



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

No. 244, 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: June 21, 2024

SUBJECT: **CALL FOR APPLICATION FOR CONTRACT OF SERVICE (COS) -
 ADMINISTRATIVE SUPPORT II**

1. This Division is now accepting applications for **Administrative Support II** under **contract of service (COS)** for the School-Based Feeding Program (SBFP) and Disaster Preparedness and Response Program (DPRP), as follows:

Vacant Position / Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II (for SBFP)	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	Base salary: P20,000 Premium: 2,000	1. Provide administrative support to ensure efficient operation of SBFP and related activities in the SDO; 2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning, etc.;



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
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					<p>3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;</p> <p>4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;</p> <p>5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;</p> <p>6. Contributes to team effort by accomplishing related results as needed; and</p> <p>7. Performs other functions as may be deemed necessary.</p>
Administrative Support II <i>(for DPRP)</i>	Completion of at least two years in college; or Senior High School	8 hours of relevant training	1 year of relevant experience	Base salary: P20,000 Premium: 2,000	Provide administrative assistance to the office in the delivery of prompt and quality



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	graduate with relevant specialization				administrative and financial support in accordance with the Department's policies and procedures
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2. 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 Training Certificates, if any
3. Interested applicants are required to submit the abovementioned documents to the Records Section of the Division Office on or before **July 05, 2024**.
4. Below is the timeline of activities for the assessment and hiring of Administrative Support staff (COS):

Activity	Timeline	Person Responsible
Conduct of Evaluative Assessment	July 19, 2024	HRMPSB
Selection of applicant	July 22, 2024	Schools Division Superintendent
Signing of Contract	July 23, 2024	Schools Division Superintendent, COS appointee

5. For information and guidance.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent



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