



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 066, s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
Public Schools District Supervisors
Elementary School Heads
Concerned Personnel
Interested Applicants

From: **WILLIAM E. GANDO, CESO VI**
Schools Division Superintendent

Subject: **HIRING OF CONTRACT OF SERVICE - ADMINISTRATIVE SUPPORT STAFF
TO SELECTED ELEMENTARY AND SECONDARY SCHOOLS IN SDO
SORSOGON PROVINCE**

Date: March 14, 2024

1. Pursuant to DepEd Order No. 002, s. 2024, or the Immediate Removal of Administrative Tasks of Public School Teachers, this Office calls for the Hiring of Contract of Service – Administrative Support Staff for the following Elementary and Secondary Schools in the SDO Sorsogon Province:

NO.	DISTRICT	SCHOOL ID	SCHOOL NAME
1	Donsol West	114164	Juan Adre ES
2	Donsol East	114153	San Ramon ES
3	Donsol West	114159	Cabugao ES
4	Donsol West	114165	Lourdes ES
5	Donsol West	114167	Malinao ES
6	Donsol West	114182	Tuba ES
7	Matnog	114323	Paghuliran ES
8	Matnog	114309	Calpi ES
9	Matnog	114334	Tugas ES
10	Matnog	114307	Cabagahan ES
11	Prieto Diaz	501532	San Rafael Integrated School





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NO.	DISTRICT	SCHOOL ID	SCHOOL NAME
12	Bulan North	114023	Padre Diaz ES
13	Bulan South	114047	Quezon ES
14	Irosin	114230	Cawayan ES
15	Irosin	114228	Carriedo ES
16	Juban	114267	Sablayan ES
17	Juban	302769	Sablayan NHS
18	Juban	114264	Maalo ES
19	Juban	114254	Calmayon ES

2. The Qualification Standards are as follows:

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

3. 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.

4. The Duties and Responsibilities are as follows:

- 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.

5. All interested applicants are advised to submit the following documentary requirements **to their preferred school, preferably near their residence**. The deadline for the submission of requirements is on **March 25, 2024, Monday, at 3:00 pm**.

- a. Application Letter addressed to the Schools Division Superintendent stating the **specific name of school** applied for.



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- b. DuIy accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) notarized by a Public Attorney or Notary Public, with a Work Experience Sheet attachment.
 - c. Photocopy of Proof of Eligibility, if any.
 - d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
 - e. Photocopy of Certificate/s of training/s, seminar/s attended, if any.
 - f. Certificate of Employment, Contract of Service, if any.
6. The documentary references (e.g. DepEd Orders, Memos, General Quick Guide, FAQs, etc.) can be found and downloaded from this link: <https://bit.ly/COSHiringSor>.
7. The SDO Sorsogon Province is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law.
8. For widest dissemination and guidance of all concerned.