



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

June 10, 2024

DIVISION MEMORANDUM
NO. 348, s. 2024

**HIRING OF (1) ONE ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (CoS) FOR THE IMPLEMENTATION OF
SCHOOL-BASED FEEDING PROGRAM**

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 (1) one Administrative Support Staff under Contract of Service (CoS), School Health and Nutrition Unit, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	June 17, 2024	8:00 a.m. – 5:00 p.m.	Records Unit
b. Assessment and Evaluation of documents of applicants	June 18, 2024	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only

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

QUALIFICATION STANDARDS	
A. ADMINISTRATIVE SUPPORT STAFF (P20,000 + P2,000 premium)	
B. Qualification Standards	
Education	Completion of at least 2 years in college; or Senior High School graduate with relevant specialization
Experience	1 year of relevant experience
Trainings	8 hours of relevant training
Duties and Responsibilities	
<ul style="list-style-type: none">• Provide administrative support to ensure efficient operation of SBFP and related activities in the SDO;• Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, photocopying, binding, scanning etc.;• Assists in the maintenance of database for SBFP and related programs and activities in the SDO;• Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;• Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;• Contributes to team effort by accomplishing results as needed; and• Performs other functions as may be deemed necessary.	



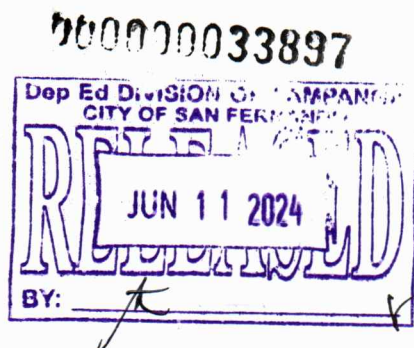
Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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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 Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking. 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. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
6. Immediate dissemination of this Memorandum is desired.

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



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