



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

Office of the Schools Division Superintendent

January 17, 2025

Division Memorandum

No. 0023, s. 2025

**CALL OF APPLICANTS FOR SIX (6) 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:

| | |
|----------------|---------------|
| P. Changco ES | Mabunao ES |
| Roxas ES | Waterfall ES |
| Consolacion ES | C. A. Sion 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:


| | |
|--|------------------------|
| Acceptance of applications in the school level | Until January 28, 2025 |
|--|------------------------|



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

| | |
|--|---------------------|
| Review and evaluation of applications and conduct of interview of applicants in the school level | January 29-31, 2025 |
| Submission of Authority to Hire, Terms of Reference (TOR), Contract, and other hiring documents to the Division Office | February 3, 2025 |

4. For widest and immediate dissemination.


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

Enclosed: as stated
 OSDS/ncm

RELEASED

JAN 17 2025

RECORDS SECTION SDO PANABO CITY
 BY 



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