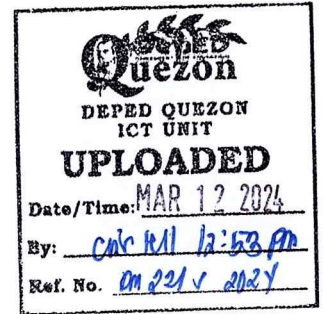




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2024

**DIVISION MEMORANDUM**  
DM No. 221, s. 2024

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR SCHOOL-BASED  
ADMINISTRATIVE SUPPORT STAFF UNDER  
CONTRACT OF SERVICE (COS)**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
HRMPSB Members  
Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 002, s. 2024 with reference **DM-OUHROD-2024-0123** or the *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers*, this office announces the **vacancies in the Department of Education – Schools Division of Quezon for School-Based Administrative Support Staff under Contract of Service (COS)** (see attached inclosure for the list of vacancies and Qualification Standards). All interested applicants who are qualified for the position are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested qualified applicants must submit the following requirements **directly to the School Heads** where the applicants tend to apply on or before **March 21, 2024 (Thursday)** until **5:00 P.M.** in the afternoon. No additional documents shall be accepted after the deadline.
  - a. Curriculum Vitae (CV);
  - b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
  - c. Transcript of Records (TOR); and
  - d. Other hiring documents needed.

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**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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3. The School Heads must conduct the assessment process for qualified applicants such as **review of CV, interviews, etc.** They must also evaluate the results of assessment process and prepare the following pertinent documents:
  - a. Authority to Hire;
  - b. Accomplished Terms of Reference (TOR);
  - c. Contract; and
  - d. Other hiring documents needed.
4. Attached are the Quick Guide on the Hiring of School-Based Administrative Support Staff under Contract of Service (COS) and the Templates for the Required Hiring Documents mentioned above.
5. Wide and immediate dissemination of this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

*persmju3/11/2024*

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 SCHOOLS DIVISION OF QUEZON PROVINCE

Inclosure 1 to Division Memorandum No. 221 s. 2024

**LIST OF SCHOOLS ELIGIBLE FOR THE HIRING OF ADMINISTRATIVE SUPPORT  
 STAFF**

Region IV-A	Quezon	Padre Burgos-Agdangan	108949	E.LICUP ES	263	8	-
Region IV-A	Quezon	Padre Burgos-Agdangan	108951	ILAYANG KINAGUNAN ES	73	5	-
Region IV-A	Quezon	Padre Burgos-Agdangan	108948	DAYAP ES	136	5	-
Region IV-A	Quezon	Padre Burgos-Agdangan	301293	BINAGBAG NHS	194	-	12
Region IV-A	Quezon	Atimonan	501324	BALUBAD INTEGRATED SCHOOL	561	12	4
Region IV-A	Quezon	Atimonan	108523	MANGGALAYAN LABAK ES	150	7	-
Region IV-A	Quezon	Atimonan	108522	MANGGALAYAN BUNDOK ES	17	3	-
Region IV-A	Quezon	Atimonan	502059	VILLA IBABA INTEGRATED SCHOOL	178	7	1
Region IV-A	Quezon	Atimonan	108535	VILLA ILAYA ES	78	4	-
Region IV-A	Quezon	Atimonan	301357	MALUSAK NHS	392	-	13
Region IV-A	Quezon	Atimonan	301286	ATIMONAN COMPREHENSIVE NHS	2510	-	90
Region IV-A	Quezon	Atimonan	301356	MALINAO ILAYA INTEGRATED NHS	622	-	26
Region IV-A	Quezon	Buenavista	108545	MAGALLANES ES	149	7	-
Region IV-A	Quezon	Buenavista	108541	DEL ROSARIO ES	129	8	-
Region IV-A	Quezon	Buenavista	108544	MABUTAG ES	151	8	-
Region IV-A	Quezon	Buenavista	308006	HAGONGHONG I.H.S	511	-	19
Region IV-A	Quezon	Buenavista	108550	SAN PEDRO ES	127	7	-
Region IV-A	Quezon	Buenavista	308018	SAN PEDRO NHS	100	-	2
Region IV-A	Quezon	Burdeos	501453	CALUTCOT INTEGRATED SCHOOL	585	14	3
Region IV-A	Quezon	Burdeos	108568	PALASAN ES	202	8	-
Region IV-A	Quezon	Burdeos	301334	BURDEOS NHS	1636	-	53
Region IV-A	Quezon	Calauag East	108577	DAPDAP ES	232	9	-
Region IV-A	Quezon	Calauag East	108573	BUCAL ES	72	6	-
Region IV-A	Quezon	Calauag East	108586	TABANSACK ES	133	8	-
Region IV-A	Quezon	Calauag East	108580	MAMBALING ES	94	8	-
Region IV-A	Quezon	Calauag East	301341	LAMON BAY SOF ANNEX	162	-	-

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Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

Region IV-A	Quezon	Sampaloc	109080	APASAN ES	63	4	-
Region IV-A	Quezon	Sampaloc	109081	PANG-ALAALANG PAARALANG AMANDO S. DAYO	78	5	-
Region IV-A	Quezon	Sampaloc	109084	CALDONG RESETTLEMENT ES	49	3	-
Region IV-A	Quezon	Sampaloc	301384	SAMPALOC NHS	395	-	27
Region IV-A	Quezon	San Andres	109089	ALFREDO C. TAN ES	239	9	-
Region IV-A	Quezon	San Andres	109096	SEGARAS ES	273	9	-
Region IV-A	Quezon	San Andres	308024	EMILIO V. QUIZON NHS	637	-	2
Region IV-A	Quezon	San Antonio	109103	BULIHAN ES	259	8	-
Region IV-A	Quezon	San Antonio	109101	ARAWAN ES	312	12	-
Region IV-A	Quezon	San Antonio	109109	NIING ES	246	9	-
Region IV-A	Quezon	San Antonio	109108	MATIPUNSO ES	288	10	-
Region IV-A	Quezon	San Antonio	109104	CALLEJON ES	351	13	-
Region IV-A	Quezon	San Antonio	109105	DEL VALLE ES	122	7	-
Region IV-A	Quezon	San Antonio	308046	JC WAGAN INTEGRATED NHS	297	-	4
Region IV-A	Quezon	San Antonio	301385	SAN ANTONIO NHS	1345	-	49
Region IV-A	Quezon	San Antonio	301305	CALLEJON NHS	807	-	27
Region IV-A	Quezon	San Francisco	301309	CASAY NHS	722	-	26
Region IV-A	Quezon	San Francisco	301298	DR. VIVENCIO V. MARQUEZ NHS	319	-	11
Region IV-A	Quezon	San Francisco	301409	JACINTO G. ESPLANA NHS	298	-	16
Region IV-A	Quezon	San Francisco	301390	MARCIAL B. VILLANUEVA NHS	1526	-	55
Region IV-A	Quezon	San Francisco	308003	STO. NINO NHS	596	-	20
Region IV-A	Quezon	San Francisco	308034	BUTANGUIAD NHS	277	-	11
Region IV-A	Quezon	San Francisco	109131	PANTAY ES	183	7	-
Region IV-A	Quezon	San Francisco	109121	CUMBAHAN ES	212	7	-
Region IV-A	Quezon	San Francisco	308039	LUALHATI D. EDAÑO NHS	238	-	12
Region IV-A	Quezon	San Francisco	301369	PAGSANGAHAN NHS	802	-	25
Region IV-A	Quezon	San Francisco	301379	PUGON NHS	332	-	15
Region IV-A	Quezon	San Francisco	301368	RENATO EDAÑO VICENCIO NHS	529	-	13
Region IV-A	Quezon	San Narciso	109147	PINAGSAMA ES	184	8	-
Region IV-A	Quezon	Sariaya East	301308	CANDA NHS	1242	-	47
Region IV-A	Quezon	Sariaya East	308041	CASTANAS NHS	1184	-	33

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Region IV-A	Quezon	Pitogo	109014	SUMAG ES	71	4	-
Region IV-A	Quezon	Pitogo	109010	QUINAGASAN ES	63	5	-
Region IV-A	Quezon	Pitogo	109011	RIZALINO ES	109	7	-
Region IV-A	Quezon	Pitogo	109013	SOLIYAO ES	69	4	-
Region IV-A	Quezon	Pitogo	109005	PACATIN ES	93	4	-
Region IV-A	Quezon	Pitogo	109006	PIÑA ES	68	4	-
Region IV-A	Quezon	Pitogo	109012	SAMPALOC ES	127	7	-
Region IV-A	Quezon	Pitogo	109008	PITOGO CENTRAL SCHOOL II	521	27	-
Region IV-A	Quezon	Pitogo	301285	AMONTAY NHS	994	-	30
Region IV-A	Quezon	Pitogo	301300	CABULIHAN NHS	208	-	10
Region IV-A	Quezon	Pitogo	301376	PITOGO COMMUNITY HIGH SCHOOL	866	-	27
Region IV-A	Quezon	Pitogo	301383	SAMPALOC NHS	149	-	9
Region IV-A	Quezon	Plaridel	109018	TANAUAN ES	224	9	-
Region IV-A	Quezon	Plaridel	301316	CONCEPCION NHS	796	-	27
Region IV-A	Quezon	Polillo	301377	POLILLO NATIONAL HS	1799	-	66
Region IV-A	Quezon	Quezon	109054	GUMUBAT ES	115	6	-
Region IV-A	Quezon	Quezon	109058	R. SASOT ES	85	5	-
Region IV-A	Quezon	Quezon	109051	COMETA ES	121	8	-
Region IV-A	Quezon	Quezon	109053	GUINHAWA ES	128	7	-
Region IV-A	Quezon	Quezon	109056	PEDRO CABANGON ES	110	6	-
Region IV-A	Quezon	Quezon	301313	EVARISTO R. MACALINTAL MNHS	269	-	27
Region IV-A	Quezon	Quezon	301314	CESAR C. TAN MNHS	698	-	5
Region IV-A	Quezon	Quezon	301315	PABLO D. MANINGAS NHS	151	-	7
Region IV-A	Quezon	Quezon	301365	JOEL B. ARQUIZA NHS	170	-	6
Region IV-A	Quezon	Real	301412	UNGOS INTEGRATED NHS - MAIN	1579	-	83
Region IV-A	Quezon	Real	308026	UNGOS INTEGRATED NHS - LUBAYAT EXTENSION	562	-	10
Region IV-A	Quezon	Real	301413	UNGOS INTEGRATED NHS - LLAVAC EXTENSION	501	-	-
Region IV-A	Quezon	Sampaloc	109079	ALUPAY ES	97	6	-

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Region IV-A	Quezon	Tagkawayan	308002	MAPULOT NHS	340	-	10
Region IV-A	Quezon	Tagkawayan	308045	MANSILAY NHS	208	-	8
Region IV-A	Quezon	Tagkawayan	301289	BAMBAN NHS	359	-	16
Region IV-A	Quezon	Tagkawayan	301405	TABASON NHS	399	-	15
Region IV-A	Quezon	Unisan	109297	KALILAYAN ES	216	7	-
Region IV-A	Quezon	Unisan	109294	BIENVENIDO S. LAT ES	133	7	-
Region IV-A	Quezon	Unisan	109293	BONIFACIO ES	58	4	-
Region IV-A	Quezon	Unisan	109295	CABULIHAN ES	88	4	-
Region IV-A	Quezon	Unisan	109303	RIZAL ES	50	3	-
Region IV-A	Quezon	Unisan	109292	BEREDO ES	128	7	-
Region IV-A	Quezon	Unisan	109298	MABINI ES	58	2	-
Region IV-A	Quezon	Unisan	109304	SAN ROQUE ES	75	3	-
Region IV-A	Quezon	Unisan	301371	LEONARDA VERA CRUZ NHS	638	-	24
Region IV-A	Quezon	Unisan	301414	UNISAN INTEGRATED HIGH SCHOOL	1491	-	38

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Region IV-A	Quezon	Sariaya East	308032	PILI NHS	1049	-	33
Region IV-A	Quezon	Quezon	308036	QUEZON SCIENCE HIGH SCHOOL	485	-	14
Region IV-A	Quezon	Sariaya West	308043	BIGNAY DOS NHS	411	-	15
Region IV-A	Quezon	Sariaya West	308020	GOV. ANACLETO ALCALA NHS	561	-	21
Region IV-A	Quezon	Tagkawayan	109200	CABUGUANG ELEMENTAR SCHOOL	93	6	-
Region IV-A	Quezon	Tagkawayan	109202	DEL ROSARIO ES	80	7	-
Region IV-A	Quezon	Tagkawayan	109199	CABIBIHAN ES	171	8	-
Region IV-A	Quezon	Tagkawayan	109222	SAN ROQUE ES	58	4	-
Region IV-A	Quezon	Tagkawayan	109212	MANATO ES	299	11	-
Region IV-A	Quezon	Tagkawayan	301287	BAGONG SILANG NHS	355	-	12
Region IV-A	Quezon	Tagkawayan	308038	CABIBIHAN NHS	181	-	8
Region IV-A	Quezon	Tagkawayan	301395	SAN ISIDRO INTEGRATED SCHOOL	517	-	18
Region IV-A	Quezon	Tagkawayan	301336	KATIMO NHS	435	-	15
Region IV-A	Quezon	Tagkawayan	301338	KINATAKUTAN NHS	294	-	13
Region IV-A	Quezon	Tagkawayan	301398	SANMANDEL CAR NHS	320	-	15
Region IV-A	Quezon	Tagkawayan	109216	PAYAPA ES	183	7	-
Region IV-A	Quezon	Tagkawayan	109215	MUNTING PARANG ES	77	5	-
Region IV-A	Quezon	Tagkawayan	109198	BUKAL ES	98	7	-
Region IV-A	Quezon	Tagkawayan	109210	MAGUIBUAY ES	32	5	-
Region IV-A	Quezon	Tagkawayan	109230	TUNTON ES	202	8	-
Region IV-A	Quezon	Tagkawayan	109213	MANSILAY ES	210	7	-
Region IV-A	Quezon	Tagkawayan	109206	LANDING ES	200	8	-
Region IV-A	Quezon	Tagkawayan	109227	STO TOMAS ES	149	7	-
Region IV-A	Quezon	Tagkawayan	109208	MABAANG ES	80	5	-
Region IV-A	Quezon	Tagkawayan	109196	BAMBAN ES	244	12	-
Region IV-A	Quezon	Tagkawayan	109214	MAPULOT ES	502	18	-
Region IV-A	Quezon	Tagkawayan	109228	TABASON ES	371	10	-
Region IV-A	Quezon	Tagkawayan	109201	CASISPALAN ES	188	7	-
Region IV-A	Quezon	Tagkawayan	109197	BOSIGON ES	98	6	-
Region IV-A	Quezon	Tagkawayan	301406	TAGKAWAYAN NHS	2524	-	50

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Region IV-A	Quezon	Calauag West	502667	BANTULINAO INTEGRATED SCHOOL	646	-	-
Region IV-A	Quezon	Calauag West	301339	LAGAY NHS	342	-	13
Region IV-A	Quezon	Calauag West	301404	STO. DOMINGO NHS	1290	-	42
Region IV-A	Quezon	Calauag West	308017	APAD NHS	188	-	11
Region IV-A	Quezon	Calauag West	308021	DR. ARSENO NICOLAS NHS	301	-	12
Region IV-A	Quezon	Calauag West	308027	ANANIAS DIAMANTE NHS	150	-	4
Region IV-A	Quezon	Calauag West	308013	VILLA SAN ISIDRO NHS	202	-	12
Region IV-A	Quezon	Catanauan	301312	ALEJANDRO P. LIBAO NHS	350	-	24
Region IV-A	Quezon	Catanauan	301310	CATANAUAN NHS	543	-	23
Region IV-A	Quezon	Catanauan	301401	SAN ROQUE NHS	644	-	26
Region IV-A	Quezon	Dolores	301317	DAGATAN NHS	1614	-	44
Region IV-A	Quezon	Dolores	301318	STA. LUCIA NHS	658	-	19
Region IV-A	Quezon	Gen. Luna	108698	VILLARICA ES	73	4	-
Region IV-A	Quezon	Gen. Luna	502142	SAN NICOLAS INTEGRATED SCHOOL	172	7	1
Region IV-A	Quezon	Gen. Luna	108688	MAGSAYSAY ES	107	7	-
Region IV-A	Quezon	Gen. Luna	305767	GENERAL LUNA NHS	431	-	2
Region IV-A	Quezon	Gen. Luna	301354	MALAYA NHS	217	-	14
Region IV-A	Quezon	Gen. Luna	301393	SAN ISIDRO NHS	1161	-	42
Region IV-A	Quezon	Gen. Nakar	108701	BATANGAN ES	347	11	-
Region IV-A	Quezon	Gen. Nakar	108704	CATABLINGAN ES	346	13	-
Region IV-A	Quezon	Gen. Nakar	108712	MABAGKOY ES	48	5	-
Region IV-A	Quezon	Gen. Nakar	108721	PESA ES	192	7	-
Region IV-A	Quezon	Gen. Nakar	301292	BATANGAN NHS	405	-	18
Region IV-A	Quezon	Guinayangan	108736	GAPAS E. S	257	9	-
Region IV-A	Quezon	Guinayangan	108747	STA. CRUZ E.S	190	8	-
Region IV-A	Quezon	Guinayangan	108746	SAN ROQUE E.S	118	6	-
Region IV-A	Quezon	Guinayangan	108728	BAGONG SILANG E.S	142	7	-
Region IV-A	Quezon	Guinayangan	108745	SN.LUIS 2 E.S	197	8	-
Region IV-A	Quezon	Guinayangan	108744	SN. LUIS 1 E.S	68	4	-
Region IV-A	Quezon	Guinayangan	301342	ALONEROS NHS	291	-	13
Region IV-A	Quezon	Guinayangan	301323	GUINAYANGAN NHS	1406	-	60

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Region IV-A	Quezon	Guinayangan	108727	ARBISMEN ES	127	7	-
Region IV-A	Quezon	Guinayangan	108749	SINTONES ES	78	6	-
Region IV-A	Quezon	Guinayangan	108730	DANCALAN CAIMAWAN ES	116	8	-
Region IV-A	Quezon	Guinayangan	108735	DUNGAWAN PAALYUNAN ES	135	7	-
Region IV-A	Quezon	Guinayangan	108739	LUGPIT BANTAYAN ES	140	7	-
Region IV-A	Quezon	Guinayangan	108740	LUBIGAN ES	111	7	-
Region IV-A	Quezon	Guinayangan	108742	NABANGKA ES	262	11	-
Region IV-A	Quezon	Guinayangan	108729	CAPULUAN TULON ES	168	7	-
Region IV-A	Quezon	Guinayangan	108743	SAN ISIDRO ES	150	8	-
Region IV-A	Quezon	Guinayangan	108734	DUNGAWAN CENTRAL ES	192	9	-
Region IV-A	Quezon	Guinayangan	108741	MABINI ES	115	7	-
Region IV-A	Quezon	Guinayangan	108748	STA. MARIA ES	53	4	-
Region IV-A	Quezon	Guinayangan	301320	DUNGAWAN NHS	300	-	13
Region IV-A	Quezon	Guinayangan	301359	NABANGKA NHS	485	-	20
Region IV-A	Quezon	Gumaca East	108755	BINAMBANG ES	154	7	-
Region IV-A	Quezon	Gumaca East	108764	VILLA PADUA ES	364	12	-
Region IV-A	Quezon	Gumaca East	108757	CAWAYAN ES	35	3	-
Region IV-A	Quezon	Gumaca East	108751	ANONANGIN ES	82	6	-
Region IV-A	Quezon	Gumaca East	108753	BANTAD-VILLAFURTE ES	160	6	-
Region IV-A	Quezon	Gumaca East	108758	GAYAGAAN ELEMENTART SCHOOL	67	4	-
Region IV-A	Quezon	Gumaca West	108765	CALUMANGUIN ES	262	8	-
Region IV-A	Quezon	Gumaca West	108776	VILLA ARCAYA ES	324	13	-
Region IV-A	Quezon	Gumaca West	165009	VILLA BOTA ES	344	10	-
Region IV-A	Quezon	Gumaca West	500444	GUMACA INTEGRATED SCHOOL	722	11	15
Region IV-A	Quezon	Gumaca West	301415	VILLA PEREZ NHS	218	-	10
Region IV-A	Quezon	Gumaca West	301325	GUMACA NHS	4772	-	137
Region IV-A	Quezon	Infanta	301332	INFANTA NHS	5115	-	130
Region IV-A	Quezon	Infanta	301343	LANGGAS NHS	435	-	17
Region IV-A	Quezon	Infanta	301410	TONGOHIN NHS	1262	-	35
Region IV-A	Quezon	Lopez East	108804	COGORIN ILAYA ES	225	8	-

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Region IV-A	Quezon	Lopez East	108803	COGORIN IBABA ES	222	8	-
Region IV-A	Quezon	Lopez East	108828	VILLAGEDA ES	136	7	-
Region IV-A	Quezon	Lopez East	108825	VERONICA ES	206	9	-
Region IV-A	Quezon	Lopez East	108811	MABANBAN ES	108	7	-
Region IV-A	Quezon	Lopez East	108808	INALUSAN ES	92	5	-
Region IV-A	Quezon	Lopez East	108820	STO. NINO ES	153	8	-
Region IV-A	Quezon	Lopez East	108816	SAMAT ES	79	7	-
Region IV-A	Quezon	Lopez East	108797	BANABAHIN ES	46	5	-
Region IV-A	Quezon	Lopez East	108830	VILLAMINDA ES	37	4	-
Region IV-A	Quezon	Lopez East	108821	SUMALANG ES	63	5	-
Region IV-A	Quezon	Lopez East	108814	PISIPI ES	133	7	-
Region IV-A	Quezon	Lopez East	108802	CAWAYANIN ES	89	6	-
Region IV-A	Quezon	Lopez East	108819	STA. CATALINA ES	184	7	-
Region IV-A	Quezon	Lopez East	108806	ESPERANZA IBABA ES	103	7	-
Region IV-A	Quezon	Lopez East	108799	CAGACAG ES	105	7	-
Region IV-A	Quezon	Lopez East	308009	Pamampangin NHS	292	-	12
Region IV-A	Quezon	Lopez East	301351	Magallanes NHS	782	-	30
Region IV-A	Quezon	Lopez East	308048	Sta. Catalina NHS	128	-	1
Region IV-A	Quezon	Lopez East	301389	Sto. Nino Ilaya NHS	247	-	11
Region IV-A	Quezon	Lopez East	301353	Veronica NHS	261	-	8
Region IV-A	Quezon	Lopez West	108852	SAN FRANCISCO B ES	120	7	-
Region IV-A	Quezon	Lopez West	108835	SAN FRANCISCO CULONG ES	288	10	-
Region IV-A	Quezon	Lopez West	108853	SAN MIGUEL DAO I ES	161	8	-
Region IV-A	Quezon	Lopez West	108854	SAN MIGUEL DAO II ES	166	8	-
Region IV-A	Quezon	Lopez West	108831	ALAT-ALATIN ES	108	5	-
Region IV-A	Quezon	Lopez West	108838	DON MARCOS VILLEGAS ES	56	3	-
Region IV-A	Quezon	Lopez West	108832	BINAHIAN A ES	64	4	-
Region IV-A	Quezon	Lopez West	108833	BINAHIAN B ES	153	8	-
Region IV-A	Quezon	Lopez West	108845	ILAYANG ILOG B ES	30	3	-
Region IV-A	Quezon	Lopez West	108856	SANTA ELENA ES	43	4	-
Region IV-A	Quezon	Lopez West	108837	DON MARIANO BARRAMEDA ES	90	6	-
Region IV-A	Quezon	Lopez West	108842	GUITES ES	129	7	-

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DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

Region IV-A	Quezon	Lopez West	301346	COGORIN IBABA NHS	347	-	20
Region IV-A	Quezon	Lopez West	301388	DAO NHS	161	-	8
Region IV-A	Quezon	Lopez West	301328	GUITES NHS	103	-	7
Region IV-A	Quezon	Lopez West	301327	HONDAGUA NHS	1087	-	35
Region IV-A	Quezon	Lopez West	308042	JONGO NHS	367	-	5
Region IV-A	Quezon	Lopez West	301387	ILAYANG ILOG A NHS	89	-	7
Region IV-A	Quezon	Lopez West	301352	PISIPI S NHS	103	-	7
Region IV-A	Quezon	Lopez West	301386	SAN FRANCISCO B NHS	555	-	18
Region IV-A	Quezon	Lucban	301366	NAGSINAMO NHS	203	-	8
Region IV-A	Quezon	Lucban	108858	PAARALANG ELEMENTARYA NG MAY-IT MANASA	358	13	-
Region IV-A	Quezon	Lucban	108860	PAARALANG ELEMENTARYA NG MAKA	345	8	-
Region IV-A	Quezon	Lucban	108859	PAARALANG ELEMENTARYA NG NAGSINAMO	361	11	-
Region IV-A	Quezon	Lucban	108861	PAARALANG ELEMENTARYA NG NAKAL	114	7	-
Region IV-A	Quezon	Lucban	108862	PAARALANG ELEMENTARYA NG PIIS	243	7	-
Region IV-A	Quezon	Macalelon	108872	AMONTAY ES	55	5	-
Region IV-A	Quezon	Macalelon	108873	ANOS ES	66	5	-
Region IV-A	Quezon	Macalelon	108875	LAHING ES	72	5	-
Region IV-A	Quezon	Macalelon	108879	MALABAHAY ES	73	6	-
Region IV-A	Quezon	Macalelon	108880	MAMBOG ES	104	7	-
Region IV-A	Quezon	Macalelon	108881	OLONGTAO IBABA ES	531	19	-
Region IV-A	Quezon	Macalelon	108882	OLONGTAO ILAYA ES	126	7	-
Region IV-A	Quezon	Macalelon	108883	P. HERRERA ES	44	4	-
Region IV-A	Quezon	Macalelon	108884	SAN ISIDRO ES	135	6	-
Region IV-A	Quezon	Macalelon	108885	SAN NICOLAS ES	167	7	-
Region IV-A	Quezon	Macalelon	108886	SAN VICENTE ES	162	8	-
Region IV-A	Quezon	Macalelon	108889	VISTA HERMOSA ES	125	7	-
Region IV-A	Quezon	Macalelon	301303	CALANTAS NHS	473	-	16
Region IV-A	Quezon	Mauban North	108897	REMEDIOS II ES	16	4	-

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**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

Region IV-A	Quezon	Mauban North	308007	LIWAYWAY NHS	607	-	19
Region IV-A	Quezon	Mauban South	108907	CAGSIAY II ES	375	10	-
Region IV-A	Quezon	Mauban South	108917	STO. NINO ES	59	4	-
Region IV-A	Quezon	Mauban South	108914	ROSARIO ES	38	4	-
Region IV-A	Quezon	Mauban South	108904	CAGBALETE I ANNEX ES	520	16	-
Region IV-A	Quezon	Mulanay	108924	BURGOS ES	205	9	-
Region IV-A	Quezon	Mulanay	305597	BURGOS NHS	134	-	3
Region IV-A	Quezon	Mulanay	301282	AJOS NHS	241	-	15
Region IV-A	Quezon	Mulanay	301295	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL	2170	-	65
Region IV-A	Quezon	Mulanay	301288	BAGUPAYE INTEGRATED HIGH SCHOOL	838	-	27
Region IV-A	Quezon	Mulanay	301283	MAGSAYSAY NHS	207	-	9
Region IV-A	Quezon	Mulanay	108940	SAN ISIDRO ES	242	10	-
Region IV-A	Quezon	Mulanay	108923	BUENAVISTA ES	241	7	-
Region IV-A	Quezon	Mulanay	301329	ILAYANG YUNI JUNIOR AND SENIOR INTEGRATED NHS	880	-	32
Region IV-A	Quezon	Mulanay	301373	DONA FRANCISCA ALVAREZ REJANO INTEGRATED SCHOOL	612	-	25
Region IV-A	Quezon	Mulanay	301330	PAKIING NHS	523	-	17
Region IV-A	Quezon	Padre Burgos-Agdangan	108953	LIPATA ES	77	6	-
Region IV-A	Quezon	Padre Burgos-Agdangan	108955	PINANINDING ES	48	4	-
Region IV-A	Quezon	Padre Burgos-Agdangan	108959	VILLA PAZ ES	39	4	-
Region IV-A	Quezon	Padre Burgos-Agdangan	308023	DANLAGAN NHS	563	-	16
Region IV-A	Quezon	Padre Burgos-Agdangan	301326	HINGUIWIN NHS	571	-	24
Region IV-A	Quezon	Padre Burgos-Agdangan	301337	LINA GAYETA LASQUETY NHS	329	-	14
Region IV-A	Quezon	Padre Burgos-Agdangan	301394	SAN ISIDRO NHS	316	-	13
Region IV-A	Quezon	Panukulan	109042	PANUKULAN CES	446	17	-
Region IV-A	Quezon	Panukulan	301344	LIBO NHS	516	-	28
Region IV-A	Quezon	Panukulan	301396	PANUKULAN NATIONAL HIGHSCHOOL	416	-	15
Region IV-A	Quezon	Perez	301375	PEREZ NHS	1088	-	33
Region IV-A	Quezon	Pitogo	109001	CABULIHAN ES	254	9	-

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Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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**QUALIFICATION STANDARDS OF THE SCHOOL-BASED ADMINISTRATIVE SUPPORT  
STAFF UNDER CONTRACT OF SERVICE (COS)**

**General:**

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.

**Minimum Qualification/s:**

- 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.

**Duties and Responsibilities:**

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

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# 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](https://bit.ly/DO002s2024StrandMemo) >>



	STEPS	RESPONSIBLE	TIMELINE
1	<b>JOB POSTING</b> <ul style="list-style-type: none"> <li>Post <b>job vacancy</b> on Administrative Support Staff (COS).</li> </ul> <p><b>Note:</b> Local hiring is highly encouraged.</p>	SDO-HRMO	<b>MARCH</b> <b>Week 1 - Week 2</b> 10 CALENDAR DAYS
	<b>ASSESSMENT</b> <ul style="list-style-type: none"> <li>Conduct assessment process for qualified applicants such as <b>review of CV, interviews</b>, etc.</li> <li><b>Evaluate</b> the results of assessment process.</li> <li>Prepare <b>Authority to Hire</b>, accomplished <b>Terms of Reference (TOR), Contract</b>, and <b>other hiring documents</b>.</li> </ul> <p><b>Note:</b> 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	<b>MARCH</b> <b>Week 3</b> 5 DAYS
3	<b>HIRING OF COS</b> <ul style="list-style-type: none"> <li>Submit <b>authority to hire, contract, TOR</b>, and <b>other hiring documents</b> for processing by SDO.</li> </ul>	School Head	<b>MARCH</b> <b>Week 4</b>
	<ul style="list-style-type: none"> <li><b>Evaluation and signing of contract</b> by the appointing authority.</li> </ul> <p><b>Note:</b> The COS shall be responsible for the notarized contract.</p>	Superintendent	5 DAYS
4	<b>MONITORING</b> <ul style="list-style-type: none"> <li><b>Update</b> the status on the hiring of Administrative Support Staff in the Monitoring Tool.</li> </ul>	SDO-HRMO	<b>IMMEDIATELY AFTER</b> <b>SIGNING OF</b> <b>CONTRACT</b>
	<ul style="list-style-type: none"> <li><b>Submit</b> consolidated Report on the Hired Administrative Support Staff under COS.</li> </ul>	RO-HRMO	<b>ONCE HIRING OF ALL</b> <b>NEEDED COS IS</b> <b>COMPLETED</b>
	<ul style="list-style-type: none"> <li>Periodic monitoring and provision of Technical Assistance, if necessary.</li> </ul>	Central Office	

# PAYMENT OF SALARY of School-based Administrative Support Staff under Contract of Service (COS)



## PROCESS

## RESPONSIBLE

- 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 15<sup>th</sup> 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.

To access the suggested templates for Authority to Hire, Terms of Reference (TOR), and Contract visit the link:

**[bit.ly/quickguide\\_HIRINGPROCESS](https://bit.ly/quickguide_HIRINGPROCESS)**







Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**SUGGESTED TIMELINE ON THE HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS)**

STEPS	RESPONSIBLE	TIMELINE
<b>1. JOB POSTING</b> <ul style="list-style-type: none"><li>Post job vacancy on Administrative Support Staff (COS)</li></ul> <i>Note: Local hiring is highly encouraged.</i>	SDO-HRMO	March 11, 2024 – March 21, 2024  10 CALENDAR DAYS
<b>2. ASSESSMENT</b> <ul style="list-style-type: none"><li>Conduct assessment process for qualified applicants such as review of CV, interviews, etc.</li><li>Evaluate the results of assessment process.</li><li>Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents.</li></ul> <i>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.</i>	SCHOOL HEAD	March 22, 2024 – April 1, 2024  10 DAYS
<b>3. HIRING OF COS</b> <ul style="list-style-type: none"><li>Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.</li></ul>	SCHOOL HEAD	April 2, 2024 – April 8, 2024
<ul style="list-style-type: none"><li>Evaluation and signing of contract by the appointed authority.</li></ul> <i>Note: The COS shall be responsible for the notarized contract.</i>	SUPERINTENDENT	7 DAYS
<b>4. MONITORING</b> <ul style="list-style-type: none"><li>Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.</li></ul>	SDO-HRMO	April 9, 2024
<ul style="list-style-type: none"><li>Submit consolidated report on the Hired Administrative Support Staff under COS.</li></ul>	RO-HRMO	
<ul style="list-style-type: none"><li>Periodic monitoring and provision of Technical Assistance, if necessary.</li></ul>	CENTRAL OFFICE	

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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**TERMS OF REFERENCE  
ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC  
ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL**

Name : **[NAME]**  
Position : **Administrative Support**  
Office Assignment : **[NAME OF SCHOOL]**  
Monthly Salary : **11,440.00 php**  
**Eleven Thousand Four Hundred Forty Only**

---

**General:**

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.

**Minimum Qualification/s:**

- 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

**Duties and Responsibilities:**

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

**Source of Fund:**

Maintenance and Other Operating Expenses (MOOE)

Conforme:

Approved by:

\_\_\_\_\_  
(Name)  
(Position)

\_\_\_\_\_  
(Name)  
(Position)

[School Letterhead]

FOR : **NAME OF SCHOOLS DIVISION SUPERINTENDENT**  
*Schools Division Superintendent*

THRU: **NAME OF SDO HRMO**  
*Position*  
*Office*

FROM: **NAME OF SCHOOL HEAD**  
*Position*  
*School ID and School Name*

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD Month YYYY

### I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the **[School ID-School Name]**, may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
<b>[Name of proposed COS for hiring]</b>	Administrative Support	[Monthly Salary Rate in words and figures]

### II. TERMS OF REQUEST

**NOTE:** Description of the work to be done by the COS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the Sample TOR.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none"><li>• Notice of Meeting</li><li>• Minutes of Meeting</li><li>• Simple financial reports</li><li>• School Report Card</li><li>• Others, please specify</li></ul>	<ul style="list-style-type: none"><li>• Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;</li><li>• Assist the School Head in preparing, conducting, advocating,</li></ul>

		<p>monitoring, and evaluating programs, projects, and activities; and</p> <ul style="list-style-type: none"> <li>• Perform other administrative and technical assistance as may be determined by the School Head.</li> </ul>
--	--	--

**IV. QUALIFICATION STANDARDS**

**NOTE:** Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

- 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

**IV. JUSTIFICATION**

**NOTE:** Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

**A. Profile of the Applicants**

Name	Highest Educational Attainment	Age	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**B. Assessment Process Conducted to Evaluate Applicants**

*(briefly describe the process undergone by the school)*

**C. Results of Assessment**

*(present the results of the assessment and statement of reason for selecting an applicant)*

It is understood that the recommended applicant possesses **all the minimum qualification standards** stipulated in this document. Furthermore, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)\*\*
4. Resume/Curriculum Vitae (CV)\*\*
5. Transcript of Records\*\*

*\*\*To be prepared and accomplished by the applicant*

**To be Accomplished by the Office of the Schools Division Superintendent (OSDS)**

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

- approve** the request for authority to hire the recommended administrative support under contract of service for **[School ID-School Name]**.
- disapprove** the request due to [state reason/s].

This Office requires the accomplishment of the following for resubmission:  
[list of requirements]

**[Name of SDS]**  
[Position]  
[Office]

## CONTRACT OF SERVICE

### KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, Schools Division Office of **(insert name of SDO)**, herein represented by **(insert name of Superintendent)**, herein referred to as the "First Party",

and

**(Name)**, of legal age, Filipino citizen and with residence address at **(address)**, herein after referred to as the "Second Party".

### - WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform the administrative tasks removed from the workload of teachers;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the school where he/she is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the Second Party is hereby contracted to render services for the period **(start date)** to **(end date)**, in consideration of the monthly rate of **(state monthly rate in words and figures)** to be paid after every 15<sup>th</sup> and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the Second Party may report to the assigned school five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office – Personnel Unit**.

7. That unless otherwise amended by further policy issuance, the Second Party shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the First Party, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
8. That the Second Party is expected to perform the following functions:
  - a.) Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
  - b.) Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
  - c.) Perform other administrative and technical assistance as may be determined by the School Head.
9. That the Second Party shall render full time service to the school where he/she is assigned;
10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;
12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this \_\_\_ day of \_\_\_\_\_, 20\_\_ at **(state name of locality)**, Philippines.

**DEPARTMENT OF EDUCATION:**

**(name)**  
(position), (office)  
*First Party*

**(name)**  
(position)  
*Second Party*

*Signed in the presence of:*

**(name)**  
(position)  
(office/school)

**(name)**  
(position)  
(office/school)

**REPUBLIC OF THE PHILIPPINES     )**  
**CITY OF                                     ) S.S.**

**BEFORE ME**, a Notary Public, for and in the above jurisdiction, personally appeared the following:

<b>Name</b>	<b>Gov't. Issued ID No.</b>	<b>Date/Place Issued</b>
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of \_\_\_\_\_ **(xx) pages** including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at **(state name of locality)**, Philippines.

**Doc. No. :** \_\_\_\_\_  
**Page No. :** \_\_\_\_\_  
**Book No. :** \_\_\_\_\_  
**Series of** \_\_\_\_\_