



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

January 14, 2025

DIVISION MEMORANDUM
NO. 041, s. 2025

**RENEWAL AND 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. Pursuant to DM-OUHROD-2025-0083 also known as the Guidelines on Renewal and Hiring of School-Based Administrative Support Staff under contract of service for the provided eligible schools, this Offices announces the schedule of submission of contract of (57) fifty-seven Administrative Support Staff under Contract of Service (CoS), this Division, to mention:

DATE	ACTIVITIES	PERSON RESPONSIBLE
January 15, 2025	Submission of Authority to Hire, contract, TOR and other hiring documents to the SDO Records Section Attention: Personnel Service Period: January 15, 2025 – June 30, 2025 (semi-annual contract)	School Head
January 15, 2025	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 + Semi-Annual Claim of Premium Cost
Education – at least Senior High School Graduate
Training – None required
Experience – None required
Eligibility – None required
<ul style="list-style-type: none">• Able to prepare templated reports.• 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




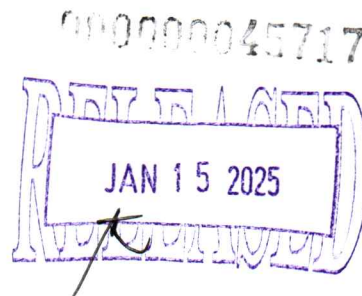
Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

3. 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.
4. 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



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



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

Enclosure A to Division Memorandum No. ____, s. 2025

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	106105	Dalan Baliti ES	Macabebe West
Pampanga	106104	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	Buenavista ES	Mexico West
Pampanga	106167	Cawayan ES	Mexico West
Pampanga	106200	Bulac ES (coastal)	Minalin
Pampanga	106208	Saplad 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@deped.gov.ph
Website: www.depedpampanga.ph



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

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



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