



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

January 10, 2025

DIVISION MEMORANDUM

No. 022, s. 2025

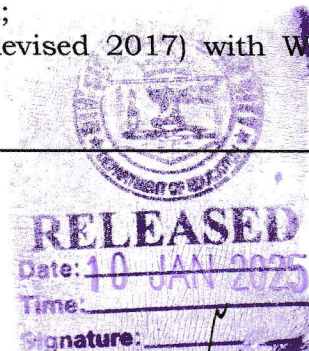
ANNOUNCING THE OPEN DOORS OF ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) AND JOB ORDER VACANCIES

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Education Program Supervisors
 PSDSs/DLC In-Charge
 Elementary and Secondary School Heads
 Non-Teaching Personnel
 All Others Concerned

- The office hereby informs the field the recruitment activities of Administrative Support Staff under Contract of Service (COS) and Job Order vacancies with the following information:

No. of Vacancy	POSITION	RATE	Status	Source of Fund	Place of Assignment
1	Administrative Support Staff	Base salary 20,000.00/ month	Contract of Service	MOOE	Disaster Risk Reduction and Management Office
1	Driver	P 405.00/day	Job Order	LGU	City Division Office

- To be guided on the conduct of these undertakings, the following enclosures are provided:
 - Enclosure A- OPEN DOORS Algorithm for Administrative Support Staff
 - Enclosure B-QUALIFICATION STANDARDS and Terms of Reference
 - Enclosure C -Annex C Checklist of Requirements Annex C
- 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.
- All interested applicants shall submit the basic documentary requirements listed below **to the HR office, addressed to SHERLITA A. PALMA EdD, CESO VI, OIC-Schools Division Superintendent** and properly tabbed/labelled **received at the Records section** not later than **5:00 pm of January 20, 2024(Monday)**:
 - Letter of Intent addressed to the Schools Division Superintendent;
 - Fully accomplished and notarized PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;





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- c. Certified true copy of eligibility/board rating/ driver's license, if applicable;
 - d. Photocopy of Voter's ID or Voter's Certification;
 - 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 certificates of trainings **relevant to the position applied for**, if applicable;
 - i. Photocopy of the Performance Ratings in the last 1 rating period performance prior to the deadline of submission, if applicable;
 - j. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects. Publications and Speakership), if available;
 - k. Checklist of Requirements with Omnibus Sworn Statement on the Certification on the Authenticity and Veracity(CAV) of the documents submitted and Data Privacy Consent Form/Waiver pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form, **notarized** by an authorized officer
5. Applicants shall prepare only one (1) folder containing pertinent documents which are photocopies of the original documents provided they are required to bring the original documents during the evaluation.
6. Applicants who failed to submit mandatory documents as herein mentioned on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. **No additional documents shall be accepted after the said deadline, as indicated in this memorandum.**
7. Meals and snacks during the conduct of the evaluative assessment and other incidental expenses in the conduct of this undertaking shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are directed.


SHERLITA A. PALMA EdD, CESO VI
OIC-Assistant Schools Division Superintendent

Enclosures: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE SUPPORT STAFF

CONTRACT OF SERVICE and JOB ORDER

DRRM

OSDS/PS/NMB/ 011025



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Enclosure A of Division Memorandum No. ____ s. 2025

ALGORITHM FOR ADMINISTRATIVE SUPPORT STAFF POSITIONS

POSITION	ACTIVITIES	DATE/s and VENUE/s	PERSONS RESPONSIBLE
Administrative Support Staff (COS) and Driver (Job Order)	Submission of Applicant's pertinent documents	January 10-20, 2025	Personnel
	Initial assessment of application documents viz-a-viz Qualification Standards	January 21, 2025 (Tuesday)	Personnel
	Evaluative Assessment of documents Written Test Behavioral Event Interview Confirmation of Points	January 23, 2025 (Thursday)	HRMPSB DSC Secretariat
	Finalization and Deliberation of Results Release of the Final CAR-P for COS	January 24, 2025 (Friday)	HRMPSB Secretariat
	Preparation and Signing of Contract	January 27, 2025 (Monday)	Personnel
	Deployment of Hired COS and Job Order	January 28, 2024 (Tuesday)	Personnel



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Enclosure B of Division Memorandum No. _____ s. 2025

Position	Qualification Standards	Terms of Reference
Administrative Support Staff (Contract of Service)	Education: Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job; Training: No training required Experience: No experience required Eligibility: None Required	<ul style="list-style-type: none"> • Provides administrative assistance to the Office of the Disaster Risk Reduction and Management in the delivery of prompt and quality administrative and financial support in accordance with the department's policies and procedures and related activities in the SDO; • Carries out administrative duties such as filling, recording, receiving/releasing documents, typing, copying, binding, scanning, etc; • Assists in the conduct of meetings, seminars, workshops, and trainings of DRRM and related programs and activities; • Assists in the monitoring and evaluation as well as preparation of reports on the implementation of DRRM and related programs and activities; • Contributes to team effort by accomplishing related results as needed; and • Performs other functions as may be deemed necessary.
Driver (Job Order)	Education: Elementary school graduate Experience: None Training: None Eligibility: Valid Professional Driver's License Additional requirement: Must be a bonafide resident of Tacloban City	<ul style="list-style-type: none"> • Drive the office vehicle to transport authorized persons in accordance with the Department's specific policies on vehicle maintenance, security and proper driving procedures; • Maintain a log of all trips, daily mileage, and fuel consumption; • Check the mechanical condition of the assigned vehicle and ensure that it is regularly cleaned; • Can carry out minor repairs and report major repairs; • Schedule and bring the vehicle for regular check up-servicing; • Report accidents involving the assigned vehicle • Accompany staff, visitors and other authorized passenger to and from the airport/seaport/bus terminals and assist them with their baggage if necessary; • With 20/20 vision