



DepEd - Division Office of Catanduanes
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BY: CH No. 129
DATE: 12 FEB 2025 TIME: 12:00

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REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 12, 2025

DIVISION MEMORANDUM

No. 129 s. 2025

GUIDANCE TO SCHOOL HEADS ON THE RENEWAL AND HIRING OF 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. Relative to Memorandum DM-OUHROD-2025-0083 (Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service for the Provided Eligible Schools) dated January 13, 2025, School Heads are instructed to follow these procedures:

A. Renewal of Contracts of ASS-COS (Schools with Submitted IPCRFs)

School Head shall prepare and submit the following documents in two (2) folder not later than February 21, 2025 at the Personnel Section through the Records Section:

1st Folder (Personnel Section Copy)

- a. 1 original copy Authority to Renew
- b. 1 original copy Signed Service Agreement
- c. 1 original copy accomplished Terms of Reference (ToR)
- d. 1 copy Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017) with work experience sheet, if applicable

2nd Folder (School and CoS Copies)

- a. 2 original copies Authority to Renew
- b. 3 original copies Signed Service Agreement
- c. 2 original copies accomplished Terms of Reference (ToR)

B. Hiring of New ASS-CoS

The School Head, in coordination with the SDO-HRMO, will conduct the assessment process for qualified applicants. This includes review of the application documents and interviews. The School Head will also evaluate the assessment results.

School Head shall prepare and submit the following documents not later than February 28, 2025 at the Personnel Section through the Records Section:

1st Folder (Personnel Section Copy)

- a. 1 original copy Authority to Hire
- b. 1 original copy Accomplished Terms of Reference (ToR)
- c. 1 original copy Signed Service Agreement
- d. 1 copy Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017)
- e. 1 photocopy Curriculum Vitae (CV)
- f. 1 photocopy Transcript of Records
- g. 1 photocopy Birth Certificate Issued by Philippine Statistics Authority (PSA)
- h. 1 photocopy BIR Tax Identification Number (TIN)



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2nd Folder (School and CoS Copies)

- a. 1 original copy Authority to Hire
- b. 1 original copy Accomplished Terms of Reference (ToR)
- c. 1 original copy Signed Service Agreement
- d. 1 copy Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017)
- e. 1 photocopy Curriculum Vitae (CV)
- f. 1 photocopy Transcript of Records
- g. 1 photocopy Birth Certificate Issued by Philippine Statistics Authority (PSA)
- h. 1 photocopy BIR Tax Identification Number (TIN)

(Note: The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits to the SDO. However, the recommended CoS must be informed that their application is still subject to approval of the SDS. Once approved, the CoS personnel shall be responsible for the notarization of their approved service agreement.)

2. The List of Schools for Renewal of Contracts of ASS-CoS and List of Schools for Hiring of New ASS-CoS are enclosed to this memorandum.
3. All templates (Authority to Renew, Authority to Hire, ToR, Service Agreement, and other relevant documents can be accessed through this link: https://bit.ly/QuickGuide_HIRINGPROCESS
4. The School Head and the SDO-HRMO will serve as witnesses for the service agreement. Per service agreement, the CoS shall report to the assigned school five (5) days after the date of the execution of the contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the Schools Division Office – Personnel Unit.
5. A copy of the assumption to duty of the ASS-CoS shall be submitted to the Personnel Section for record purposes.
6. For information, guidance and strict compliance.


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. 128 s. 2025

LIST OF SCHOOLS FOR RENEWAL OF CONTRACTS OF ASS-CoS

ELEMENTARY	
School	District
1. Mavil Elementary School	Bagamanoc North
2. Sagrada Elementary School	Bagamanoc North
3. San Vicente Elementary School	Bagamanoc North
4. Bagamanoc Central Elementary School	Bagamanoc South
5. Pangcayanan Elementary School	Bagamanoc South
6. Quigaray Elementary School	Bagamanoc South
7. Salvacion Elementary School	Bagamanoc South
8. Agban Central Elementary School	Baras North
9. Benticayan Elementary School	Baras North
10. Baras Central Elementary School	Baras South
11. Caragumihan Elementary School	Baras South
12. Macutal Elementary School	Baras South
13. Moning Elementary School	Baras South
14. Sta. Maria Elementary School	Baras South
15. Putsan-Danao Elementary School	Baras South
16. Salvacion Elementary School	Baras South
17. Tilod Elementary School	Baras South
18. Bagumbayan Elementary School	Bato East
19. Buenavista Elementary School	Bato East
20. Pananaogan Elementary School	Bato East
21. San Pedro Elementary School	Bato East
22. Batalay Elementary School	Bato East
23. San Roque Elementary School	Bato East
24. Oguis Elementary School	Bato West
25. Inalmasinan Elementary School	Caramoran South
26. Maui Elementary School	Caramoran South
27. Milaviga Integrated School	Caramoran South
28. Supang Elementary School	Caramoran South
29. Sioron Elementary School	Gigmoto
30. Sicmil Integrated School	Gigmoto
31. Dororian Elementary School	Gigmoto
32. Gigmoto Central Elementary School	Gigmoto
33. Hiyop Elementary School	Pandan East
34. Canlubi Elementary School	Pandan East
35. Porot Elementary School	Pandan East
36. San Isidro Elementary School	Pandan East
37. Balangonan Elementary School	Pandan West
38. Caruyo Primary School	Pandan West
39. Panuto Elementary School	Pandan West
40. Panay Community School	Panganiban



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41. Burabod Community School	Panganiban
42. Cabuyoan Elementary School	Panganiban
43. Babaguan Elementary School	Panganiban
44. Maculw Elementary School	Panganiban
45. Alibuag Elementary School	San Andres East
46. Bon-ot Elementary School	San Andres East
47. San Jose Elementary School	San Andres East
48. Comagaycay Elementary School	San Andres East
49. Lictin Integrated School	San Andres East
50. Timbaan Elementary School	San Andres East
51. Agojo Elementary School	San Andres West
52. Puting Baybay Elementary School	San Andres West
53. Catagbacan Elementary School	San Andres West
54. JMA Asgad Elementary School	San Andres West
55. Datag Elementary School	San Andres West
56. San Isidro Elementary School	San Andres West
57. San Vicente Elementary School	San Andres West
58. Tominawog Elementary School	San Andres West
59. Kilikilihan Elementary School	San Miguel North
60. Paraiso B Elementary School	San Miguel North
61. Siay Elementary School	San Miguel North
62. Katipunan Elementary School	San Miguel South
63. Obo Elementary School	San Miguel South
64. Dayawa Elementary School	San Miguel South
65. San Miguel Central Elementary School	San Miguel South
66. Buenavista Elementary School	Viga East
67. Magsaysay Elementary School	Viga East
68. Tinago Elementary School	Viga East
69. Villa Aurora Elementary School	Viga East
70. Ananong Elementary School	Viga West
71. Mabini Elementary School	Viga West
72. San Vicente Primary School	Viga West
73. Osmeña Elementary School	Viga West
74. Summit Elementary School	Viga West
75. Rizal Elementary School	Viga West
76. Sta. Rosa Elementary School	Viga West
77. JMA Poniton Elementary School	Virac North
78. Simamla Elementary School	Virac North
79. Balite Elementary School	Virac South
80. Batag Elementary School	Virac South
81. Casocan Elementary School	Virac South
82. Antipolo Elementary School	Virac South
83. F. Tacorda Elementary School	Virac South
84. Hawan Elementary School	Virac South
85. Hawan Ilaya Elementary School	Virac South
86. Magnesia Elementary School	Virac South
87. Pajo San Isidro Elementary School	Virac South
88. Igang Elementary School	Virac South



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89. Palta Saday Elementary School	Virac South
90. San Isidro Village Elementary School	Virac South
91. Sto. Cristo Elementary School	Virac South
92. Talisoy Elementary School	Virac South
93. Valencia Elementary School	Virac South
SECONDARY	
94. Agban National High School	
95. Antipolo National High School	
96. Bagamanoc Rural Development High School	
97. Cabcab National High School	
98. Calatagan High School	
99. Caramoran Rural Development High School	
100. Dariao National High School	
101. Dororian National High School	
102. Gigmoto Rural Development High School	
103. Leandro I. Verceles Sr. High School	
104. Manambrag National High School	
105. Mayngaway National High School	
106. Palta National High School	
107. Panganiban National High School	
108. Panganiban National High School, CAIC Compound	
109. San Jose National High School	
110. San Miguel Rural Development High School Annex - Mabato High School	
111. Tambongon National High School	
112. Tinago National High School	
113. Tubli National High School	
114. Viga Rural Development High School	



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Enclosure No. 2 to Division Memorandum No. 128 s. 2025

LIST OF SCHOOLS FOR HIRING OF NEW ASS-CoS

ELEMENTARY	
School	District
80. Bagamanoc Central Elementary School	Bagamanoc North
81. Bacak Elementary School	Bagamanoc South
82. San Rafael Elementary School	Bagamanoc South
83. Suchan Elementary School	Bagamanoc South
84. Genitligan Elementary School	Baras North
85. Abihao Elementary School	Baras South
86. Paniquihan Elementary School	Baras South
87. Bote Integrated School	Bato East
88. Cagraray Elementary School	Bato East
89. Carorian Elementary School	Bato East
90. Sibacungan Elementary School	Bato West
91. Sipi Elementary School	Bato West
92. Guiamlong Elementary School	Caramoran South
93. Hitoma-Bulalacao Elementary School	Caramoran South
94. Iyao Elementary School	Caramoran South
95. Salvacion Elementary School	Caramoran South
96. Obi Elementary School	Caramoran South
97. Jose O. Vera Elementary School	Pandan East
98. Baldoc Integrated School	Pandan East
99. Catamban Elementary School	Pandan West
100. Lumabao Elementary School	Pandan West
101. Sta. Cruz Elementary School	Pandan West
102. San Rafael Primary School	Pandan West
103. San Miguel Elementary School	Panganiban
104. Jose Rizal Elementary School	San Andres East
105. Palawig Elementary School	San Andres East
106. Yocti Elementary School	San Andres East
107. Bagong Sirang Elementary School	San Andres West
108. Barihay Elementary School	San Andres West
109. Mayngaway Elementary School	San Andres West
110. Tibang Elementary School	San Andres West
111. Alma Elementary School	San Miguel North
112. Balatohan Elementary School	San Miguel North
113. Mabato Central Elementary School	San Miguel North
114. Pacogon Elementary School	San Miguel North
115. Paraiso A Elementary School	San Miguel North
116. San Marcos Elementary School	San Miguel North
117. Caglatawan Elementary School	San Miguel North
118. Boton Primary School	San Miguel South
119. Buhi Elementary School	San Miguel South



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120. Pangilao Elementary School	San Miguel South
121. Patagan Elementary School	San Miguel South
122. San Juan Elementary School	San Miguel South
123. Solong Primary School	San Miguel South
124. Botinagan Elementary School	Viga East
125. Soboc Elementary School	Viga East
126. Quirino Elementary School	Viga East
127. Del Pilar Elementary School	Viga West
128. Ogbong Elementary School	Viga West
129. P. Vera Elementary School	Viga West
130. Quezon Elementary School	Viga West
131. Roxas Elementary School	Viga West
132. Sagrada Elementary School	Viga West
133. San Roque Elementary School	Viga West
134. Viga Central Elementary School	Viga West
135. Bigaa Elementary School	Virac North
136. Dugui San Isidro Elementary School	Virac North
137. Calabnigan Elementary School	Virac North
138. Dugui Wala Elementary School	Virac North
139. Sogod Simamla Elementary School	Virac North
140. Sto. Domingo Elementary School	Virac North
141. Buenavista Elementary School	Virac South
142. Calampong Elementary School	Virac South
143. Marilima Elementary School	Virac South
144. Pajo Baguio Elementary School	Virac South
145. Palta Elementary School	Virac South
SECONDARY	
146. Baras Rural Development High School	
147. Bato Rural Development High School	
148. Bugao National High School	
149. Caramoran School of Fisheries	
150. Catanduanes National High School	
151. Codon National High School	
152. Hawan National High School	
153. Magnesia National High School	
154. Pandan School of Arts and Trades	
155. San Andres Vocational School	
156. San Miguel Rural Development High School	
157. San Vicente National High School	
158. Supang-Datag National High School	



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125. Soboc Elementary School	Viga East
126. Quirino Elementary School	Viga East
127. Del Pilar Elementary School	Viga West
128. Ogbong Elementary School	Viga West
129. P. Vera Elementary School	Viga West
130. Quezon Elementary School	Viga West
131. Roxas Elementary School	Viga West
132. Sagrada Elementary School	Viga West
133. San Roque Elementary School	Viga West
134. Viga Central Elementary School	Viga West
135. Bigaa Elementary School	Virac North
136. Dugui San Isidro Elementary School	Virac North
137. Calabnigan Elementary School	Virac North
138. Dugui Wala Elementary School	Virac North
139. Sogod Simamla Elementary School	Virac North
140. Sto. Domingo Elementary School	Virac North
141. Buenavista Elementary School	Virac South
142. Calampong Elementary School	Virac South
143. Marilima Elementary School	Virac South
144. Pajo Baguio Elementary School	Virac South
145. Palta Elementary School	Virac South
SECONDARY	
146. Baras Rural Development High School	
147. Bato Rural Development High School	
148. Bugao National High School	
149. Caramoran School of Fisheries	
150. Catanduanes National High School	
151. Codon National High School	
152. Hawan National High School	
153. Magnesia National High School	
154. Pandan School of Arts and Trades	
155. San Andres Vocational School	
156. San Miguel Rural Development High School	
157. San Vicente National High School	
158. Supang-Datag National High School	



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