

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

April 28, 2026

DIVISION MEMORANDUM
No. 533 s. 2026

ACCEPTANCE OF APPLICATION FOR SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF (ASS) UNDER CONTRACT OF SERVICE (CoS)

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for School-Based Administrative Support Staff under Contract of Service at the following schools:

- 1. **Palawig Elementary School, San Andres East District**
- 2. **Macutal Elementary School, Baras South District**

2. The Terms of Reference and the documentary requirements to be submitted to SDO for new hire are enclosed to this memorandum.

3. All interested qualified applicants shall submit the following documentary requirements to **Palawig Elementary School** and **Macutal Elementary School**, not later than May 8, 2026:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Updated and duly sworn Personal Data Sheet (CSC Form 212, revised 2025) with work experience sheet, if applicable
- c. Curriculum Vitae (CV)
- d. Transcript of Records
- e. Certificate of Training (if applicable)
- f. Certificate of Employment, if there is any
- g. Birth Certificate issued by Philippines Statistics Authority (PSA)
- h. BIR Tax Identification No. (TIN)

4. No additional documents will be accepted after the deadline.






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5. The schedule of activities are as follows:

Date and Time	Activities	Person Responsible
April 29, 2026 – May 8, 2026 (8:00AM-5:00PM)	Submission of Application Documents to School	School Head
May 11, 2026	Assessment	
May 12, 2026	Preparation of documentary requirements	
May 13, 2026	Submission of documentary requirements to SDO	

6. This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.

7. For widest dissemination and guidance of all concerned.


MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 533 s. 2026

Terms of Reference

A. The Administrative Support Staff under the CoS engagement shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head. The following are their specific duties and responsibilities:

- Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing and conducting programs, projects, and activities; and
- Perform other administrative and clerical assistance as may be determined by the School Head.

B. The minimum qualifications for the administrative support staff are as follows:

- **Education:** At least Senior High School graduate
- **Training:** None Required
- **Experience:** None Required
- **Eligibility:** None Required

Other qualifications:

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)



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