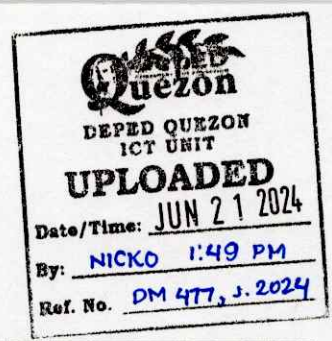




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 June 2024

DIVISION MEMORANDUM
DM No. 477, s. 2024

ANNOUNCEMENT OF VACANCY IN SDO QUEZON OF SCHOOL HEALTH AND NUTRITION UNIT FOR ADMINISTRATIVE SUPPORT STAFF (AS II) UNDER SCHOOL-BASED FEEDING PROGRAM CONTRACT OF SERVICE (SBFP-COS)

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

1. Relative to the Regional Memorandum No. 219, s. 2024 with reference **RM-2024-219** or the *Guidelines On The Hiring of SBFP Feeding Coordinators Under Contract of Service (COS) For The School-Based Feeding Program (SBFP)*, this office announces the **vacancy in the Department of Education – Schools Division of Quezon, School Health and Nutrition Unit (SHNU) for Administrative Support (AS) II 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 place their pertinent documents in a **folder** with “ear tag” which will be submitted to the **Division Office of Quezon** for checking and receiving of documents.
3. The pertinent documents of the Administrative Support Staff (AS II) position must be arranged accordingly;

Mandatory Requirements

- a. Curriculum Vitae (CV);

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- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
 - c. Transcript of Records (TOR); and
 - d. Other hiring documents needed.
4. All application documents shall be submitted on or before **June 25, 2024 (Tuesday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**
5. The School Division of Quezon – Health Section 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.
6. Attached is the suggested timeline on the Hiring of Administrative Support (AS II) under School-Based Feeding Program - Contract of Service (SBFP-COS).
7. Wide and immediate dissemination of this Memorandum is desired.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


Persmjv6/21/2024

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Enclosure 1 to Division Memorandum No. ____ s. 2024

**QUALIFICATION STANDARDS OF THE ADMINISTRATIVE SUPPORT STAFF (AS II)
UNDER SCHOOL-BASED FEEDING PROGRAM - CONTRACT OF SERVICE (SBFP-COS)**

General:

The Administrative Support (AS) II shall provide assistance to the SDO 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 focal person under the School Health and Nutrition Unit (SHNU).

Minimum Qualification/s:

- Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job
- No training and experience required
- Can communicate and write fluently
- Able to prepare basic correspondences and basic reportorial requirements
- 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:

- Provides 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, copying, 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 related results as needed; and
- Performs other functions as may be deemed necessary.

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**SUGGESTED TIMELINE ON THE HIRING OF ADMINISTRATIVE SUPPORT (AS) II
UNDER SCHOOL-BASED FEEDING PROGRAM - CONTRACT OF SERVICE (SBFP-COS)**

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none">Post job vacancy on Administrative Support Staff (AS II) (COS) Note: Local hiring is highly encouraged.	SDO-HRMO	June 21, 2024 – June 25, 2024 5 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 the Personnel Section. However, inform the recommended COS that their application is still subject for approval of the SDS.	SDO-SHNU	June 26, 2024 – June 27, 2024 2 DAYS
3. HIRING OF COS <ul style="list-style-type: none">Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.	SDO-SHNU	June 28, 2024 – June 30, 2024
<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	3 DAYS
4. MONITORING <ul style="list-style-type: none">Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.	SDO-HRMO	July 1, 2024

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

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