



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

March 12, 2024

DIVISION MEMORANDUM

No. **158**, s. 2024

**HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (COS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

1. Pursuant to Memorandum DM-OUHROD-2024-0123 with subject ***“Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers pursuant to DEPED ORDER NO. 002, S. 2024”***, this Office announces the hiring of School-Based Administrative Support Staff under Contract of Service (COS) of the selected schools. **Interested applicants shall submit their application letter, accomplished CSC Form 212 or Personal Data Sheet (PDS)- Revised 2017, Resume/Curriculum Vitae (CV) and Transcript of Records to the school head of their preferred school before March 22, 2024.**

2. Enclosed are the different annexes for information and guidance of school heads and applicants:
 - 3.1 Annex A - List of schools with allocation for hiring of COS
 - 3.2 Annex B - Terms of Reference
 - 3.3 Annex C - Authority to Hire
 - 3.4 Annex D - Template for the contract



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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3. After the deadline of submission, the school head shall conduct assessment of qualified applicants such as review of resume/curriculum vitae, interview, skills test for basic operation of MS Office Suite, etc. and select from among the applicants the deemed most fit for hiring and submit the following to the Division Office c/o Personnel Section of the Administrative Unit **before March 27, 2024**:

- 2.1 Authority to Hire
- 2.2 Accomplished Terms of Reference (TOR)
- 2.3 Contract (signed by the recommended COS and school head)
- 2.4 Other hiring documents as maybe required by the Division Office.

4. The personnel-in-charge in the Division Office shall evaluate the submitted documents and forward the same to the Schools Division Superintendent for signing of contract. The COS shall be responsible for the notarized contract.

5. *It is understood that in the conduct of this activity, there shall be no discrimination in the Recruitment, Selection and Placement on account of age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances to run counter to the principles of equal opportunity.*

6. Immediate dissemination of this Memorandum is enjoined.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Reference: As stated

Encl.: as stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

HIRING

RECRUITMENT

POLICY



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Allocation List for Eligible Schools - Additional MOOE*Enrollment based on LIS SY 2023-2024 as of January 31, 2024**Teacher data based on BEIS SY 2022-2023 as of May 31, 2023**Revised as of February 29, 2024*

No.	District	School ID	School Name
1	Cuartero	115411	Agnaga ES
2	Cuartero	115413	Balingasag ES
3	Cuartero	115416	Bun-od PS
4	Cuartero	115424	Malagab-I PS
5	Cuartero	115427	San Antonio ES
6	Dao	115429	Agtambi PS
7	Dao	115431	Bitá PS
8	Dao	115432	Centro PS
9	Dao	115434	Daplas PS
10	Dao	115437	Ilas ES
11	Dao	115442	Mapulang Bato PS
12	Dao	115446	Quinayuya ES
13	Dumalag	115450	Concepcion ES
14	Dumalag	115451	Consolacion ES
15	Dumalag	115459	San Martin ES
16	Dumalag	115465	Sta. Teresa ES
17	Dumalag	115467	Sto. Rosario ES
18	Dumarao	500429	Aglalana Inegrated School
19	Dumarao	115479	Codingle ES
20	Dumarao	115481	Dacuton ES
21	Dumarao	115485	Guinotos Elemenary School
22	Dumarao	179010	Guiscan PS
23	Dumarao	115495	Heracleo Benjamin ES
24	Dumarao	179001	Jambad PS
25	Dumarao	115487	Lawaan ES
26	Dumarao	115491	R. Advincula ES
27	Ivisan	115503	Cabugao ES
28	Ivisan	115506	Juan S. Jarencio Memorial School
29	Ivisan	115513	Tigis PS
30	Jamindan	115522	Caridad PS
31	Jamindan	115525	Fe PS
32	Jamindan	115528	Igang PS
33	Jamindan	115530	Jaena Sur ES
34	Jamindan	115533	Lapaz PS
35	Jamindan	115536	Maantol ES
36	Jamindan	115541	Pasol-o PS
37	Jamindan	115544	San Vicente ES
38	Jamindan	115546	Ubog ES
39	Maayon	115549	Alayunan ES
40	Maayon	115553	Cabungahan ES

No.	District	School ID	School Name
41	Maayon	115562	Jebaca ES
42	Maayon	115565	Manayupit ES
43	Maayon	115567	Old Guia ES
44	Maayon	115570	Piña ES
45	Maayon	115571	Quevedo ES
46	Maayon	115573	Quinat-uyan ES
47	Mambusao East	115585	Bergante ES
48	Mambusao East	115587	Bungsi ES
49	Mambusao East	115589	Eusebio Villareal Memorial School
50	Mambusao East	115583	Gavino M. Navarra ES
51	Mambusao East	115590	Ilawod ES (Mambusao East)
52	Mambusao East	115591	Malogo ES
53	Mambusao East	115596	Tugas ES
54	Mambusao West	115602	Juan Andaya ES
55	Mambusao West	115603	Liboo PS
56	Mambusao West	115604	Mambusao ES
57	Mambusao West	115608	Sinondojan PS
58	Mambusao West	115609	Tongatong ES
59	Mambusao West	115610	Tumalalud ES
60	Panay	115618	Bato PS
61	Panay	115619	Binantu-an PS
62	Panay	115622	Butacal ES
63	Panay	115630	Lat-asan PS
64	Panay	115632	Linao ES
65	Panay	115634	Magubilan ES
66	Panay	115635	Navitas ES
67	Panay	115639	Tanza Sur ES
68	Panit-An	115641	Agbabadiang PS
69	Panit-An	115646	Banga-an ES
70	Panit-An	115647	Cabangahan ES
71	Panit-An	115650	Capagao ES
72	Panit-An	115651	Catmon ES
73	Panit-An	115653	Conciencia ES
74	Pilar	115668	Braulio Morgan R. Patricio ES
75	Pilar	115673	Monteflor ES
76	Pilar	115674	Olalo PS
77	Pilar	115678	San Esteban ES
78	Pilar	115682	San Silvestre ES
79	Pilar	115677	Valentin Punsalan ES
80	Pontevedra	115691	Banate ES
81	Pontevedra	115692	Cabugao PS
82	Pontevedra	115706	Concepcion Catalan Bisnar ES
83	Pontevedra	115699	Intongcan ES
84	Pontevedra	115701	Manapao ES
85	President Roxas	115713	Cubay-Ibaca ES

No.	District	School ID	School Name
86	President Roxas	115714	Goce ES
87	President Roxas	115715	Madulano ES
88	President Roxas	115716	Manoling ES
89	President Roxas	115718	Pandan ES
90	President Roxas	115719	Pondol ES
91	President Roxas	115724	Vedasto ES
92	Sapian	115730	Apogan PS
93	Sapian	115731	Bangkal ES
94	Sapian	115735	Camansi PS
95	Sapian	115737	Damayan ES
96	Sapian	115742	Majanlud ES
97	Sapian	115744	Marubrob PS
98	Sapian	115741	Telesforo Aperocho ES
99	Sigma	115747	Acbo ES
100	Sigma	115750	Balogo PS
101	Sigma	115753	Dayhagon ES
102	Sigma	115763	Jose Reyes Jarencio ES
103	Sigma	115755	Juan Aldea ES
104	Sigma	115762	Matinabus ES
105	Sigma	115764	Pagbunitan ES
106	Sigma	115766	Sigma Central School
107	Sigma	115767	Sinandigan ES
108	Tapaz East	115770	Acuãta ES
109	Tapaz East	115771	Aglinab ES
110	Tapaz East	115775	Buri PS
111	Tapaz East	115778	Garcia ES
112	Tapaz East	179004	Mabini PS
113	Tapaz East	115786	Minan PS
114	Tapaz East	179005	Rizal Norte PS
115	Tapaz East	115788	Rizal Sur PS
116	Tapaz East	115789	Roosevelt ES
117	Tapaz East	115792	San Jose ES (Tapaz East)
118	Tapaz East	115794	San Miguel liaya ES
119	Tapaz East	115799	Tacayan PS
120	Tapaz East	115800	Taganghin PS
121	Tapaz West	115804	Apero ES
122	Tapaz West	115805	Arisgal ES
123	Tapaz West	115807	Camburanan ES
124	Tapaz West	179006	Daan Banwa ES
125	Tapaz West	115811	Daan Norte ES
126	Tapaz West	115817	Sta. Ana ES

[School Letterhead]

FOR : **NAME OF SCHOOLS DIVISION SUPERINTENDENT**
Schools Division Superintendent

THRU: **NAME OF SDO HRMO**
Position
Office

FROM: **NAME OF SCHOOL HEAD**
Position
School ID and School Name

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD Month YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the **[School ID-School Name]**, may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed COS for hiring]	Administrative Support	[Monthly Salary Rate in words and figures]

II. TERMS OF REQUEST

NOTE: Description of the work to be done by the COS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the Sample TOR.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none">• Notice of Meeting• Minutes of Meeting• Simple financial reports• School Report Card• Others, please specify	<ul style="list-style-type: none">• Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;

[School Letterhead]

		<ul style="list-style-type: none">• 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.
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IV. QUALIFICATION STANDARDS

NOTE: Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

- Able to prepare basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices

IV. JUSTIFICATION

NOTE: Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

A. Profile of the Applicants

Name	Highest Educational Attainment	Age	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

[School Letterhead]

B. Assessment Process Conducted to Evaluate Applicants

(briefly describe the process undergone by the school)

C. Results of Assessment

(present the results of the assessment and statement of reason for selecting an applicant)

It is understood that the recommended applicant possesses **all the minimum qualification standards** stipulated in this document. Furthermore, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)**
4. Resume/Curriculum Vitae (CV)**
5. Transcript of Records**

***To be prepared and accomplished by the applicant*

To be Accomplished by the Office of the Schools Division Superintendent (OSDS)

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

- approve** the request for authority to hire the recommended administrative support under contract of service for **[School ID-School Name]**.
- disapprove** the request due to [state reason/s].

This Office requires the accomplishment of the following for resubmission:
[list of requirements]

[Name of SDS]
[Position]
[Office]

**TERMS OF REFERENCE
ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC
ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL**

Name : **[NAME]**
Position : **Administrative Support**
Office Assignment : **[NAME OF SCHOOL]**
Monthly Salary : **[MONTHLY SALARY IN WORDS AND FIGURES]**

General:

The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

Minimum Qualification/s:

- Able to prepare basic correspondences
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)
- Computer literate preferably in MS Office Suite
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices

Duties and Responsibilities:

- 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.

Source of Fund:

Maintenance and Other Operating Expenses (MOOE)

Conforme:

Approved by:

(Name)
(Position)

(Name)
(Position)

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, Schools Division Office of **(insert name of SDO)**, herein represented by **(insert name of Superintendent)**, herein referred to as the "First Party",

and

(Name), of legal age, Filipino citizen and with residence address at **(address)**, herein after referred to as the "Second Party".

- WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform the administrative tasks removed from the workload of teachers;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the school where he/she is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the period **(start date)** to **(end date)**, in consideration of the monthly rate of **(state monthly rate in words and figures)** to be paid after every 15th and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the Second Party may report to the assigned school five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office – Personnel Unit**.

7. That unless otherwise amended by further policy issuance, the Second Party shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the First Party, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
8. That the Second Party is expected to perform the following functions:
 - a.) Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
 - b.) Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
 - c.) Perform other administrative and technical assistance as may be determined by the School Head.
9. That the Second Party shall render full time service to the school where he/she is assigned;
10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ___ day of _____, 20__ at **(state name of locality)**, Philippines.

DEPARTMENT OF EDUCATION:

(name)
(position), (office)
First Party

(name)
(position)
Second Party

Signed in the presence of:

(name)
(position)
(office/school)

(name)
(position)
(office/school)

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of _____ **(xx)** pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20__ at **(state name of locality)**, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____