III

60	303649	<i>R. Lentejas Mem. School Of Fisheries</i>	Tinambacan I
61	124134	<i>Cag-olango Elementary School</i>	Tinambacan II
62	124118	<i>Baay Elementary School</i>	Tinambacan II
63	124120	<i>Bantian Elementary School</i>	Tinambacan II
64	303650	<i>San Joaquin National High School</i>	Tinambacan II
65	501970	<i>Caglanipao Sur Integrated School</i>	Tinambacan III
66	124129	<i>Bugtong Elementary School</i>	Tinambacan III
67	124138	<i>Malayog Elementary School</i>	Tinambacan III
68	124137	<i>Malaga Central Elementary School</i>	Tinambacan III
69	303645	<i>Malaga National High School</i>	Tinambacan III