



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

November 28, 2024

DIVISION MEMORANDUM
NO. 888, s. 2024

**HIRING OF (60) SIXTY 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 (60) sixty Administrative Support Staff under Contract of Service (CoS) from December 02, 2024 – December 31, 2024, this Division, to mention:

DATE	ACTIVITIES	PERSON RESPONSIBLE
December 02, 2024	Submission of Authority to Hire, contract, TOR and other hiring documents to the SDO Records Section Attention: Personnel	School Head
December 02, 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)/P1 1,000 + 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

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. 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



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
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- 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

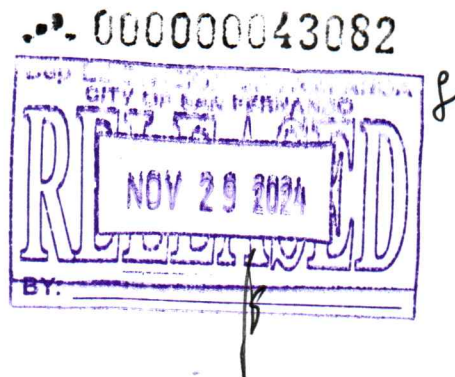
5. The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

6. Attached are the list of schools with approved allocation of CoS. 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



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



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LIST OF SCHOOLS WITH ADMINISTRATIVE SUPPORT STAFF ALLOCATION

No.	Division	District	Name of School
1	Pampanga	Apalit	Sto Rosario NHS
2	Pampanga	Apalit	Calantipe HS
3	Pampanga	Arayat East	Paroba ES
4	Pampanga	Arayat East	Guemasan ES
5	Pampanga	Arayat East	Batasan ES
6	Pampanga	Arayat East	Mapalad ES
7	Pampanga	Arayat West	Mesulo ES
8	Pampanga	Arayat West	Buensuceso ES
9	Pampanga	Arayat West	Palinlang ES
10	Pampanga	Bacolor North	Maliwalu ES
11	Pampanga	Bacolor South	Balas ES
12	Pampanga	Bacolor South	Tinajero IS
13	Pampanga	Bacolor South	San Antonio IS
14	Pampanga	Candaba East	Vizal San Pablo HS
15	Pampanga	Candaba East	Barit ES
16	Pampanga	Candaba East	Vizal Sto Cristo ES
17	Pampanga	Candaba West	Gulap ES
18	Pampanga	Candaba West	San Agustin ES
19	Pampanga	Candaba West	Lanang HS
20	Pampanga	Candaba West	Gulap HS
21	Pampanga	Floridablanca East	Sitio Culubasa ES
22	Pampanga	Floridablanca East	San Isidro ES
23	Pampanga	Floridablanca East	San Roque ES
24	Pampanga	Floridablanca East	Valdez HS
25	Pampanga	Floridablanca West	Fortuna ES
26	Pampanga	Floridablanca West	San Jose HS
27	Pampanga	Guagua West	Ascomo ES
28	Pampanga	Guagua West	San Vicente ES
29	Pampanga	Guagua West	Siran ES
30	Pampanga	Guagua West	Maquiapo ES
31	Pampanga	Guagua West	San Antonio IS



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32	Pampanga	Lubao East	Sta. Maria ES
33	Pampanga	Lubao East	Del Carmen ES
34	Pampanga	Lubao East	Sto. Cristo ES
35	Pampanga	Lubao West	Santiago HS
36	Pampanga	Lubao North	Don Macario Bacani ES
37	Pampanga	Lubao West	Calangain ES
38	Pampanga	Lubao West	Prado Saba ES
39	Pampanga	Lubao West	Santiago ES
40	Pampanga	Macabebe West	Dalayap HS
41	Pampanga	Magalang North	Escaler ES
42	Pampanga	Magalang North	Sta Maria ES
43	Pampanga	Magalang North	Sto Rosario ES
44	Pampanga	Magalang North	Navaling ES
45	Pampanga	Magalang South	Ayala HS
46	Pampanga	Masantol South	Bagang ES
47	Pampanga	Masantol South	Sagrada Familia ES
48	Pampanga	Masantol South	Puti ES
49	Pampanga	Mexico South	Nueva Victoria ES
50	Pampanga	Minalin	Anita G. Flores HS
51	Pampanga	Minalin	Bulac NHS
52	Pampanga	Porac East	Babo Pangulo ES
53	Pampanga	Porac East	Balik Brgy. Manibaug Pasig ES
54	Pampanga	Porac East	Sinura ES
55	Pampanga	San Simon	San Simon HS
56	Pampanga	Sta Ana	Sta Ana Central HS
57	Pampanga	Sta. Rita	San Juan ES
58	Pampanga	Sta. Rita	San Isidro ES
59	Pampanga	Sto Tomas	Don Emigdio Bondoc ES
60	Pampanga	Sto. Tomas	Sto. Rosario ES



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