



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

AUG 15 2024

**DIVISION MEMORANDUM**

No. 508, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE SUPPORT  
STAFF II (CONTRACT OF SERVICE) FOR DISASTER-PREPAREDNESS  
PROGRAMS, PROJECTS, AND ACTIVITIES**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the Administrative Support Staff II position under Contract of Service (COS) status to assist in Disaster-Preparedness programs, projects, and activities.
2. The required qualification standards, duties and responsibilities, and place of assignment of the abovementioned position and the indicative timeline for the recruitment, evaluation, and selection process are found in the enclosures of this Memorandum.
3. The recruitment and selection process are open to any interested individuals regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation. However, existing rules on nepotism shall still apply, prohibiting the hiring of COS workers who are relatives within the third degree of consanguinity or affinity of any appointing authority, recommending official, head of office, or any person exercising immediate supervision over the COS worker.
4. Applicants are invited to submit a complete set of (photocopy) of the following application documents addressed to the Schools Division Superintendent, Attention: Ma. Leah Linda S. Tan, Division HRMO, not later than **August 20, 2024**. Furthermore, applicants are instructed to upload clear scanned copies of their application documents in .pdf file format using the link: **bit.ly/SDOSagayHRMPSB**, by the specified deadline. Instruction for uploading the application documents are also provided in the same link. Submitted documents are expected to be arranged and labeled accordingly:
  - a. Letter of Intent addressed to the Schools Division Superintendent;
  - b. Personal Data Sheet (PDS) / CSC Form 212 (Revised 2017) with picture and notarized, with attached work experience sheet; and
  - c. Photocopy of Scholastic Record such as but not limited to Transcript or Records and Diploma; and
  - d. Photocopy of trainings acquired or attended within the last five years.
5. Immediate, wide dissemination, and compliance of this Memorandum is desired.

NOE B. ABDON  
Administrative Officer V  
In-charge of the Division

**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

End: As stated  
Reference: As stated

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

RECRUITMENT      SELECTION      PERSONNEL



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Email Address: [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)





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Enclosure No. 1 of Division Memorandum No. 308, s. 2024

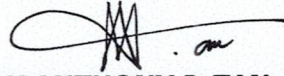
Qualification Standards, Duties and Responsibilities, and Place of Assignment of the  
Administrative Support Staff II Position under Contract of Service (COS) Status

Work Category / Position	Education	Training	Experience	Rate	Terms of Reference
Administrative Support Staff II	Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	1 year relevant experience	Base: Php 20,000.00  Premium: Php 2,000.00	Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures

Indicative Timeline for the Recruitment, Evaluation, and Selection Process for the  
Administrative Support Staff II Position under Contract of Service (COS) Status

Activity	Venue / Personnel Responsible	Schedule	Remarks
Receiving of applications with complete documents	Records Section	August 15-20, 2024	-
Initial evaluation of applicants vis-à-vis the qualification standards	HRMO	August 22, 2024	-
Conduct of Assessment for qualified applicants and selection of recommended COS	HRMPSB / Schools Division Superintendent	August 23, 2024	Assessment of qualified applicants include: <ul style="list-style-type: none"><li>- Evaluation of application documents submitted</li><li>- Interviews</li><li>- Other evaluation mechanisms as needed</li></ul>
Preparation of the Authority to Hire, Contract, Terms of Reference, and other hiring documents	HRMO	August 27-29, 2024	The recommended COS for hiring should sign the Contract before submission to the SDO. However, the recommended COS worker must be informed that their application/contract is still subject for approval of the SDS.
Processing, evaluation and signing of contract by the appointing authority	Schools Division Superintendent	August 30, 2024	The COS worker shall be in-charge of having the signed contract notarized and thereafter submitted to the HRMO.

Prepared by:  
  
**MA. LEAH LINDA S. TAN**  
Administrative Officer IV  
HRMO

Noted by:  
  
**MARK ANTHONY J. TAN, PHD**  
OIC Assistant Schools Division Superintendent  
HRMPSB Chairperson