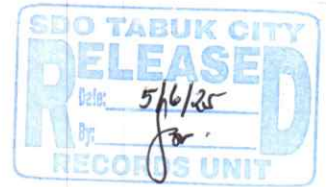




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



May 6, 2025

DIVISION MEMORANDUM

No. 194 s. 2025

**HIRING OF ADMINISTRATIVE SUPPORT II - CONTRACT OF SERVICE (COS)
FOR THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM**

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

1. Pursuant to Memorandum from the Office of the Undersecretary for Finance and Office of the Undersecretary for Operations, with the quantum leap expansion of the DPRP, it is greatly necessary to consider the DPRP as BIG Program, thus needing additional technical and administrative support in the ROs/SDOs dedicated solely to the program.
2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application for Contract of Service position in the Schools Division of Tabuk City:

Position	Minimum Qualification Standards				Salary
	Education	Training	Experience	Eligibility	
Administrative Support II (1 position)	Completion of at least 2 years in college or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	None required	Base: P20,000.00 Premium: P2,000.00

3. The COS to be hired is expected to 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.
4. 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.
5. Submit least one (1) copy of application folder, properly labeled consistent with the order of the documentary requirements stated in this memorandum.



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



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6. 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 May 8, 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
 - 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
7. 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.
8. 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.
9. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

