

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 24, 2026

DIVISION MEMORANDUM
 No. 296 s. 2026

**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 25, 2026 to March 9, 2026 for the following schools:

ELEMENTARY	
School	District
1. Bagamanoc Central Elementary School	Bagamanoc South
2. Suchan Elementary School	Bagamanoc South
3. Paniquihan Elementary School	Baras South
4. Cagraray Elementary School	Bato East
5. San Pedro Elementary School	Bato East
6. Hitoma-Bulalacao Elementary School	Caramoran South
7. Iyao Elementary School	Caramoran South
8. Maui Elementary School	Caramoran South
9. Sicmil Integrated School	Gigmoto
10. Baldoc Integrated School	Pandan East
11. Canlubi Elementary School	Pandan East
12. Catamban Elementary School	Pandan West
13. Cabuyoan Elementary School	Panganiban
14. San Miguel Elementary School	Panganiban
15. Lictin Integrated School	San Andres East
16. Timbaan Elementary School	San Andres East
17. Catagbacan Elementary School	San Andres West
18. JMA Asgad Elementary School	San Andres West
19. Alma Elementary School	San Miguel North
20. Kilikilihan Elementary School	San Miguel North
21. Pacogon Elementary School	San Miguel North
22. Paraiso A Elementary School	San Miguel North
23. Buhi Elementary School	San Miguel South



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



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

24. San Juan Elementary School	San Miguel South
25. Ananong Elementary School	Viga West
26. Mabini Elementary School	Viga West
27. Osmeña Elementary School	Viga West
28. P. Vera Elementary School	Viga West
29. Calabnigan Elementary School	Virac North
30. Sogod Simamla Elementary School	Virac North
31. Sto. Domingo Elementary School	Virac North
32. Casocan Elementary School	Virac South
33. Palta Elementary School	Virac South
34. Talisoy Elementary School	Virac South
SECONDARY	
35. Antipolo National High School	
36. Baras Rural Development High School	
37. Bato Rural Development High School	
38. Codon National High School	
39. Gigmoto Rural Development High School	
40. Hawan National High School	
41. Mayngaway National High School	
42. Palta National High School	
43. Pandan School of Arts and Trades	
44. San Andres Vocational School	
45. Tinago National High School	
46. Tubli National High School	

2. The salary of ASS-CoS shall be Php20,000.00 per month with Php2,000.00 premium.
3. The Terms of Reference and the documentary requirements to be submitted to SDO for new hires are enclosed to this memorandum.
4. All interested qualified applicants shall submit the following documentary requirements to their preferred school/s not later than March 2, 2026:
 - a. Letter of intent addressed to the Schools Division Superintendent
 - b. Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2025) 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)
5. No additional documents will be accepted after the deadline.



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



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL


TANGGAPANG PANSANGAY NG CATANDUANES

6. The schedule of activities are as follows:

Date and Time	Activities	Person Responsible
February 25-March 9, 2026 (8:00AM-5:00PM)	Submission of Application Documents to School	School Head
March 10-11, 2026	Assessment	
March 12, 2026	Preparation of documentary requirements	
March 13, 2026	Submission of documentary requirements to SDO	

7. 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.

8. For widest dissemination and guidance of all concerned.


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



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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 296s. 2026

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.)



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 2 to Division Memorandum No. 296 s. 2026

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TO SDO FOR NEW HIRES

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 2025) with Work Experience Sheet, if applicable
- 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)

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 2025) with Work Experience Sheet, if applicable
- 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.)



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