



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

Office the Schools Division Superintendent

March 8, 2024

**DIVISION MEMORANDUM**

No. **131**, s. 2024

**CALL FOR APPLICATION OF AMINISTRATIVE SUPPORT PERSONNEL (CoS) FOR IDENTIFIED SCHOOLS IN SDO CEBU**

**To:** Assistant Schools Division Superintendents  
Chiefs, CID, and SGOD  
Public Schools District Supervisors/OICs  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to Deped Order No. 002, s. 2024, "Immediate Removal of Administrative Tasks of Public School Teachers" dated January 20, 2024, the Office directs Public Schools District Supervisors and School Heads of the following recipient schools in the division to conduct a screening of qualified applicants for Administrative Support under Contract of Service (CoS), to wit:

Region	Division	District	School
VII	Cebu	Asturias	Kaluangan I ES
VII	Cebu	Asturias	Kaluangan II ES
VII	Cebu	Asturias	Lanao ES
VII	Cebu	Badian	Zaragosa IS
VII	Cebu	Balamban I	Lamesa ES (Simeon Ripdos ES)
VII	Cebu	Balamban I	Singsing ES
VII	Cebu	Bantayan I	Mambacayao ES
VII	Cebu	Daanbantayan I	Pangadlawan ES
VII	Cebu	Daanbantayan II	Guimbitayan ES
VII	Cebu	Daanbantayan II	Jubot ES
VII	Cebu	Daanbantayan II	Pantao ES
VII	Cebu	Medellin	Gibitngil IS
VII	Cebu	Pilar	Don Filomeno M. Torres MNHS
VII	Cebu	Tuburan I	Bulwang ES
VII	Cebu	Tuburan I	Bulwang ES
VII	Cebu	Tuburan I	Kampoot ES
VII	Cebu	Tuburan I	Macupa ES
VII	Cebu	Tuburan I	Mag-agta PS
VII	Cebu	Tuburan II	Bangkito PS
VII	Cebu	Tuburan II	Gaang ES
VII	Cebu	Tuburan II	Kalunsing ES
VII	Cebu	Tuburan II	Kamansi ES
VII	Cebu	Tuburan II	Kan-an ES
VII	Cebu	Tuburan II	Kaorasan ES
VII	Cebu	Tuburan II	Mag-alwa ES
VII	Cebu	Tuburan II	Mag-antoy ES
VII	Cebu	Tuburan II	Mag-atubang ES
VII	Cebu	Tuburan II	Marmol ES



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2. Applicants shall adhere to the schedule. Late submission of application is highly **DISCOURAGED**.
3. Below is the schedule of activities in the hiring of CoS:

Date	Venue	Activity
March 11-15, 2024	District Office/School	Submission of Application
March 18-21, 2024	District Office/School	Validation/Assessment of Applicants' Pertinent Documents and Preparation of Shortlisted Applicant
March 22, 2024	Division Office – HR Unit	Submission of Shortlisted Applicants to the Division HRMPSB <b>NOTE: Please refer to template attached.</b>
March 25-27, 2024	Division Office	Preparation and Signing of Contract
April 1, 2024 and onwards		Deployment of CoS to assigned school

4. The duties and responsibilities of School-Based Administrative Support Personnel (CoS) are as follows:
  - 4.1 Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
  - 4.2 Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
  - 4.3 Perform other administrative and technical assistance as may be determined by the school head.
5. Applicants shall possess the following minimum standards, to wit:
  - 5.1 Able to prepare basic correspondence;
  - 5.2 Able to prepare basic reportorial requirements (DepEd forms, simple financial reports);
  - 5.3 Computer literate preferably in MS Office Suite;
  - 5.4 Can operate office equipment (printers, fax machines, photocopiers, etc.)
  - 5.5 Can coordinate and collaborate with other concerned personnel and offices.



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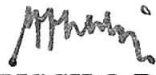
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6. Documentary requirements are to be arranged and fastened in a white folder with proper tabbing and table of contents based on the list. Applicants are required to bring the original documents upon submission of the application to the district office/school.
  - Letter of Intent
  - Accomplished CSC Form 212 or the Personal Data Sheet (PDS)
  - Transcript of Record (TOR)/School Credentials
  - Certificate of Employment (if applicable)
7. Recommended applicant should not be related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.
8. School Heads are directed to cascade information through an orientation in the school regarding contents of Deped Order No. 2, s.2024, to include Hiring of CoS relative to the implementation of said issuance. Refer to link for access to training materials – [bit.ly/TeacherWorkload\\_ToolsandProcedure](https://bit.ly/TeacherWorkload_ToolsandProcedure)
9. Accommodation, Meals and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL FUNDS/MOOE** subject to the usual accounting and auditing rules and regulations.
10. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
11. For immediate, widest dissemination and guidance of all concerned.


  
**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent


<SPP/VAY/HR/mmp



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**DEPARTMENT OF EDUCATION**  
Region VII-Central Visayas  
**DIVISION OF CEBU**  
IPHO Bldg, Sudlon, Cebu City

**INDIVIDUAL RATING SHEET**  
Administrative Support Personnel (CoS)

NAME OF APPLICANT	
ADDRESS	
HIGHEST EDUCATIONAL ATTAINMENT	
AGE	
GENDER	

QUALIFICATION STANDARDS:	STATUS		REMARKS
	MET	NOT MET	
1. Able to prepare basic correspondence			
2. Able to prepare basic reportorial requirements (Deped Forms, simple financial reports)			
3. Computer literate preferably in MS Office Suite			
4. Can operate office equipment (printers, fax machines, photocopiers, etc)			
5. Can coordinate and collaborate with other concerned personnel and offices			

ASSESSMENT PROCESS CONDUCTED:	
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RESULTS OF ASSESSMENT:	
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\_\_\_\_\_  
NAME OF VALIDATOR  
Date:

\_\_\_\_\_  
CONFORME  
Date: