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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

January 22, 2025

**DIVISION MEMORANDUM**

No. 041 s. 2025

**RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF  
(ASS) UNDER CONTRACT OF SERVICE (COS)**

TO : Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Heads and Personnel  
Elementary & Secondary School Heads/OICs  
School-based Teaching & Non-Teaching Personnel

1. Pursuant to Regional Memorandum No. 91 s. 2025 and Memorandum DM-OUHROD-2025-0083 dated January 13, 2025, the following schools may renew or hire Administrative Support Staff (ASS) under Contract of Service (COS):

<b>ELEMENTARY</b>	
1. Bugao Central Elementary School	Bagamanoc North
2. Mavil Elementary School	Bagamanoc North
3. Sagrada Elementary School	Bagamanoc North
4. San Vicente Elementary School	Bagamanoc North
5. Bagamanoc Central Elementary School	Bagamanoc North
6. Bacak Elementary School	Bagamanoc South
7. Pangcayanan Elementary School	Bagamanoc South
8. San Rafael Elementary School	Bagamanoc South
9. Quigaray Elementary School	Bagamanoc South
10. Salvacion Elementary School	Bagamanoc South
11. Suchan Elementary School	Bagamanoc South
12. Agban Central Elementary School	Baras North
13. Benticayan Elementary School	Baras North
14. Genitligan Elementary School	Baras North
15. Abihao Elementary School	Baras South
16. Paniquihan Elementary School	Baras South
17. Baras Central Elementary School	Baras South
18. Caragumihan Elementary School	Baras South
19. Macutal Elementary School	Baras South
20. Moning Elementary School	Baras South
21. Sta. Maria Elementary School	Baras South
22. Putsan-Danao Elementary School	Baras South
23. Salvacion Elementary School	Baras South
24. Tilod Elementary School	Baras South
25. Bagumbayan Elementary School	Bato East



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26. Buenavista Elementary School	Bato East
27. Bote Integrated School	Bato East
28. Cagraray Elementary School	Bato East
29. Carorian Elementary School	Bato East
30. Pananaogan Elementary School	Bato East
31. San Pedro Elementary School	Bato East
32. Batalay Elementary School	Bato East
33. San Roque Elementary School	Bato East
34. Oguis Elementary School	Bato West
35. Sibacungan Elementary School	Bato West
36. Sipi Elementary School	Bato West
37. Guiamlong Elementary School	Caramoran South
38. Hitoma-Bulalacao Elementary School	Caramoran South
39. Inalmasinan Elementary School	Caramoran South
40. Iyao Elementary School	Caramoran South
41. Maui Elementary School	Caramoran South
42. Milaviga Integrated School	Caramoran South
43. Obi Elementary School	Caramoran South
44. Salvacion Elementary School	Caramoran South
45. Supang Elementary School	Caramoran South
46. Sioron Elementary School	Gigmoto
47. Sicmil Integrated School	Gigmoto
48. Dororian Elementary School	Gigmoto
49. Gigmoto Central Elementary School	Gigmoto
50. Jose O. Vera Elementary School	Pandan East
51. Hiyop Elementary School	Pandan East
52. Baldoc Integrated School	Pandan East
53. Canlubi Elementary School	Pandan East
54. Porot Elementary School	Pandan East
55. San Isidro Elementary School	Pandan East
56. Balangonan Elementary School	Pandan West
57. Caruyo Primary School	Pandan West
58. Catamban Elementary School	Pandan West
59. Lumabao Elementary School	Pandan West
60. Panuto Elementary School	Pandan West
61. Sta. Cruz Elementary School	Pandan West
62. San Rafael Primary School	Pandan West
63. Panay Community School	Panganiban
64. Burabod Community School	Panganiban
65. Cabuyoan Elementary School	Panganiban
66. Babaguan Elementary School	Panganiban
67. San Miguel Elementary School	Panganiban
68. Maculiw Elementary School	Panganiban



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69. Alibuag Elementary School	San Andres East
70. Bon-ot Elementary School	San Andres East
71. San Jose Elementary School	San Andres East
72. Comagaycay Elementary School	San Andres East
73. Jose Rizal Elementary School	San Andres East
74. Lictin Integrated School	San Andres East
75. Palawig Elementary School	San Andres East
76. Timbaan Elementary School	San Andres East
77. Yocti Elementary School	San Andres East
78. Agojo Elementary School	San Andres West
79. Bagong Sirang Elementary School	San Andres West
80. Barihay Elementary School	San Andres West
81. Putting Baybay Elementary School	San Andres West
82. Mayngaway Elementary School	San Andres West
83. Catagbacan Elementary School	San Andres West
84. JMA Asgad Elementary School	San Andres West
85. Datag Elementary School	San Andres West
86. San Isidro Elementary School	San Andres West
87. San Vicente Elementary School	San Andres West
88. Tibang Elementary School	San Andres West
89. Tominawog Elementary School	San Andres West
90. Alma Elementary School	San Miguel North
91. Balatohan Elementary School	San Miguel North
92. Kilikilihan Elementary School	San Miguel North
93. Mabato Central Elementary School	San Miguel North
94. Pacogon Elementary School	San Miguel North
95. Paraiso A Elementary School	San Miguel North
96. Paraiso B Elementary School	San Miguel North
97. San Marcos Elementary School	San Miguel North
98. Siay Elementary School	San Miguel North
99. Caglatawan Elementary School	San Miguel North
100. Boton Primary School	San Miguel South
101. Buhi Elementary School	San Miguel South
102. Katipunan Elementary School	San Miguel South
103. Obo Elementary School	San Miguel South
104. Pangilao Elementary School	San Miguel South
105. Patagan Elementary School	San Miguel South
106. Dayawa Elementary School	San Miguel South
107. San Juan Elementary School	San Miguel South
108. San Miguel Central Elementary School	San Miguel South
109. Solong Primary School	San Miguel South
110. Botinagan Elementary School	Viga East
111. Soboc Elementary School	Viga East



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112.	Buena Vista Elementary School	Viga East
113.	Magsaysay Elementary School	Viga East
114.	Quirino Elementary School	Viga East
115.	Tinago Elementary School	Viga East
116.	Villa Aurora Elementary School	Viga East
117.	Ananong Elementary School	Viga West
118.	Mabini Elementary School	Viga West
119.	Del Pilar Elementary School	Viga West
120.	San Vicente Primary School	Viga West
121.	Ogbong Elementary School	Viga West
122.	Osmeña Elementary School	Viga West
123.	P. Vera Elementary School	Viga West
124.	Summit Elementary School	Viga West
125.	Quezon Elementary School	Viga West
126.	Rizal Elementary School	Viga West
127.	Roxas Elementary School	Viga West
128.	Sagrada Elementary School	Viga West
129.	San Roque Elementary School	Viga West
130.	Sta. Rosa Elementary School	Viga West
131.	Viga Central Elementary School	Viga West
132.	Bigaa Elementary School	Virac North
133.	Dugui San Isidro Elementary School	Virac North
134.	Calabnigan Elementary School	Virac North
135.	Dugui Wala Elementary School	Virac North
136.	JMA Poniton Elementary School	Virac North
137.	Simamla Elementary School	Virac North
138.	Sogod Simamla Elementary School	Virac North
139.	Sto. Domingo Elementary School	Virac North
140.	Balite Elementary School	Virac South
141.	Batag Elementary School	Virac South
142.	Buena Vista Elementary School	Virac South
143.	Calampong Elementary School	Virac South
144.	Casoocan Elementary School	Virac South
145.	Antipolo Elementary School	Virac South
146.	F. Tacorda Elementary School	Virac South
147.	Hawan Elementary School	Virac South
148.	Hawan Ilaya Elementary School	Virac South
149.	Magnesia Elementary School	Virac South
150.	Marilima Elementary School	Virac South
151.	Pajo Baguio Elementary School	Virac South
152.	Pajo San Isidro Elementary School	Virac South
153.	Igang Elementary School	Virac South
154.	Palta Elementary School	Virac South



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155.	Palta Saday Elementary School	Virac South
156.	San Isidro Villaga Elementary School	Virac South
157.	Sto. Cristo Elementary School	Virac South
158.	Talisoy Elementary School	Virac South
159.	Valencia Elementary School	Virac South
<b>SECONDARY</b>		
160.	Agban National High School	
161.	Antipolo National High School	
162.	Bagamanoc Rural Development High School	
163.	Baras Rural Development High School	
164.	Bato Rural Development High School	
165.	Bugao National High School	
166.	Cabcab National High School	
167.	Calatagan High School	
168.	Caramoran Rural Development High School	
169.	Caramoran School of Fisheries	
170.	Catanduanes National High School	
171.	Codon National High School	
172.	Dariao National High School	
173.	Dororian National High School	
174.	Gigmoto Rural Development High School	
175.	Hawan National High School	
176.	Leandro I. Verceles Sr. High School	
177.	Magnesia National High School	
178.	Manambrag National High School	
179.	Mayngaway National High School	
180.	Palta National High School	
181.	Pandan School of Arts and Trades	
182.	Panganiban National High School	
183.	Panganiban National High School, CAIC Compound	
184.	San Andres Vocational School	
185.	San Jose National High School	
186.	San Miguel Rural Development High School	
187.	San Miguel Rural Development High School Annex - Mabato High School	
188.	San Vicente National High School	
189.	Supang-Datag National High School	
190.	Tambongon National High School	
191.	Tinago National High School	
192.	Tubli National High School	
193.	Viga Rural Development High School	



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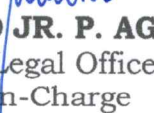


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2. To facilitate the posting of job vacancy for ASS-COS, all concerned school heads are advised to submit the following not later than **12NN of January 27, 2025** at the Office of the Schools Division Superintendent through the Records Section:
  - a) For schools that will rehire ASS-COS: one (1) original copy of the accomplished IPCRF of the ASS-COS.
  - b) For schools that will hire new ASS-COS: one (1) copy of a letter informing the OIC, Office of the Schools Division Superintendent, and stating the reason for hiring new ASS-COS.
3. Regional Memorandum No. 91, s. 2025 may be downloaded through the link **[https://bit.ly/ASS\\_COS](https://bit.ly/ASS_COS)**.
4. For information, guidance and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Division Legal Officer  
Officer-In-Charge



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