



**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
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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](mailto: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 ✓

**RELEASED**

**JAN 17 2025**

RECORDS SECTION SDO PANABO CITY  
 BY 

Enclosed: as stated  
 OSDS/ncm



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