

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

March 2, 2026

DIVISION MEMORANDUM
No. 324 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 for the following schools:

- a. Viga Rural Development High School
- b. Panganiban National High School- CAIC Compound

2. The Terms of Reference and the documentary requirements to be submitted to SDO for new hire are enclosed to this memorandum.

3. All interested qualified applicants shall submit the following documentary requirements to the above mentioned schools not later than March 9, 2026:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Updated and duly sworn 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)



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- i. No additional documents will be accepted after the deadline.
- j. The schedule of activities are as follows:

Date and Time	Activities	Person Responsible
March 2-March 12, 2026 (8:00AM-5:00PM)	Submission of Application Documents to School	School Head
March 13, 2026	Assessment	
March 16, 2026	Preparation of documentary requirements	
March 17, 2026	Submission of documentary requirements to SDO	

k. 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.

- l. For widest dissemination and guidance of all concerned.


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



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Enclosure No. 1 to Division Memorandum No. 324 s. 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.)



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Enclosure No. 2 to Division Memorandum No. 324 s. 2026

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TO SDO FOR NEW HIRE

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.)



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