



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

January 20, 2025

DIVISION MEMORANDUM

No. 01, s. 2025

**CALL FOR APPLICANTS FOR THE HIRING OF THE SCHOOL-BASED
 ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS)
 FOR THE FOLLOWING SCHOOLS: BAJA ELEMENTARY SCHOOL, LAPAAN IS, MALAGA CENTRAL SCHOOL,
 PANONONGON ES, RAFAEL LENTEJAS MEMORIAL SCHOOL OF FISHERIES, TALAHIBAN
 ELEMENTARY SCHOOL, and Oquendo National High School**

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 Identified Schools without CONTRACT OF SERVICE 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 **January 29, 2025 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).

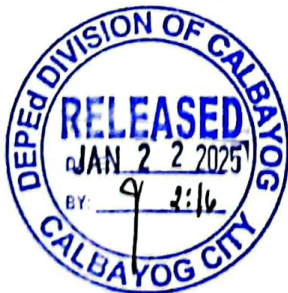
- Able to prepare basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices
- Localization is highly encouraged
- 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 (12) months with a daily wage of P435.00/day** starting from January, 2025.
- The School Head with the School Selection Committee **conducts an assessment process for qualified applicants such as a review of CV, interviews, etc. then Evaluate the results of the assessment process and prepares 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)
- The Authority to Hire, accomplished Terms of Reference (TOR), Contract of agreement, and other hiring documents must be submitted to the School Division Office on or before **February 4, 2025**.
- For information, guidance, and compliance of those concerned.




MARGARITO A. CADAYONA, JR., Ph.D., CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl.:
ANNEX A.

	SCHOOL ID	NAME OF SCHOOL ASSIGNMENT OF ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS)	DISTRICT
1	124044	<i>Panonongon Elementary School</i>	Calbayog IV
2	124078	<i>Baja Elementary School</i>	Oquendo II
3	502300	<i>Lapaan Integrated School</i>	Oquendo II
4	124113	<i>Talahiban Elementary School</i>	Oquendo II
5	303649	<i>R. Lentejas Mem. School Of Fisheries</i>	Tinambacan I
6	124137	<i>Malaga Central Elementry School</i>	Tinambacan III
7		<i>Oquendo National High School</i>	Oquendo 1