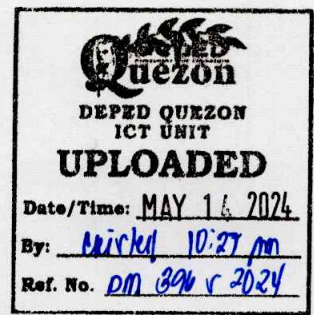




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 May 2024

DIVISION MEMORANDUM

DM No. 396, s. 2024

ANNOUNCEMENT OF VACANCY IN CAGSIAY I NATIONAL HIGH SCHOOL 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 **vacancy in Cagsiay I National High School for School-Based Administrative Support Staff under Contract of Service (COS)** (see attached enclosure for the 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 Head** where the applicants tend to apply on or before **May 17, 2024 (Friday)** until **5:00 P.M.** 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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3. The School Head 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 is the suggested timeline on the Hiring of School-Based Administrative Support Staff Under Contract Of Service (COS).
5. Wide and immediate dissemination of this Memorandum is desired.


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

Persmjv5/14/2024

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Enclosure 1 to Division Memorandum No. 396 s. 2024

**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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Enclosure 2 to Division Memorandum No. 396 s. 2024

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

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none">Post job vacancy on Administrative Support Staff (COS) Note: Local hiring is highly encouraged.	SDO-HRMO	May 14, 2024 – May 17, 2024 4 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. 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.	SCHOOL HEAD	May 20, 2024 1 DAY
3. HIRING OF COS <ul style="list-style-type: none">Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.	SCHOOL HEAD	May 21, 2024 – May 23, 2024 3 DAYS
<ul style="list-style-type: none">Evaluation and signing of contract by the appointed authority. Note: The COS shall be responsible for the notarized contract.	SUPERINTENDENT	
4. MONITORING <ul style="list-style-type: none">Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.	SDO-HRMO	May 24, 2024
<ul style="list-style-type: none">Submit consolidated report on the Hired Administrative Support Staff under COS.	RO-HRMO	
<ul style="list-style-type: none">Periodic monitoring and provision of Technical Assistance, if necessary.	CENTRAL OFFICE	

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

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