



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

March 11, 2024

DIVISION MEMORANDUM

No. 214, s. 2024

**ANNOUNCING THE SCHEDULE OF ACTIVITIES RELATIVE TO APPLICATIONS FOR
ADMINISTRATIVE SUPPORT STAFF (CONTRACT OF SERVICE)
FOR IDENTIFIED SCHOOLS**

To: Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Education Program Supervisors
PSDSs/DLC In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. In our continued pursuit towards excellence in Human Resource Management and on steadfast commitment in embarking Maturity level 2 in the PRIME HRM, this office hereby announces to the field the details of the recruitment activities for Administrative Support Staff. This staff will provide assistance to schools under the supervision of the School Head. Interested applicants may apply for the following vacant position:

POSITION	RATE	VACANT ITEM/s	Identified School	Source of Fund
Administrative Support Staff	405/day	3	Antonio Balmes NHS Scandinavian NHS Cirilo Roy Montejo NHS	MOOE

Minimum Qualification/s:

- a. Able to prepare basic correspondences.
- b. Able to prepare reportorial requirements (DepEd forms, simple financial reports)
- c. Computer literate preferably in MS Office Suite.
- d. Can operate office equipment (printers, fax machines, photocopiers, etc.)
- e. Can coordinate and collaborate with other concern personnel and offices.

Duties and Responsibilities:

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.



2. In view thereof, all interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, or political affiliation are encouraged to join the Screening through the **OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Open Ranking System)** mechanism of this office.
3. All interested applicants shall submit the basic documentary requirements listed below **to the schools** where you reside and properly fastened in a folder with side tabbing not later than **5:00 pm of March 20, 2024**:
 - a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of valid and updated PRC ID/License, if applicable;
 - d. Photocopy of eligibility/board rating, if applicable;
 - e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post graduate units/degrees, if available;
 - f. Photocopy of Certificates of Training, if available;
 - g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable.
4. Enclosure A states the Algorithm for Administrative Support Staff, Sample Terms of Reference (TOR) and Authority to Hire under Contract of Service.
5. The hiring will commence at the school level.
6. Meals and snacks of the school-based personnel during the evaluative assessment and other incidental expenses in the conduct of this undertaking shall be charged to their School MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

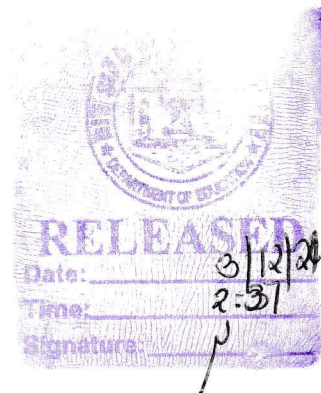
as per SO # 111 s- 1024 3/12/2024
SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures: As stated
Reference: DM No. 002, s. 2024; DM OUHROD-2024-0123.
To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE SUPPORT STAFF

CONTRACT OF SERVICE

OSDS/PS/NMB
March 11, 2024



ALGORITHM FOR ADMINISTRATIVE SUPPORT STAFF POSITIONS

POSITION	ACTIVITIES	DATE/s and VENUE/s	PERSONS RESPONSIBLE
Administrative Support Staff	Posting of Job vacancy <i>Note: Local Hiring is highly encouraged</i>	March 11 - 20, 2024	Personnel
	Conduct assessment process for qualified applicants such as review of CV, Interview, etc. Evaluate the results of assessment process. Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract and other hiring documents. <i>Note: The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval for SDS.</i>	March 21-25, 2024	School Head
	Submit authority to hire, contract, TOR and other hiring documents for processing by SDO Evaluation and signing of contract by the appointing authority. <i>Note: The COS shall be responsible for the notarized contract</i>	March 26-27, 2024	School Head Superintendent
	Update the status on the hiring of the Administrative Support Staff in the Monitoring Tool	March 28, 2024	Personnel

Sample of Terms of Reference (TOR) and Request for Authority to Hire

TERMS OF REFERENCE ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL

Name : [NAME]
Position : Administrative Support
Office Assignment : [NAME OF SCHOOL]
Monthly Salary : [MONTHLY SALARY IN WORDS AND FIGURES]

General:

The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

Minimum Qualification/s:

- Able to prepare basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices

Duties and Responsibilities:

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

Source of Fund:

Maintenance and Other Operating Expenses (MOOE)

[School Letterhead]

FOR : NAME OF SCHOOLS DIVISION SUPERINTENDENT
Schools Division Superintendent

THRU: NAME OF SDO HRMO
Position
Office

FROM: NAME OF SCHOOL HEAD
Position
School ID and School Name

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

DATE: DD Month YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the [School ID-School Name], 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	[Monthly Salary Rate in words and figured]

II. TERMS OF REQUEST

NOTE: Description of the 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	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none">• Notice of Meeting• Minutes of Meeting• Simple financial reports• School Report Card• Others, please specify	<ul style="list-style-type: none">• Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;

[School Letterhead]

	<ul style="list-style-type: none">• Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and• Perform other administrative and technical assistance as may be determined by the School Head.
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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 basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices

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.			

[School Letterhead]

B. Assessment Process Conducted to Evaluate Applicants

[briefly describe the process undergone by the school]

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. Resume/Curriculum Vitae (CV)**
5. 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 [School ID-School Name]

- ☐ disapprove the request due to [state reason/s]

This Office requires the accomplishment of the following for resubmission:
[list of requirements]

[Name of SDS]
Position
Office