



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
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DIVISION MEMORANDUM

No. 107, s. 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

DATE: March 12, 2024

SUBJECT: **VACANCIES FOR ADMINISTRATIVE SUPPORT (COS)**

1. This Division is now accepting applications for the position of **Administrative Support** under contract of service (COS) pursuant to DepEd Order No. 002, s. 2024, as follows:

Vacant Position	Minimum Qualifications	Unit/ school where vacancy exists	Period of Contract	Compensation
Administrative Support (9 positions)	<ul style="list-style-type: none"> 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 	<ol style="list-style-type: none"> Tambac Elementary School BLISS Elementary School Juan L. Siapno Elementary School Suit Elementary School Bonuan Boquig National High School Carael National High School Judge Jose De Venecia Sr. Technical-Vocational Secondary School Salapingao National High School Dagupan City National High School 	April 1, 2024 to December 31, 2024	Php 9,570 (salary)



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone No: (075) 615-2645 | 615-2649
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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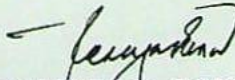
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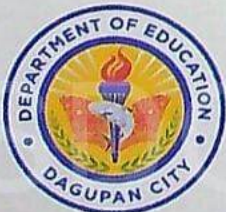
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2. The Administrative Support Staff shall have the following duties and responsibilities:
 - a. Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
 - b. Assist the 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.
3. Interested applicants are required to submit the following documents:
 - a. Letter of intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of Transcript of Records (TOR);
 - d. Photocopy of Barangay Certificate or Voter's ID;
 - e. Photocopy of Training Certificates, if any
4. Interested applicants are required to submit the abovementioned documents directly to the School Principal where the vacancy exists on or before **March 22, 2024**.
5. Below is the timeline of activities for the assessment and hiring of Administrative Support staff (COS):

Activity	Timeline	Person Responsible
Assessment - Conduct of assessment process - Evaluate the result of assessment process - Prepare results of Assessment	March 25-26, 2024	School Head where the vacancy exists
Hiring of COS - Submit contract, authority to hire (including the result of assessment), and other hiring documents for processing by SDO	March 27, 2024	School Head where the vacancy exists
Signing of Contract (COS shall be responsible for the notarized contract)	March 27, 2024	Schools Division Superintendent
Monitoring - Update the status on the hiring of Administrative Support Staff in the monitoring tool	April 1-2, 2024	SDO – HRMO

6. For information and guidance.


ROWENA G. BANZON, CESO V
Schools Division Superintendent



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Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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