



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

Office of the Schools Division Superintendent

May 15, 2024

DIVISION MEMORANDUM

No. 152 s, 2024

**CALL FOR APPLICANTS AND GUIDELINES FOR THE HIRING OF
ONE 1 ADMINISTRATIVE SUPPORT II UNDER
CONTRACT OF SERVICE (CoS) FOR THE
SCHOOL-BASED FEEDING PROGRAM**

- To: Assistant Schools Division Superintendent
Division Human Resource Management Office
Elementary and Secondary School Heads
All other concerned
1. In compliance with the Memorandum dated November 30, 2023 issued by Atty. MICHAEL WESLY T. POA, Undersecretary and Chief of Staff and Officer-in-charge, Office of the Undersecretary for Finance, and Atty. REVESEE A. ESCOBEDO, Undersecretary for Operations re: *Guidelines on the Hiring of SBFP Coordinators under Contract of Service (CoS) for the School-Based Feeding Program*, this Division hereby announces the call for applicants for one (1) Administrative Support (AS) II to be assigned at the this Division Office. *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 (AS) II** must meet the following **Qualification Standards:**
 - a. Completion of at least two (2) years in college; or Senior High School Graduate with specialization relevant to the job;
 - b. No training required and
 - c. No experience required.
 4. The **Administrative Support (AS) II** shall be expected to perform the following functions:
 - a. Provide administrative support to ensure efficient operation of SBFP and relevant activities of the Division Office;
 - b. Carry out administrative duties such as filing, recording, receiving/ releasing of documents, typing, copying, binding, scanning, etc.;
 - c. Assist in the maintenance of database for SBFP and related programs and activities in the Division Office;
 - d. Assist in the conduct of meetings, seminars, workshops and trainings of the SBFP and related programs and activities;
 - e. Assist in the monitoring and evaluation as well as the preparation of reports on the implementation of SBFP and related programs and activities;
 5. The Contract of Service (CoS) for **Administrative Support (AS) II** shall be hired for **twelve (12) months** with an authorized salary of **P20,000.00** and a premium of **P2,000.00** chargeable against the SBFP-Program Support Funds.



6. Interested applicants shall submit to the Office of the Human Resource Management Office the following requirements:
- Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE, JR., PhD., CESO VI**, OIC-Schools Division Superintendent through **EUNICE V. TARINGTING**, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400.
 - Duly accomplish CSC Form 212 or the Personal Data Sheet (PDS)
 - Resume/Curriculum Vitae (CV)
 - Transcript of Records (TOR)
7. The process and schedules for the hiring of **Administrative Support (AS) II** under Contract of Service (CoS) are 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	May 23, 2024	HRMO	The HRMO 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.	May 27, 2024	HRMO	The HRMO shall: (1) conduct an assessment process to determine the qualified applicants such as review of CV, interviews, etc. (2) Evaluate the results of the assessment process. (3) Submit the Initial Evaluation Result to the Office of the Schools Division Superintendent
Step 3	The applicant shall wait for notification from the HRMO informing whether he/she is hired once the Schools Division Superintendent had chosen from among the candidate applicants.		HRMO Schools Division Superintendent	The HRMO shall prepare: (1) Authority to Hire (2) Accomplished Terms of Reference (TOR), and (3) Contract of Service (CoS), and other hiring document
Step 4	Once the contract has been approved by the Schools Division Superintendent, the CoS Administrative Support (AS) II shall be responsible for having his/her contract notarized a copy of which must be submitted to the School Head for reference and payment of wages		Administrative Support (AS) II	The Schools Division Superintendent shall sign and approve the CoS and supporting documents.
Step 5	Report to the Division Office School-Based Feeding Program Coordinator for the first day of Service	June 1, 2024		Upon signing the Contract, the HRM Office shall update the Status of Hiring of the 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.

DepEd Northern Samar

RELEASED

By: 

Date: 5/21/24 - 7:05pm

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