



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 11.81 Series 2026

To: Assistant Schools Division Superintendent
 Members of the HRMPSB
 All Interested Qualified Applicants
 All Others Concerned

DATE: **April 27, 2026**

SUBJECT: **Hiring of Administrative Support Personnel for Public Elementary and Secondary Schools in the Schools Division of Tabuk City**

- Pursuant to DO No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and DM-OUHROD-2026-0095 "Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service (COS) for FY2026 for the Provided Eligible Schools", the Department will provide additional administrative support mechanisms to avoid overburdening non-teaching personnel in schools with excessive overloads.
- 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** position in the Schools Division of Tabuk City:

Position	Minimum Qualification Standards			
	Education	Training	Experience	Eligibility
Administrative Support Personnel (1 position/identified school below)	At least Junior 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, fax machines, photocopiers, etc.)</i>				





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List of Schools with Administrative Support Personnel Allocation:

ETD 2	Cataw ES
ETD 1	Camp Conrado ES
WTD 2	Callagan ES
WTD 2	Gawidan ES
WTD 2	Magnaog ES
WTD 2	Nambucayan ES
WTD 2	Guilayon IS
WTD 2	Balatoc PS
WTD 2	Gaogao ES
WTD 2	Dupag NHS

WTD 2	Dupag ES
WTD 2	Naneng ES
WTD 2	Naneng NHS
WTD 1	Tangbay ES
WTD 1	Toppan IS
WTD 1	Tuga NHS
STD 3	Paligatto ES
STD 3	Amlao ES
STD 2	Addang ES

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 pm of May 7, 2026** with the following documentary requirements.
 - a. Letter of Intent address to:
CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-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 2025) 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. Certificate of Training, if applicable



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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Tabuk City, Kalinga

- h. Duly signed Service Records or Certificate of Employment of 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 Criteria and Point System for Hiring and Promotion to Non-Teaching Position 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.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent

FOR THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT


GINADINE L. BALAGSO
Assistant Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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