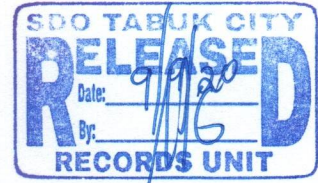




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**



September 9, 2024

**DIVISION MEMORANDUM**

No. 307 s. 2024

To: ASISTANT SCHOOLS DIVISION SUPERINTENDENT  
 HRMPSB MEMBERS  
 ALL INTERESTED AND QUALIFIED APPLICANTS  
 ALL OTHERS CONCERNED

**HIRING OF ADMINISTRATIVE SUPPORT PERSONNEL FOR PUBLIC  
 ELEMENTARY AND SECONDARY SCHOOLS IN THE  
 SCHOOLS DIVISION OF TABUK CITY**

1. Pursuant to DO No. 002, s. 2024 “Immediate Removal of Administrative Tasks of Public School Teachers” and DM-OUHROD\_2024-0123 “Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School teachers Pursuant to DepEd Order No. 002, s. 2024”, the Department will provide additional administrative support mechanisms avoid overburdening non-teaching personnel in schools with excessive workloads.
2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application to the following **Job Order/Contract of Service** positions in the Schools Division of Tabuk City:

Position	Minimum Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Support Personnel (18 positions)	High School Graduate (Old curriculum) or SHS Graduate (Kto12)	None Required	None Required	None Required

*List of Schools with Administrative Support Personnel Allocation:*

WTD 1	Tangbay ES
NTD 1	TCNHS
WTD 2	Gawidan ES
WTD 2	Guilayon ES
NTD 2	Pantar ES/Laya West ES
STD 1	Bulanao West ES
NTD 2	San Julian ES
STD 1	Namnama ES
NTD 1	Magsaysay ES

NTD 2	Burayukan ES
ETD 1	Ipil ES
STD 2	Cudal NHS
NTD 2	Balong NHS
ETD 2	Bulo West ES
STD 3	BalawagCS/ Binongsay ES
WTD 1	Cabaritan ES
WTD 2	Bantay NHS
ETD 3	EKNHS



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

**Email:** tabuk.city@deped.gov.ph

**Website:** <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



Republic of the Philippines  
**Department of Education**  
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**SCHOOLS DIVISION OF TABUK CITY**

3. All interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their application.
4. Submit at least one (1) copy of application folder, properly labeled consistent with the order of the documentary requirements stated in this memorandum.
5. The place of submission of all applications is at the Records Section of the Schools Division of Tabuk City not later than **3:00 p.m. of September 10, 2024** with the following documentary requirements:
  - a. Letter of Intent address to:  

BENEDICTA B. GAMATERO PhD, CESO V  
Schools Division Superintendent  
Schools Division of Tabuk City

***School preference must be specified in the Letter of Intent.***

- b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Notarized Data Privacy Consent Form pursuant to RA No 10173 (Data Privacy Act of 2012), using the Form provided by the HR office,
  - c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
  - d. Valid and updated PRC License or Certificate of Eligibility, if applicable,
  - e. Diploma or Transcript of Records of earned Bachelor's Degree, and if applicable Means of Verification for earned post-graduate units or degrees,
  - f. For SHS Graduate, TOR or GWA
  - g. Certificates of Training, if applicable
  - h. Duly signed Service Records or Certificate of Employment or Contract of Service, if applicable
6. Individuals who failed to submit 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 set deadline.
7. Enclosure 5 of DepEd Order No.007, s. 2023 or the Criteria and Point System for Hiring and Promotion to Non-Teaching Positions will be used as reference and scoring mechanism in the comparative assessment of the qualified pool of applicants for the vacant position/s stated in this Memorandum.
8. Hired Administrative Support Personnel will be paid at a minimum wage paid on a monthly basis.
9. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent