



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

March 11, 2024

**DIVISION MEMORANDUM**

No. 085 s, 2024

**CALL FOR APPLICANTS AND GUIDELINES FOR THE HIRING OF 184 SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS) FOR IDENTIFIED SCHOOLS IN NORTHERN SAMAR DIVISION**

To: Assistant Schools Division Superintendent  
Division Human Resource Management Office  
Elementary and Secondary School Heads  
All other concerned

1. In compliance with the Memorandum DM-OUHROD-2024-0123 issued by the Office of the Undersecretary for Human Resource and Organizational Development or the *Implementation Strategy on The Immediate Removal of Administrative Tasks of Public-School Teachers Pursuant to DepEd Order No. 002, S. 2024*, this Office hereby announces the Call for Applicants for 184 of School-based Administrative Support Staff under Contract of Service (COS), for identified Schools in the Schools Division of Northern Samar. *See enclosure.*
2. DepEd Northern Samar shall provide equal opportunity for employment for all interested qualified applicants, irrespective of age, race, ethnicity religious affiliations, gender preference, and disability.
3. Interested applicants for **Administrative Support Staff** must meet the following *Qualification Standards*:
  - a. Able to prepare basic correspondences
  - b. Able to prepare basic reportorial requirements (DepEd forms, simple financial reports
  - c. Computer literate preferably in MS Office Suite
  - d. Can operate office equipment (printers, fax machines, photocopiers, etc.)
  - e. Can coordinate and collaborate with other concerned personnel and offices
4. The Contract of Service (CoS) for **Administrative Support Staff** shall be hired for a period of **not more than ten (10) months** with an authorized daily wage of P405.00/day per starting from April 1, 2024, which may renewed, subject to fund allocation and needs of the school.
5. School Head of identified Schools authorized to hire Administrative Support Staff are directed to download the templates for the following documents for hiring using the link or QR Code:

<https://rb.gy/k9tyjr>



- a. Request for Authority to Hire
  - b. Terms of Reference (TOR) *to be used in the assessment of applicants and*
  - c. Contract of Service (CoS)
6. Interested applicants shall submit to the Office of the School Head of identified Schools two (2) copies of the following documentary requirements: one (1) original/authenticated and one (1) photocopied from the original/authenticated completely and properly arranged in the following order:
- a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE, JR., PhD., CESO VI**, OIC-Schools Division Superintendent c/o the name of School Head where the applicant intends to apply for **Administrative Support Staff**, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400.
  - b. Duly accomplish CSC Form 212 or the Personal Data Sheet (PDS)
  - c. Resume/Curriculum Vitae (CV)
  - d. Transcript of Records
7. The process and schedules for the hiring of **Administrative Support Staff** under Contract of Service (CoS) is as follows:

| Step for Applicant | Process Flow  | Schedule/ Period         | Persons Responsible | Duties of Responsible Persons   |
|--------------------|---|--------------------------|---------------------|---|
| Step 1             | The applicant shall submit his/her application for Administrative Support Staff at the Office of the School Head of the identified Schools.   | March 11-18, 2024        | School Head         | The School Head shall accept and receive applicants within the period   |
| Step 2             | The applicant shall attend and participate in the assessment process, i.e., interview, job demonstration, etc., by the School Head.   | March 19-22 and 25, 2024 | School Head         | The School Head shall within the prescribed period:<br>(1) conduct an assessment process to determine the qualified applicants such as review of CV, interviews, etc.<br>(2) Evaluate the results of the assessment process.  |
| Step 3             | If the applicant is found qualified and recommended for Administrative Support Staff under (CoS), he/she shall sign the TOR and Contract before submission to SDO.<br><br>However, he is informed that the application is still subject to the approval of the Schools Division Superintendent. |                          | School Head         | The School Head shall prepare:<br>(1) Authority to Hire<br>(2) Accomplished Terms of Reference (TOR), and<br>(3) Contract of Service (CoS), and other hiring document<br><b>NOTE:</b><br>The recommended COS for hiring should sign the TOR and Contract before submission to SDO.<br>However, inform the recommended COS that their application is still subject to approval of the SDS. |
| Step 4             | The applicant shall follow up on the status of his/her application with the School Head   | March 26-27, 2024        | School Head         | The School Head shall submit authority to hire, contract, TOR, and other hiring documents to the Office of the Superintendent for approval.   |
| Step 5             | Once the contract has been approved by the Schools Division Superintendent, the   | April 1, 2024            | Division Legal Unit | Review the contract and documentary requirements.   |

|        |  |               |                                 |  |
|--------|--|---------------|---------------------------------|--|
|        | CoS Administrative Support Staff <b>shall be responsible for having his/her contract notarized</b> a copy of which must be submitted to the School Head for reference and payment of wages |               | Schools Division Superintendent | After review and evaluation, the Schools Division Superintendent may sign and approve the CoS and supporting documents |
| Step 6 | Report to the School for the first day of Service  | April 1, 2024 | HRM Office                      | Upon signing of Contract, HRM Office shall update the Status of Hiring of Administrative Staff Monitoring Tool         |

8. Incomplete and late submission of application requirements shall **NO LONGER BE ENTERTAINED AFTER THE DEADLINE** set by this Memorandum to observe fairness and equity, and to promote merit and fitness. Interested applicants are advised to wear corporate attire during the Assessment.

9. Immediate dissemination and strict compliance with this Memorandum are desired.

**GAUDENCIO C. ALJIBE JR. Ph.D., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

DepEd Northern Samar  
**RELEASED**

By: AS

Date: 3-12-24 9:15

Enclosure to DM No. 087 s, 2024

**List of Schools Authorized to Hire Administrative Support Staff  
under Contract of Service (CoS)**

| DISTRICT     | SCHOOL                              | Address                                   |
|--------------|-------------------------------------|---|
| Allen        | Caputian Elementary School          | Caputian, Allen, Northern Samar           |
| Allen        | Lipata Elementary School            | Lipata, Allen, Northern Samar             |
| Allen        | Sta. Rita Elementary School         | Sta Rita, Allen, Northern Samar           |
| Allen        | Lipata National High School         | Lipata , Allen, Northern Samar            |
| Biri         | San Antonio National High School    | San Antonio, Biri, Northern Samar         |
| Biri         | Macaret Elementary School           | Macaret, Biri, Northern Samar             |
| Biri         | Talisay Elementary School           | Talisay, Biri, Northern Samar             |
| Biri         | Tampipi Elementary School           | Tampipi, Biri, Northern Samar             |
| Bobon        | E. Duran Elementary School          | E Duran, Bobon, Northern Samar            |
| Bobon        | Kalantiao Elementary School         | Kalantiao, Bobon, Northern Samar          |
| Bobon        | J.A. Santos Elementary School       | JAS, Bobon, Northern Samar                |
| Bobon        | J.P Laurel Elementary School        | J P, Bobon, Northern Samar                |
| Bobon        | M.L Quezon Elementary School        | M L, Bobon, Northern Samar                |
| Capul        | Diraya Elementary School            | Diraya, Capul, Northern Samar             |
| Catarman I   | Salvacion Elementary School         | Salvacion, Catarman, Northern Samar       |
| Catarman I   | San Julian Elementary School        | San Juan , Catarman, Northern Samar       |
| Catarman I   | Paticua Elementary School           | Paticua, Catarman, Northern Samar         |
| Catarman II  | Tarugan Elementary School           | Tarugan, Catarman, Northern Samar         |
| Catarman II  | Tinowaran Elementary School         | Tinowaran, Catarman, Northern Samar       |
| Catarman II  | Tranque Elementary School           | Tranque, Catarman, Northern Samar         |
| Catarman II  | Gilalan-agan Elementary School      | Gilalan Juan , Catarman, Northern Samar   |
| Catarman III | Balud Elementary School             | Balud, Catarman, Northern Samar           |
| Catarman IV  | San Isidro Elementary School        | San Juan , Catarman, Northern Samar       |
| Catarman VI  | Polangi Elementary School           | Polangi, Catarman, Northern Samar         |
| Catubig I    | Viena Maria Elementary School       | Viena Juan , Catubig, Northern Samar      |
| Catubig I    | Boring Elementary School            | Boring, Catubig, Northern Samar           |
| Catubig I    | Tangbo Elementary School            | Tangbo, Catubig, Northern Samar           |
| Catubig I    | Tongodnon Elementary School         | Tongodnon, Catubig, Northern Samar        |
| Catubig I    | Cagbugna Elementary School          | Cagbugna, Catubig, Northern Samar         |
| Catubig I    | Mag-ongon Elementary School         | Mag Juan , Catubig, Northern Samar        |
| Catubig I    | Guibuangan Elementary School        | Guibuangan, Catubig, Northern Samar       |
| Catubig I    | Catubig Valley National High School | Catubig Juan , Catubig, Northern Samar    |
| Catubig I    | Calingnan Elementary School         | Calingnan, Catubig, Northern Samar        |
| Catubig I    | Canuctan Elementary School          | Canuctan, Catubig, Northern Samar         |
| Catubig II   | Hinagonoyan Elementary School       | Hinagonoyan, Catubig, Northern Samar      |
| Catubig II   | Nag-oacan Elementary School         | Nag Juan , Catubig, Northern Samar        |
| Catubig II   | Osang Elementary School             | Osang, Catubig, Northern Samar            |
| Catubig II   | Roxas Elementary School             | Roxas, Catubig, Northern Samar            |
| Catubig II   | Hibubullao National High School     | Hibubullao Juan , Catubig, Northern Samar |
| Catubig II   | San Vicente National High School    | San Juan , Catubig, Northern Samar        |
| Catubig II   | Nabulo Elementary School            | Nabulo, Catubig, Northern Samar           |
| Catubig II   | Libon Elementary School             | Libon, Catubig, Northern Samar            |
| Catubig II   | Lubedico Elementary School          | Lubedico, Catubig, Northern Samar         |
| Gamay I      | San Antonio Elementary School       | San Juan , Gamay, Northern Samar          |
| Gamay I      | Anito National High School          | Anito Juan , Gamay, Northern Samar        |
| Gamay I      | Libertad Elementary School          | Libertad, Gamay, Northern Samar           |
| Gamay II     | Malidong Elementary School          | Malidong, Gamay, Northern Samar           |
| Gamay II     | Bonifacio Elementary School         | Bonifacio, Gamay, Northern Samar          |

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|--------------|---------------------------------|--|
| Gamay II     | Cadean Elementary School        | Cadean, Gamay, Northern Samar              |
| Gamay II     | Henogawe Elementary School      | Henogawe, Gamay, Northern Samar            |
| Gamay II     | Lunoy Elementary School         | Lunoy, Gamay, Northern Samar               |
| Gamay II     | Rizal Elementary School         | Rizal, Gamay, Northern Samar               |
| Gamay II     | G.M Osias Elementary School     | G M, Gamay II, Northern Samar              |
| Gamay II     | Bangon National High School     | Bangon Juan , Gamay, Northern Bamar        |
| Laoang I     | Yapas Elementary School         | Yapas, Laoang, Northern Samar              |
| Laoang I     | Vigo National High School       | Vigo Juan , Laoang, Northern Vimar         |
| Laoang I     | Cagaasan Elementary School      | Cagaasan, Laoang, Northern Samar           |
| Laoang I     | G.B. Tan Elementary School      | Poblacion, Laoang , Northern Samar         |
| Laoang I     | Canyomanao Elementary School    | Canyomanao, Laoang, Northern Samar         |
| Laoang I     | Rombang Elementary School       | Rombang, Laoang, Northern Samar            |
| Laoang II    | Inamlan Elementary School       | Inamlan, Laoang, Northern Samar            |
| Laoang II    | Gapasgapas Elementary School    | Gapasgapas, Laoang, Northern Samar         |
| Laoang II    | Cahayagan National High School  | Cahayagan Juan , Laoang, Northern Camar    |
| Laoang II    | Binaticlan Elementary School    | Binaticlan, Laoang, Northern Samar         |
| Laoang II    | Candawid Elementary School      | Candawid, Laoang, Northern Samar           |
| Laoang II    | Salvacion National High School  | Salvacion Juan , Laoang, Northern Samar    |
| Laoang II    | Batag National High School      | Batag Juan , Laoang, Northern Bamar        |
| Laoang III   | Burabod Elementary School       | Burabod, Laoang, Northern Samar            |
| Laoang III   | Sibunot Elementary School       | Sibunot, Laoang, Northern Samar            |
| Laoang III   | Abaton Elementary School        | Abaton, Laoang, Northern Samar             |
| Laoang III   | La Perla National High School   | La Perla, Laoang, Northern Lamar           |
| Laoang III   | Yabyaban Elementary School      | Yabyaban, Laoang, Northern Samar           |
| Laoang III   | Lawaan Elementary School        | Lawaan, Laoang, Northern Samar             |
| Laoang III   | Palmera Primary School          | Palmera, Laoang, Northern Samar            |
| Laoang III   | Tarusan Primary School          | Tarusan, Laoang, Northern Samar            |
| Laoang III   | Bongliw Elementary School       | Bongliw, Laoang, Northern Samar            |
| Laoang III   | Catigbian Elementary School     | Catigbian, Laoang, Northern Samar          |
| Lapinig      | Can-Omanio Elementary School    | Can-Omanio , Lapinig, Northern Samar       |
| Lapinig      | Bagacay Elementary School       | Bagacay, Lapinig, Northern Samar           |
| Lapinig      | Palanas Elementary School       | Palanas, Lapinig, Northern Samar           |
| Lapinig      | Can Maria Elementary School     | Can Maria, Lapinig, Northern Samar         |
| Las Navas II | Hangi Elementary School         | Hangi, Las Navas, Northern Samar           |
| Las Navas II | Enoman Elementary School        | Enoman, Las Navas, Northern Samar          |
| Las Navas II | Quirino Elementary School       | Quirino, Las Navas, Northern Samar         |
| Las Navas II | San Jose Elementary School      | San Juan , Las Navas, Northern Samar       |
| Las Navas II | San Francisco Elementary School | San Juan , Las Navas, Northern Samar       |
| Las Navas II | E. Perez Elementary School      | E Perez, Las Navas, Northern Samar         |
| Las Navas II | San Isidro I Elementary School  | San Juan , Las Navas, Northern Samar       |
| Las Navas II | Catoto-ogan Elementary School   | Catoto Juan , Las Navas, Northern Camar    |
| Las Navas II | Magsaysay National High School  | Magsaysay Juan , Las Navas, Northern Mamar |
| Las Navas II | San Fernando Elementary School  | San Juan , Las Navas, Northern Samar       |
| Las Navas I  | Sag-od Elementary School        | Sag Juan , Las Navas, Northern Samar       |
| Las Navas I  | Osmena Elementary School        | Osmena, Las Navas, Northern Samar          |
| Las Navas I  | McArthur Elementary School      | McArthur Juan , Las Navas, Northern Mcomar |
| Las Navas I  | Victory Elementary School       | Victory, Las Navas, Northern Samar         |
| Las Navas I  | San Andres Elementary School    | San Juan , Las Navas, Northern Samar       |
| Las Navas I  | Mabini Elementary School        | Mabini, Las Navas, Northern Samar          |
| Las Navas I  | Taylor National High School     | Taylor Juan , Las Navas, Northern Tamar    |
| Las Navas I  | Rufino Elementary School        | Rufino, Las Navas, Northern Samar          |
| Las Navas I  | Lonoy Elementary School         | Lonoy, Las Navas, Northern Samar           |
| Las Navas I  | Roxas Elementary School         | Roxas, Las Navas, Northern Samar           |
| Las Navas I  | Mamaro Elementary School        | Mamaro, Las Navas, Northern Samar          |

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| Lavezares I  | MacArthur Elementary School                     | MacArthur, Lavezares, Northern Mamar       |
| Lavezares I  | MacArthur II PS                                 | MacArthur , Lavezares, Northern Mamar      |
| Lavezares I  | San Miguel Elementary Schoool                   | San Juan , Lavezares, Northern Samar       |
| Lavezares I  | Libertad Elementary School                      | Libertad, Lavezares, Northern Samar        |
| Lavezares I  | Malico-lico Elementary School                   | Malico, Lavezares, Northern Mamar          |
| Lavezares I  | San Jose Elementary School                      | San Jose, Lavezares, Northern Samar        |
| Lavezares I  | Villahermosa Elementary School                  | Villahermosa, Lavezares, Northern Samar    |
| Lavezares II | Magsaysay Elementary School                     | Magsaysay, Lavezares, Northern Samar       |
| Lavezares II | Urdaneta Elementary School                      | Urdaneta, Lavezares, Northern Samar        |
| Lavezares II | Villa Elementary School                         | Villa, Lavezares, Northern Samar           |
| Lavezares II | Villaflores Elementary School                   | Villaflores, Lavezares, Northern Samar     |
| Lavezares II | Guillermo C. Adriatico Sr. National High School | Guillermo Juan , Lavezares, Northern Gumar |
| Lavezares II | Maravilla Elementary School                     | Maravilla, Lavezares, Northern Samar       |
| Lavezares II | San Juan Elementary School                      | San Juan , Lavezares, Northern Samar       |
| Lope De Vega | Paguite Elementary School                       | Paguite, Lope, Northern Samar              |
| Lope De Vega | San Jose Elementary School                      | San Jose, Lope, Northern Samar             |
| Lope De Vega | Roxas Elementary School                         | Roxas, Lope, Northern Samar                |
| Lope De Vega | Hinaronagan Elementary School                   | Hinaronagan, Lope, Northern Samar          |
| Lope De Vega | Upper Caynaga Elementary School                 | Upper Cainaga , Lope, Northern Upmar       |
| Lope De Vega | San Miguel Elementary Schoool                   | San Miguel, Lope, Northern Samar           |
| Mapanas      | Magsaysay Elementary School                     | Magsaysay, Mapanas, Northern Samar         |
| Mapanas      | San Jose Elementary School                      | San Jose , Mapanas, Northern Samar         |
| Mapanas      | Naparasan Elementary School                     | Naparasan, Mapanas, Northern Samar         |
| Mapanas      | Pangudtan Elementary School                     | Pangudtan, Mapanas, Northern Samar         |
| Mapanas      | Siljagon National High School                   | Siljagon , Mapanas, Northern Samar         |
| Mapanas      | Sta. Potenciana Elementary School               | Sta Potenciana, Mapanas, Northern Samar    |
| Mondragon I  | Imelda Elementary School                        | Imelda, Mondragon, Northern Samar          |
| Mondragon I  | La Trinidad Elementary School                   | La Juan , Mondragon, Northern Lamar        |
| Mondragon I  | San Juan Elementary School                      | San Juan , Mondragon, Northern Samar       |
| Mondragon II | Talolora Primary School                         | Talolora, Mondragon, Northern Samar        |
| Mondragon II | Crystal Mountain Elementary School              | Crystal Juan , Mondragon, Northern Crmar   |
| Mondragon II | Cagmanaba Elementary School                     | Cagmanaba, Mondragon, Northern Samar       |
| Palapag II   | Natawo Elementary School                        | Natawo, Palapag, Northern Samar            |
| Palapag II   | Cag-anibong Elementary School                   | Cag Juan , Palapag, Northern Camar         |
| Palapag I    | Mabaras Elementary School                       | Mabaras, Palapag, Northern Samar           |
| Palapag I    | Bukid Elementary School                         | Bukid, Palapag, Northern Samar             |
| Palapag I    | Matambang Elementary School                     | Matambang, Palapag, Northern Samar         |
| Palapag I    | Campedico Elementary School                     | Campedico, Palapag, Northern Samar         |
| Palapag I    | Cabatuan National High School                   | Cabatuan Juan , Palapag, Northern Camar    |
| Pambujan I   | Igot Elementary School                          | Igot, Pambujan, Northern Samar             |
| Pambujan I   | Manahaw Elementary School                       | Manahaw, Pambujan, Northern Samar          |
| Pambujan I   | San Ramon Elementary School                     | San Ramon, Pambujan, Northern Samar        |
| Pambujan I   | Canjumadal National High School                 | Canjumadal Juan , Pambujan, Northern Camar |
| Pambujan II  | Paninirongan Elementary School                  | Paninirongan, Pambujan, Northern Samar     |
| Pambujan II  | Doña Anecita Elementary School                  | Doña Juan , Pambujan, Northern Domar       |
| Pambujan II  | Don Sixto Balanquit Elementary School           | Don Juan , Pambujan, Northern Domar        |
| Pambujan II  | Ynaguingayan Elementary School                  | Ynaguingayan, Pambujan, Northern Samar     |
| Pambujan II  | Cagbigajo Elementary School                     | Cagbigajo, Pambujan, Northern Samar        |
| Pambujan II  | Senonogan Elementary School                     | Senonogan, Pambujan, Northern Samar        |
| Rosario      | Aguada Elementary School                        | Aguada, Rosario, Northern Samar            |
| Rosario      | Ligaya Elementary School                        | Ligaya, Rosario, Northern Samar            |
| Rosario      | RF Tobes Elementary School                      | Ligaya, Rosario, Northern Samar            |
| Rosario      | Buenavista National High School                 | Buenavista , Rosario, Northern Samar       |
| San Antonio  | Rizal Elementary School                         | Rizal, San Antonio, Northern Samar         |

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| San Antonio   | Pilar Elementary School                        | Pilar, San Antonio, Northern Samar           |
| San Antonio   | Burabod Elementary School                      | Burabod, San Antonio, Northern Samar         |
| San Antonio   | San Antonio Agricultural and Vocational School | San Juan , San Antonio, Northern Samar       |
| San Jose      | Layuhan Elementary School                      | Layuhan, San Jose, Northern Samar            |
| San Jose      | San Lorenzo Elementary School                  | San Lorenzo , San Jose, Northern Samar       |
| San Jose      | Bonglas Primary School                         | Bonglas, San Jose, Northern Samar            |
| San Isidro I  | Alegria National High School                   | Alegria , San Isidro, Northern Samar         |
| San Isidro I  | Seven Hills Elementary School                  | Seven Hills, San Isidro, Northern Samar      |
| San Isidro II | Happy Valley Elementary School                 | Happy Juan , San Isidro, Northern Samar      |
| San Isidro II | Sto. Niño Elementary School                    | Sto Nino , San Isidro, Northern Samar        |
| San Isidro II | Cabalwa Primary School                         | Cabalwa, San Isidro, Northern Samar          |
| San Isidro II | Caglanipao Elementary School                   | Caglanipao, San Isidro, Northern Samar       |
| San Roque     | Ginagdanan Elementary School                   | Ginagdanan, San Roque, Northern Samar        |
| San Roque     | Balnasan National High School                  | Balnasan, San Roque, Northern Samar          |
| San Vicente   | Maragat Elementary School                      | Maragat, San Victoria, Northern Samar        |
| Silvino Lubos | Giguimitan Elementary School                   | Giguimitan, Silvino, Northern Samar          |
| Silvino Lubos | Gic-boan Elementary School                     | Gic Juan , Silvino, Northern Samar           |
| Silvino Lubos | Balud Elementary School                        | Balud, Silvino, Northern Samar               |
| Silvino Lubos | Deit De Turag Elementary School                | Deit de Turag , Silvino, Northern Samar      |
| Silvino Lubos | Giparayan De Turag Elementary School           | Giparayan de Turag , Silvino, Northern Samar |
| Silvino Lubos | Gebonawan Elementary School                    | Gebonawan, Silvino, Northern Samar           |
| Victoria      | Pasabuena Elementary School                    | Pasabuena, Victoria, Northern Samar          |
| Victoria      | San Roman Elementary School                    | San , Victoria, Northern Samar               |
| Victoria      | Maxvilla Elementary School                     | Maxvilla, Victoria, Northern Samar           |
| Victoria      | Luisita Elementary School                      | Luisita, Victoria, Northern Samar            |
| Victoria      | San Lazaro Elementary School                   | Sa Lorenzo , Victoria, Northern Samar        |
| Victoria      | Buenos Aires Elementary School                 | Buenos , Victoria, Northern Samar            |
| Victoria      | Maxvilla National High School                  | Maxvilla , Victoria, Northern Samar          |