



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 08, 2024

DIVISION MEMORANDUM
NO. **162**, s. 2024

**HIRING OF (57) FIFTY-SEVEN ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (CoS)**

TO : SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the recruitment, selection and hiring of (57) fifty-seven Administrative Support Staff under Contract of Service (CoS), this Division, to mention:

DATE	ACTIVITIES	PERSON RESPONSIBLE
March 08, 2024 - March 18, 2024	Submission and Receipt of documents of applicants to the schools with approved allocation of CoS (attachment A)	School Head
March 19, 2024 - March 22, 2024	Assessment and Evaluation of documents of applicants and Preparation of Authority to Hire, accomplishment of Term of Reference (TOR), Contract and other Hiring documents	School Head
March 25, 2024	Submission of Authority to Hire, contract, TOR and other hiring documents to the SDO Records Section Attention: Personnel	School Head
April 01, 2024	Deployment of Administrative Staff to the School	School Head/Administrative Staff

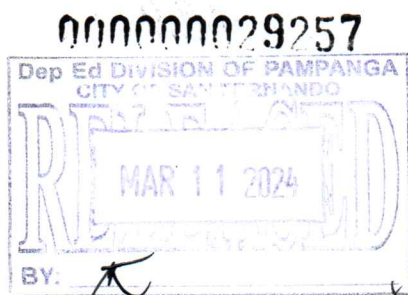
2. The Qualification Standards of the said position are indicated below.


MINIMUM QUALIFICATION STANDARDS
Administrative Support Staff (CoS)/P11,000 + Premium Cost
<ul style="list-style-type: none">• 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



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3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.
4. Applicants are advised to submit the photocopied documents to the school with approved CoS allocation, Attention: School Head and bring their original of the same for verification during the scheduled assessment. The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.
 - a) Letter of intent addressed to the Schools Division Superintendent
 - b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - c) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
 - d) Photocopy of Certificate/s of Training, if applicable
 - e) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - f) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
5. 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.
6. Attached are the list of schools with approved allocation of CoS and Quick Guide on the Hiring of School-based Administrative Support. Tools and Materials can be accessed thru this link: <https://bit.ly/4c54DSI>
7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
8. Immediate dissemination of this Memorandum is desired.




ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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Enclosure A to Division Memorandum No. ____, s. 2024

LIST OF SCHOOLS WITH ADMINISTRATIVE SUPPORT STAFF ALLOCATION

Division	School ID	School	District
Pampanga	105874	Paligui ES	Apalit
Pampanga	105873	Macario Arnedo ES	Apalit
Pampanga	300877	Balucuc National High School	Apalit
Pampanga	306907	Candating High School	Arayat
Pampanga	300939	Tagulod High School	Candaba
Pampanga	105958	Pansinao ES	Candaba West
Pampanga	105980	Benedicto ES	Floridablanca West
Pampanga	105982	Camachile ES	Floridablanca West
Pampanga	105985	Dampe ES	Floridablanca West
Pampanga	106033	Sta. Barbara ES	Lubao East
Pampanga	106043	Bancal Sinubli ES	Lubao East
Pampanga	106024	Rizal Con ES	Lubao North
Pampanga	106027	San Francisco ES	Lubao North
Pampanga	106025	San Agustin ES	Lubao North
Pampanga	306905	Sta. Teresa II Integ. School	Lubao West
Pampanga	106092	Candelaria ES	Macabebe East
Pampanga	106104	Dalan Baliti ES	Macabebe West
Pampanga	106110	Consuelo ES	Macabebe West
Pampanga	300915	San Esteban HS	Macabebe West
Pampanga	306212	Carmelo Lazatin HS	Magalang North
Pampanga	106135	San Vicente ES	Magalang South
Pampanga	106120	Camias ES	Magalang South
Pampanga	159515	Orchard ES	Magalang South
Pampanga	106117	Ayala ES	Magalang South
Pampanga	106142	Turu ES	Magalang South
Pampanga	106150	Cambasi ES	Masantol North
Pampanga	106159	Sta. Cruz Main ES	Masantol North
Pampanga	159530	Sta. Cruz Annex ES	Masantol North
Pampanga	306926	Malauli High School	Masantol South
Pampanga	306923	Sapang Kawayan High School	Masantol South
Pampanga	106162	Acli ES	Mexico North
Pampanga	106173	Pangatlan ES	Mexico North
Pampanga	106180	Suclaban ES	Mexico North
Pampanga	106165	Buena Vista ES	Mexico West
Pampanga	106167	Cawayan ES	Mexico West
Pampanga	106200	Bulac ES (coastal)	Minalin
Pampanga	106208	Saplac ES (coastal)	Minalin
Pampanga	106201	Dawe ES (coastal)	Minalin
Pampanga	159537	Diaz ES	Porac East
Pampanga	106233	Sapang Uwak ES	Porac East
Pampanga	106223	Manibaug Pasig(Madapdap) ES	Porac East
Pampanga	305618	Sapang Uwak High School	Porac East
Pampanga	300908	Villa Maria Integrated School	Porac East
Pampanga	106225	Palat ES	Porac West
Pampanga	106219	Katutubo Village ES	Porac West
Pampanga	106218	Jalung ES	Porac West



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@depd.gov.ph
Website: www.depedpampanga.ph



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Pampanga	159539	Mitla Balik Brgy ES	Porac West
Pampanga	106227	Pias ES	Porac West
Pampanga	306913	Camias High School	Porac West
Pampanga	106249	Sta. Cruz Pambilog ES	San Luis
Pampanga	106243	San Jose Proper ES	San Luis
Pampanga	106267	Batang II ES	Sasmuan
Pampanga	106268	Mabuanbuan ES	Sasmuan
Pampanga	106269	Malusac ES	Sasmuan
Pampanga	300897	Malusac National High School	Sasmuan
Pampanga	306948	Sebitanan IS	Sasmuan
Pampanga	106281	San Pablo ES	Sta Ana

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	TIMELINE
1	JOB POSTING <ul style="list-style-type: none"> Post job vacancy on Administrative Support Staff (COS). <p>Note: Local hiring is highly encouraged.</p>	SDO-HRMO	MARCH Week 1 - Week 2 10 CALENDAR DAYS
2	ASSESSMENT <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	MARCH Week 3 5 DAYS
3	HIRING OF COS <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	MARCH Week 4 5 DAYS
4	MONITORING <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. Periodic monitoring and provision of Technical Assistance, if necessary. 	SDO-HRMO RO-HRMO Central Office	IMMEDIATELY AFTER SIGNING OF CONTRACT ONCE HIRING OF ALL NEEDED COS IS COMPLETED

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

COS

Schools

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

SDO

- Liquidate cash advance for salary of COS.

A. SALARY

$$\begin{array}{l}
 \text{Regional} \\
 \text{minimum wage} \\
 \text{(Regional minimum wage can be} \\
 \text{downloaded here:} \\
 \text{bit.ly/RegionalMinimumWages >>)}
 \end{array}
 \times 22 \text{ days} = \text{Monthly Salary}$$

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.