



DepEd-Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: Ofs No. 434  
DATE: 25 MAR 2026 TIME: 5:18

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

March 25, 2026

**DIVISION MEMORANDUM**

No. 434 s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 296 S. 2026**

**RE: 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 at **Caragumihan Elementary School, Baras South**.
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 Caragumihan Elementary School, Baras South District not later than April 7, 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)



San Roque, Virao, 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**

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

Date and Time	Activities	Person Responsible
March 25-April 7, 2026 (8:00AM-5:00PM)	Submission of Application Documents to School	School Head
April 8, 2026	Assessment	
April 9, 2026	Preparation of documentary requirements	
April 10, 2026	Submission of documentary requirements to SDO	

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

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



San Roque, Virao, 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. 434 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.)



San Roque, Virao, Catanduanes  
052-8114063  
catanduanes@doped.gov.ph  
www.dopedrovaatanduanes.com / www.catanduanes.doped.gov.ph