DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
BY: No. 194
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 9, 2025

DIVISION MEMORANDUM
No. 194 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-2026-0095 (Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service for FY 2026) dated January 16, 2026, School Heads of the one hundred ninety three (193) eligible schools are instructed to follow these procedures:

A. Renewal of Contract of ASS-CoS

The School Head shall prepare and submit the following documents in two (2) folder **not later than 5PM of February 16, 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 2025) with work experience sheet, if applicable
e. 1 original copy duly approved IPCRF (Rater: School Head, Approver: AO V)
f. 1 photocopy of Transcript of Records or Senior High School Diploma (for SHS graduate)

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)
d. 1 original copy duly approved IPCRF

B. Hiring of New ASS-CoS

The School Head shall submit a letter addressed to the Schools Division Superintendent, indicating the reason for hiring a new ASS-CoS, **not later than 5:00 PM on February 13, 2026**, through the Records Section.

2. All templates (Authority to Renew, Authority to Hire, ToR, Service Agreement, PDS, Work Experience Sheet and other relevant documents can be accessed through this link: **https://bit.ly/Hiring_ASS_COS**

3. For information, guidance and immediate compliance.

MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent

CamScanner