



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 11, 2024

Division Memorandum

No. 0057, s. 2024

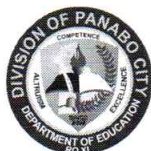
CALL OF APPLICANTS FOR TWELVE (12) SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF (CONTRACT OF SERVICE) OF SELECTED SCHOOLS

To: **Assistant Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Education Program Supervisors
Public Elementary, Secondary & SHS Level School Heads
All Concerned

1. In accordance with DM-OUHROD-2024-0123 re: The Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers pursuant to DepEd Order No. 002, s. 2024 re: Immediate Removal of Administrative Tasks of Public School Teachers, this Office hereby calls for applicants for the vacant school-based administrative support staff (contract of service) of the following schools:

Sindaton ES	Katualan ES
Tibungol ES	Kiotoy ES
P. Changco ES	Mabunao ES
Roxas ES	San Roque ES
Buenavista ES	Sta. Cruz ES
Consolacion ES	Waterfall ES


2. All interested applicants may submit their Curriculum Vitae (CV) to the School Head of the school to which they intend to apply.
3. Please strictly observe and follow instructions and the set timeline:




Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

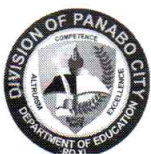
Acceptance of applications in the school level	Until March 22, 2024
Review and evaluation of applications and conduct of interview of applicants in the school level	March 25-27, 2024
Submission of Authority to Hire, Terms of Reference (TOR), Contract, and other hiring documents to the Division Office	April 1, 2024

4. Attached are the templates of the Authority to Hire, Terms of Reference (TOR), and Contract, for reference.
5. For widest and immediate dissemination.


JINKY B. FIRMAN, Ph.D, CESO VI
 OIC-Schools Division Superintendent

Enclosed: as stated
OSDS/ncm

RELEASED
MAR 14 2024
 RECORDS SECTION SDO PANABO CITY
 BY 



Quick Guide on the Hiring of School-based Administrative Support Staff under Contract of Service (COS)

REFERENCE: **DM-OUHROD-2024-0123** or the Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024 bit.ly/DO002s2024StrandMemo >>



	STEPS	RESPONSIBLE
<p>1 JOB POSTING</p> <ul style="list-style-type: none"> Post job vacancy on Administrative Support Staff (COS). <p>Note: Local hiring is highly encouraged.</p>		SDO-HRMO
<p>2 ASSESSMENT</p> <ul style="list-style-type: none"> Conduct assessment process for qualified applicants such as review of CV, interviews, etc. Evaluate the results of assessment process. Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents. <p>Note: The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval of the SDS.</p>		School Head
<p>3 HIRING OF COS</p> <ul style="list-style-type: none"> Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO. Evaluation and signing of contract by the appointing authority. <p>Note: The COS shall be responsible for the notarized contract.</p>		School Head Superintendent
<p>4 MONITORING</p> <ul style="list-style-type: none"> Update the status on the hiring of Administrative Support Staff in the Monitoring Tool. Submit consolidated Report on the Hired Administrative Support Staff under COS. 		SDO-HRMO RO-HRMO
	<ul style="list-style-type: none"> Periodic monitoring and provision of Technical Assistance, if necessary. 	Central Office

PAYMENT OF SALARY of School-based Administrative Support Staff under Contract of Service (COS)



PROCESS	RESPONSIBLE
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Prepare **accomplishment report and DTR**.

COS

Pay **salary** of Administrative Support Staff.
Prepare and submit to SDO the **documents** for **liquidation** of COS Salary.

Schools

Note: Attach **DTR, accomplishment report, and notarized contract** to the liquidation document.

SDO

Liquidate cash advance for salary of COS.

A. SALARY

$$\begin{array}{l} \text{Regional} \\ \text{minimum wage} \end{array} \times 22 \text{ days} = \text{Monthly Salary}$$

(Regional minimum wage can be downloaded here: bit.ly/RegionalMinimumWages >>)

Note:

*The additional MOOE is good for 10 Months only.
* Monthly salary rate shall be paid after every 15th and last day of each month.

B. PREMIUM

$$\begin{array}{l} \% \\ \text{to be} \\ \text{determined} \\ \text{by SDO} \end{array} \times \text{Monthly Salary} = \text{Premium Cost}$$

Note: The payment schedule for premium shall be determined by the SDO.

[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;

		<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.			

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, overtime 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 _____