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

DepEd SDO Dagupan City
RECORDS OFFICE
RELEASED
MAY 02 2025
2899
Time: 11:48

**Office of the Schools Division Superintendent**
**DIVISION MEMORANDUM**
**No. 189, s. 2025**

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: April 30, 2025

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

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

| **Vacant Position / Work Category** | **Education** | **Training** | **Experience** | **Rate** | **Terms of Reference** |
|---|---|---|---|---|---|
| Administrative Support II *(for DPRP)* | Completion of at least two years in college; or Senior High School graduate with relevant specialization | 8 hours of relevant training | 1 year of relevant experience | Base salary: P20,000<br><br>Premium: 2,000 | Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures |

2. Contract Duration of COS shall be from May 2025 to August 2025 only, and may be renewed subject to availability of funds.

3. Applicants are required to submit the following documents:

**Address:** Burgos St., Poblacion Oeste,Dagupan City
**Telephone:** (075) 653-4101
**Website:** depeddagupan.com
**email:**dagupan.city@deped.gov.ph

**Office of the Schools Division Superintendent**

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

4. Interested applicants are required to submit the abovementioned documents to the Records Section of the Division Office on or before **May 12, 2025.**

5. Below is the timeline of activities for the assessment and hiring of Administrative Support staff (COS):

| Activity | Timeline | Person Responsible |
|---|---|---|
| **Conduct of Evaluative Assessment** | May 14, 2025 | HRMPSB |
| **Selection of applicant** | May 14, 2025 | Schools Division Superintendent |
| **Signing of Contract** | May 15, 2025 | Schools Division Superintendent, COS appointee |

6. For information and guidance.

**ROWENA C. BANZON EdD, CESO V**
Schools Division Superintendent