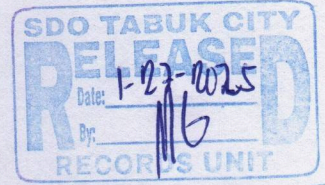


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



January 27, 2025

DIVISION MEMORANDUM

No. 48 s. 2025

RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR THE ELIGIBLE SCHOOLS

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

- Pursuant to DO No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and DM-OUHROD-2025-0083 "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for the Provided Eligible Schools", the Department will provide additional administrative support mechanisms avoid overburdening non-teaching personnel in schools with excessive workloads.
- The following are the eligible schools with Administrative Support allocation:

1. Paligatto ES	6. TCNHS	11. Magnao ES	16. Gawidan ES
2. Amlao ES	7. Tangbay ES	12. Nambucayan ES	17. Dupag NHS
3. Addang ES	8. Toppan IS	13. Guilayon IS	18. Dupag ES
4. Camp Conrado ES	9. Tuga NHS	14. Balatoc PS	19. Naneng ES
5. Cataw ES	10. Callagan ES	15. Gaogao ES	20. Naneng NHS
- Respective school heads of all schools listed above with incumbent Administrative Support and are willing to be renewed and schools where there shall be changes in the incumbents are advised to prepare and submit the following documents at the HRMO Office **on or before January 29, 2025 (1 copy per document-for review)**:
 - Authority to Renew
 - Accomplished Terms of Reference (ToR)
 - Service Agreement
 - Updated Personal Data Sheet (PDS) CSC Form 212, Revised 2017)
 - Curriculum Vitae (CV)
 - Transcript of Records
 - Certificate of Training (if applicable)
 - Birth Certificate issued by the Philippine Statistics Authority (PSA)
 - BIR Tax Identification No. (TIN)
- In addition, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application to the following **Job Order/Contract of Service** position in the Schools Division of Tabuk City:



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

Position	Minimum Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Support Personnel (1 position/identified school below)	At least Senior High School Graduate	None Required	None Required	None Required
Other qualifications: <i>-able to prepare templated reports; computer literate preferably in MS Office Suite; and can operate office equipment (e.g., printers, photocopiers, etc.)</i>				

Schools with **no incumbent** Administrative Support Staff and **schools where there are changes in the incumbents:**

- | | |
|--------------------|------------------|
| 1. Paligatto ES | 5. Nambucayan ES |
| 2. Camp Conrado ES | 6. Balatoc PS |
| 3. Cataw ES | 7. Gaogao ES |
| 4. Tangbay ES | 8. Naneng NHS |

5. 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.
6. Submit at least one (1) copy of application folder, properly labeled consistent with the order of the documentary requirements stated in this memorandum.
7. The place of submission of all applications is at the **eight (8) identified schools above** not later than **3:00 p.m. of January 31, 2025** 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
Thru the School Head
 - b. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
 - c. Valid and updated PRC License or Certificate of Eligibility, if applicable,
 - d. Diploma or Transcript of Records of earned Bachelor's Degree, and if applicable Means of Verification for earned post-graduate units or degrees,
 - e. For SHS Graduate, TOR or GWA
 - f. Certificates of Training, if applicable
 - g. Duly signed Service Records or Certificate of Employment or Contract of Service, if applicable
8. The School Head, in coordination and consultation with the SDO-HRMO, shall conduct the assessment process for qualified applicants and has the full responsibility to evaluate the results of the assessment. Submit documents for the **New Hires on or before February 4, 2025.**
9. Hired Administrative Support Personnel will be paid at a minimum wage paid on a monthly basis.
10. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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Email: tabuk.city@deped.gov.ph
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