



DepEd - Division Office of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No: 031
DATE: 20 JAN 2025 TIME: 5:15

Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

January 17, 2025

DIVISION MEMORANDUM

No. 031 s. 2025

HIRING OF CONTRACT OF SERVICE (COS) IN SCHOOLS CHARGED TO MOOE

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. To facilitate the hiring of Contract of Service (COS) in schools, the following shall be submitted at the SDO- Personnel Section for processing:


- a) 1 original copy Control No. Form
- b) 2 original copies Authority to Hire
- c) 4 original copies of Contract of Service
- d) 1 photocopy of approved Annual Implementation Plan (AIP) indicating the funds intended for the COS

2. Forms are enclosed to this memorandum.

- a) Enclosure No. 1 – Control Number Form
- b) Enclosure No. 2- Authority to Hire
- c) Enclosure No. 3- COS for Administrative Support Staff
- d) Enclosure No. 4- COS for Watchman
- e) Enclosure No. 5- COS for Utility Worker

Forms may be downloaded through the link
<https://bit.ly/ContractOfServiceForms>

3. For information, guidance, and strict compliance.


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



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

CONTRACT OF SERVICE

NAME : _____
ASSIGNED AS : [Administrative Support Staff/ Watchman or Utility Worker]
SCHOOL : _____
DISTRICT : _____
SCHOOL ID : _____
CHARGED TO : MOOE FUND
PERIOD COVERED : _____

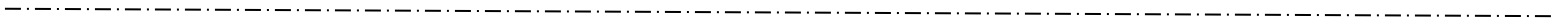
Funds Available:

Finance Officer

School Head

Reviewed: Accounting Section: <i>(for Funds Availability)</i> _____ Personnel Section: <i>(for Documentary Requirements)</i> _____
--

CONTROL NO. _____





Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 2 to Division Memorandum 031, <https://bit.ly/ContractOfServiceForms S. 2025>

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

THRU: **MARICHELLE B. LLAVE**
Administrative Officer IV
Personnel Section

FROM: **NAME OF SCHOOL HEAD**
Position Title

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [NAME OF SCHOOL]**

DATE: DD Month YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the **[Name of School & School ID]**, may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed COS for hiring]	Administrative Support	Three Hundred Ninety Five Pesos (Php395.00)

II. TERMS OF REQUEST

NOTE: Description of the actual work to be done by the CoS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the CoS as guided by the Sample TOR.

Proposed work category	Expected output	Actual Duties and Responsibilities
Administrative Support	<i>Example:</i> <ul style="list-style-type: none">● Notice of Meeting● Minutes of Meeting● Simple financial reports● School Report Card● Others, please specify	



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SCHOOLS DIVISION OFFICE OF CATANDUANES

IV. 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 templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)

IV. JUSTIFICATION

NOTE: Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

A. Profile of the Applicants

Name	Highest Educational Attainment	Age	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

B.

(briefly describe the process undergone by the school)

Assessment Process Conducted to Evaluate Applicants



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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C. Results of Assessment

(present the results of the assessment and statement of reason for selecting an applicant)

It is understood that the recommended applicant possesses **all the minimum qualification standards** stipulated in this document. Furthermore, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)**
4. Transcript of Records**

***To be prepared and accomplished by the applicant*

To be Accomplished by the Office of the Schools Division Superintendent (OSDS)

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

approve the request for authority to hire the recommended administrative support under contract of service for _____
(Name of School)

disapproved the request due to _____.

This office requires the accomplishment of the following for resubmission:

{list of requirements}

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OFFICE OF CATANDUANES, a government entity mandated by law to ensure the delivery of quality basic education, particularly under Batas Pambansa Blg. 232, otherwise known as the “Education Act of 1982,” as amended by Republic Act No. 9155, otherwise known as the “Governance of Basic Education Act of 2001 with office address at Virac, Catanduanes, herein represented by its OIC Schools Division Superintendent, **CECILE C. FERRO, CESO VI**. hereinafter referred to as “**First Party**”

and

<Name>, of legal age, Filipino citizen, and with residence address at <Street, Barangay, Municipality> Catanduanes, hereinafter referred to as the “Second Party”.

-WITNESSETH -

1. That the **First Party**, in the exigency of the service, engages the services of the **Second Party** who shall perform the duties and responsibilities of **Administrative Support Staff** under Contract of Service (COS) in <Name of School and Address>
2. That the Second Party has signified <his/her> intention, to which the First Party has accepted, to provide the services needed by the school where <he/she> is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in <his/her> Personal Data Sheet, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, <he/she> is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that <he/she> has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the period <start date> to <end date>, in consideration of the daily rate of **Three hundred ninety-five pesos (Php 395.00)** to be paid after every 15th and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;

6. That the Second Party may report to the assigned school two (2) days after the date of the execution of this 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**.
7. That the Second Party is expected to perform the following functions:
 - a.) Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
 - b.) Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities;
 - c.) Submit reports and other communications to the District Office, SDO Proper, and other government offices, and
 - d.) Submit an accomplishment report every 15th and 30th day of the month to the School Head.
 - e.) Perform other administrative and technical assistance as may be determined by the School Head.
8. That the Second Party shall render full-time service to the school where **<he/she>** is assigned;
9. That the Second Party shall be held responsible for ensuring the security and safety of government resources provided to them and shall ensure that the same will be used solely for the purpose of performing **<his/Her>** work/tasks.
10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 2025 at Virac, Catanduanes Philippines.

DepEd SDO CATANDUANES

CECILE C. FERRO
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent
First Party

<NAME>
Second Party

Signed in the presence of:

MARICHELE B. LLAVE
Administrative Officer IV

<NAME OF THE SCHOOL HEAD>
Position

REPUBLIC OF THE PHILIPPINES)
VIRAC, CATANDUANES) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of **Three (3) pages** including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, 20__ at **Virac, Catanduanes**, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of 2025

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OFFICE OF CATANDUANES, a government entity mandated by law to ensure the delivery of quality basic education, particularly under Batas Pambansa Blg. 232, otherwise known as the “Education Act of 1982,” as amended by Republic Act No. 9155, otherwise known as the “Governance of Basic Education Act of 2001 with office address at Virac, Catanduanes, herein represented by its OIC Schools Division Superintendent, **CECILE C. FERRO, CESO VI**. hereinafter referred to as “**First Party**”

and

<Name>, of legal age, Filipino citizen, and with residence address at **<Street, Barangay, Municipality>** Catanduanes, hereinafter referred to as the “**Second Party**”.

-WITNESSETH -

1. That the **First Party**, in the exigency of the service, engages the services of the **Second Party** who shall perform the duties and responsibilities of **Watchman** under Contract of Service (COS) in **<Name of School and Address>**
2. That the Second Party has signified **<his/her>** intention, to which the First Party has accepted, to provide the services needed by the school where **<he/she>** is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in **<his/her>** Personal Data Sheet, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, **<he/she>** is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that **<he/she>** has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the period **<start date>** to **<end date>**, in consideration of the daily rate of **Three hundred ninety-five pesos (Php 395.00)** to be paid after every 15th and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;

6. That the Second Party may report to the assigned school two (2) days after the date of the execution of this 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**.
7. That the Second Party is expected to perform the following functions:
 - a.)
 - b.)
 - c.)
 - d.)
 - e.)
 - f.)
 - g.)
 - h.) Submit an accomplishment report every 15th and 30th day of the month to the School Head.
 - i.) Perform other duties as may be assigned by the school head.
8. That the Second Party shall render full-time service to the school where **<he/she>** is assigned;
9. That the Second Party shall be held responsible for ensuring the security and safety of government resources provided to them and shall ensure that the same will be used solely for the purpose of performing **<his/Her>** work/tasks.
10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ___ day of _____, 2025 at Virac, Catanduanes Philippines.

DepEd SDO CATANDUANES

CECILE C. FERRO
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent
First Party

<NAME>
Second Party

Signed in the presence of:

MARICHELE B. LLAVE
Administrative Officer IV

<NAME OF THE SCHOOL HEAD>
Position

REPUBLIC OF THE PHILIPPINES)
VIRAC, CATANDUANES) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of **Three (3) pages** including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

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and

<Name>, of legal age, Filipino citizen, and with residence address at **<Street, Barangay, Municipality>** Catanduanes, hereinafter referred to as the “**Second Party**”.

-WITNESSETH -

1. That the **First Party**, in the exigency of the service, engages the services of the **Second Party** who shall perform the duties and responsibilities of **Utility Personnel** under Contract of Service (COS) in **<Name of School and Address>**
2. That the Second Party has signified **<his/her>** intention, to which the First Party has accepted, to provide the services needed by the school where **<he/she>** is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in **<his/her>** Personal Data Sheet, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, **<he/she>** is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that **<he/she>** has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
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 - i.) Perform other duties as may be assigned by the school head.
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13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
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IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 2025 at Virac, Catanduanes Philippines.

DepEd SDO CATANDUANES

CECILE C. FERRO
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent
First Party

<NAME>
Second Party

Signed in the presence of:

MARICHELE B. LLAVE
Administrative Officer IV

<NAME OF THE SCHOOL HEAD>
Position

REPUBLIC OF THE PHILIPPINES)
VIRAC, CATANDUANES) **S.S.**

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of **Three (3) pages** including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

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