



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OFFICE-CAPIZ

JUN 28 2024

DIVISION MEMORANDUM
 NO. **369**, s. 2024

**HIRING OF ADMINISTRATIVE SUPPORT STAFF UNDER
 CONTRACT OF SERVICE (COS) FOR DRRM**

To: OIC, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and Integrated Schools
 All Others Concerned

1. Pursuant to Memorandum No. OM-OUOPS-2024-04-03288 titled “*Supplemental Guidelines on the OUOPS Memorandum No. 2024-04-01088: Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds*”, this office announces the hiring of Admin Support under Contract of Service under the general Guidelines Section A, paragraph 1.1.b. of said memorandum.
2. This hiring is being done as a primary solution for addressing the need for additional personnel and be based on the need to augment the regular workforce within a specific period, temporary in nature, be undertaken with a certain set of necessary qualifications and competence to perform the tasks and deliverables required of a job.
3. The level of qualifications, competencies, and scope of work required for the job shall be based on the following work categories and arrangements:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II	Completion of at least two years in college or Senior High School graduate with relevant specialization	8 hours of relevant training	1year relevant experience	Php 20,000.00 Premium: Php 2,000.00	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.





Address: Banica, Roxas City
 Contact Number: (036) 620 2371
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4. 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 DepEd Schools Division of Capiz, Banica, Roxas City before July 3, 2024.
5. After the deadline of submission, the Personnel and Selection Board (PSB) of this office 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.
6. The personnel-in-charge in the Division Office shall evaluate the submitted documents and forward the same to the Schools Division Superintendent for the signing of the contract. The COS hired shall be responsible of having the signed contract notarized and thereafter submit to the Human Resource Section.
7. *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.*
8. Immediate dissemination of this Memorandum is desired.


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


Enclosure: As Stated
Reference: As stated

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

#employment	#hiring	#COS
#recruitment	#policy	#DRRM



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