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

Office of the Schools Division Superintendent

June 25, 2025

Division Memorandum
No. 0145, s. 2025

**CALL FOR APPLICANTS OF ONE (1) ADMINISTRATIVE SUPPORT II (AS II)
POSITION UNDER CONTRACT OF SERVICE FOR THE DIVISION DISASTER RISK
REDUCTION AND MANAGEMENT**

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

In accordance with DepEd Memorandum No. OM-OUOPS-2025-04-00130, this Office hereby calls for applicants for the vacant **Administrative Support II (AS II)** position under Contract of Service (COS) for the Division Disaster Risk Reduction and Management.

Place of Assignment:

The DRRM Admin Support (AS II) shall report to the Schools Division Office on designated days to coordinate with the SDO DRRM Focal Person under the Schools Governance and Operation Division.

Terms of Reference of the Technical Assistant I (TA I):

The proposed CoS to be hired for the SDOs shall have the following terms of reference for the position of AS II:

1. 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.
2. Performs other functions as may deemed necessary, such as, but not limited to:
 - a. Provide administrative assistance in the area of capacity building, advocacy, partnership, policy, research and monitoring;
 - b. Assist in the Disaster Risk Reduction and Management (DRRM), Education in Emergencies (EiE) and Climate Change Adaptation and Mitigation (CCAM) program implementation within the Schools Division Office and schools under its jurisdiction;
 - c. Facilitate in the collection and consolidation of DRRM reports/data from the schools;
 - d. Draft memoranda, indorsements and other similar communications related to DRRM, EiE and CCAM;
 - e. Coordinate with, and gather information from schools and offices relative to DRRM, EiE and CCAM reports and concerns;

- f. Assist the Division DRRM Focal for the close monitoring of DRRM, EiE and CCAM activities and concerns;
- g. Assist the DRRMS in the dissemination of announcements and other relevant information to schools and offices; and,
- h. Perform functions related to DRRM, EiE and CCAM, as may be assigned by the immediate supervisor, Chief of the Schools Governance and Operations Division, and the Schools Division Superintendent.

Qualifications of the AS II:

In relation to the above-mentioned terms of reference, the CoS shall have the following qualifications:

1. Completion of at least two (2) years in college; or Senior High School (SHS) graduate with relevant specialization
2. 8 Hours of relevant training
3. 1 year of relevant experience
4. Physically fit;
5. With knowledge on office productivity tools;
6. Graduate of Disaster Resiliency and Management is an advantage.

Base Salary and Premium:

P20,000.00 (base salary) and P2,000.00 (premium)

All qualified applicants may file and submit their letter of intent addressed to **Jinky B. Firman, Ph.D, CESO VI, Schools Division Superintendent** through **Ailene B. Añonuevo, SGOD Chief**, together with the following pertinent documents to wit:

1. Curriculum Vitae;
2. Official Transcript of Records duly certified, authenticated and verified (CAV);
3. Photocopy of Certificate/s of Training, if applicable;
4. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
5. Medical Certificate;

The deadline for submission of all documents shall be on or before **July 9, 2025**. Further, Written examination and Interview shall be conducted on **July 11, 2025**.

Finally, this Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of Indigenous Communities, and those with diverse Sexual Orientation, Gender Identity and Expression (SOGIE), to apply.

For widest and immediate dissemination.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED

JUN 25 2025

RECORDS SECTION SDO PANABO CITY
 BY 

Enclosed: as stated
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