



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JUN 03 2025

DIVISION MEMORANDUM

No. 342, s. 2025

**RECRUITMENT OF APPLICANTS FOR SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (COS) STATUS**

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 School-Based Administrative Support Staff position under Contract of Service (COS) status.
2. The required qualification standards, duties and responsibilities, and place of assignment of the abovementioned position are listed below:

Position / No. of Vacant Positions	Administrative Support Staff - Contract of Service (COS) 1 Vacant Position
Minimum Qualifications	Education: At least Senior High School graduate Training: None required Experience: None required Eligibility: None required
Other Qualifications	<ul style="list-style-type: none">▪ Able to prepare templated reports▪ Computer literate preferably in MS Office Suite▪ Can operate office equipment (e.g. printers, fac machines, photocopiers, etc.)
Duties and Responsibilities	<ul style="list-style-type: none">▪ 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.
Place of Assignment	<ul style="list-style-type: none">▪ Fabrica Elementary School
Salary	DOLE Daily Minimum Wage in Region VI (Php 513.00/day; Php 11,286.00/month) plus Premium Payment 12.5% of monthly salary (Php 1,410.75)

3. This Office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.



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4. Applicants are invited to submit a complete set of photocopies of the following application documents **on or before June 13, 2025** at **Fabrica Elementary School** through the School Head or School Administrative Officer:
- Letter of Intent addressed to the Schools Division Superintendent through the School Head of the desired school
 - Personal Data Sheet (PDS) / CSC Form 212 (Revised 2017) with Picture and Notarized with attached work experience sheet if applicable
 - Curriculum Vitae (CV)
 - Photocopy of Scholastic Record such as but not limited to Transcript of Records and Diploma
 - Certificate of Training if applicable
 - Birth Certificate issued by the Philippine Statistics Authority
 - BIR Tax Identification No (Photocopy of BIR TIN)
5. The indicative timeline for the recruitment, evaluation, and selection process for hiring of new Administrative Support Staff is attached in Enclosure No. 1 of this Memorandum.
6. Schools may visit the link: **bit.ly/QuickGuide_HIRINGPROCESS** to obtain electronic copies of the templates for the Authority to Hire, Terms of Reference (TOR), and Contract/Service Agreement.
7. Immediate, wide dissemination, and compliance of this Memorandum is desired.

DANNIE CLARK M. UGAIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages : 3
To be indicated in the **Perpetual Index** under the following subjects:

HIRING

RECRUITMENT

SELECTION

FN: HRPERSONNEL/MEMOS



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Enclosure No. 1 to Division Memorandum No. 342, s. 2025

**INDICATIVE TIMELINE FOR THE RECRUITMENT, EVALUATION, AND SELECTION PROCESS
FOR THE ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS)**

Activity	Venue / Personnel Responsible	Schedule	Remarks
Receiving applications with complete documents	School Head	June 2 - 13, 2025	-
Conduct of Assessment for qualified applicants and Selection of recommended COS	School Head	June 16 - 17, 2025	Assessment of qualified applicants include: <ul style="list-style-type: none">- Review of PDS and Educational Qualifications- Interviews- Other evaluation mechanisms as needed
Preparation of the Authority to Hire, Contract, Terms of Reference (TOR), and other hiring documents	School Head	June 18, 2025	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 of the SDS.
Submission of the Authority to Hire, Contract, Terms of Reference (TOR), and other hiring documents for processing by the SDO	School Head	June 19, 2025	-
Processing, evaluation and signing of contract by the appointing authority	SDS / Schools Division Office	June 20, 2025	-