



DepEd Division Office of Catanduanes  
RECORDS SECTION

**RELEASED**

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DATE: 12 FEB 2025 TIME: 12:00

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

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

February 12, 2025

**DIVISION MEMORANDUM**

No. 127 s. 2025

**ACCEPTANCE OF APPLICATION FOR SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF  
(ASS) UNDER CONTRACT OF SERVICE (CoS)**

TO: Assistant Schools Division Superintendent  
CID & SGOD Chief and Personnel  
OSDS Unit Heads and Personnel  
Elementary & Secondary School Heads  
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for School-Based Administrative Support Staff under Contract of Service from February 12, 2025 to February 21, 2025 for the following schools:

ELEMENTARY	
School	District
1. Bugao Central Elementary School	Bagamanoc North
2. Bacak Elementary School	Bagamanoc South
3. San Rafael Elementary School	Bagamanoc South
4. Suchan Elementary School	Bagamanoc South
5. Genitligan Elementary School	Baras North
6. Abihao Elementary School	Baras South
7. Paniquihan Elementary School	Baras South
8. Bote Integrated School	Bato East
9. Cagraray Elementary School	Bato East
10. Carorian Elementary School	Bato East
11. Sibacungan Elementary School	Bato West
12. Sipi Elementary School	Bato West
13. Guiamlong Elementary School	Caramoran South
14. Hitoma-Bulalacao Elementary School	Caramoran South
15. Iyao Elementary School	Caramoran South
16. Salvacion Elementary School	Caramoran South
17. Obi Elementary School	Caramoran South
18. Jose O. Vera Elementary School	Pandan East
19. Baldoc Integrated School	Pandan East
20. Catamban Elementary School	Pandan West
21. Lumabao Elementary School	Pandan West
22. Sta. Cruz Elementary School	Pandan West
23. San Rafael Primary School	Pandan West
24. San Miguel Elementary School	Panganiban
25. Jose Rizal Elementary School	San Andres East
26. Palawig Elementary School	San Andres East
27. Yocti Elementary School	San Andres East
28. Bagong Sirang Elementary School	San Andres West
29. Barihay Elementary School	San Andres West
30. Mayngaway Elementary School	San Andres West



San Roque, Virac, Catanduanes

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31. Tibang Elementary School	San Andres West
32. Alma Elementary School	San Miguel North
33. Balatohan Elementary School	San Miguel North
34. Mabato Central Elementary School	San Miguel North
35. Pacogon Elementary School	San Miguel North
36. Paraiso A Elementary School	San Miguel North
37. San Marcos Elementary School	San Miguel North
38. Caglatawan Elementary School	San Miguel North
39. Boton Primary School	San Miguel South
40. Buhi Elementary School	San Miguel South
41. Pangilao Elementary School	San Miguel South
42. Patagan Elementary School	San Miguel South
43. San Juan Elementary School	San Miguel South
44. Solong Primary School	San Miguel South
45. Botinagan Elementary School	Viga East
46. Soboc Elementary School	Viga East
47. Quirino Elementary School	Viga East
48. Del Pilar Elementary School	Viga West
49. Ogbong Elementary School	Viga West
50. P. Vera Elementary School	Viga West
51. Quezon Elementary School	Viga West
52. Roxas Elementary School	Viga West
53. Sagrada Elementary School	Viga West
54. San Roque Elementary School	Viga West
55. Viga Central Elementary School	Viga West
56. Bigaa Elementary School	Virac North
57. Dugui San Isidro Elementary School	Virac North
58. Calabnigan Elementary School	Virac North
59. Dugui Wala Elementary School	Virac North
60. Sogod Simamla Elementary School	Virac North
61. Sto. Domingo Elementary School	Virac North
62. Buenavista Elementary School	Virac South
63. Calampong Elementary School	Virac South
64. Marilima Elementary School	Virac South
65. Pajo Baguio Elementary School	Virac South
66. Palta Elementary School	Virac South
<b>SECONDARY</b>	
67. Baras Rural Development High School	
68. Bato Rural Development High School	
69. Bugao National High School	
70. Caramoran School of Fisheries	
71. Catanduanes National High School	
72. Codon National High School	
73. Hawan National High School	
74. Magnesia National High School	
75. Pandan School of Arts and Trades	
76. San Andres Vocational School	
77. San Miguel Rural Development High School	



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78. San Vicente National High School
79. Supang-Datag National High School

2. The Terms of Reference is enclosed to this memorandum.
3. All interested qualified applicants shall submit the following documentary requirements to their preferred school/s not later than February 21, 2025:
  - a. Letter of intent addressed to the Schools Division Superintendent
  - b. Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017) with work experience sheet, if applicable
  - c. Curriculum Vitae (CV)
  - d. Transcript of Records
  - e. Certificate of Training (if applicable)
  - f. Certificate of Employment, if there is any
  - g. Birth Certificate issued by Philippines Statistics Authority (PSA)
  - h. BIR Tax Identification No. (TIN)

4. No additional documents will be accepted after the deadline.

5. The schedule of activities are as follows:

Date and Time	Activities	Person Responsible
February 12-21, 2025 (7:30AM-5:00PM)	Submission of Application Documents to School	School Head
February 24-26, 2025	Assessment	
February 27-28, 2025	Submission of documentary requirements to SDO	

6. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.

7. For widest dissemination and guidance of all concerned.

**CECILE C. FERRO CESO VI**  
 Asst. Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 27 s. 2025

**Terms of Reference**

A. The Administrative Support Staff under the CoS engagement shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head. The following are their specific duties and responsibilities:

- Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing and conducting programs, projects, and activities; and
- Perform other administrative and clerical assistance as may be determined by the School Head.

B. The minimum qualifications for the administrative support staff are as follows:

- **Education:** At least Senior High School graduate
- **Training:** None Required
- **Experience:** None Required
- **Eligibility:** None Required

**Other qualifications:**

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)



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