



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



March 07, 2024

DIVISION MEMORANDUM
 No. 97, s. 2024

VACANCY ANNOUNCEMENT OF ADMINISTRATIVE SUPPORT STAFF IN SCHOOLS UNDER CONTRACT OF SERVICE

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District In-Charge
 Elementary and Secondary School Heads
 All Non-Teaching Personnel
 All Others Concerned
 This Division

1. Pursuant to DepEd Order No. 002, s. 2024, on the Immediate Removal of Administrative Tasks of Public School Teachers, this Office announces the job vacancy for Administrative Support Staff in Schools.

2. Below are the details.

Positions	Salary	Education	Experience	Basic Competencies	Place of Assignment
Administrative Support Staff (Contract of Service)	P 438.00 per day	College level (At least completion of two (2) years studies in college)	Has experience in office work (admin and finance)	<ul style="list-style-type: none"> Knows basic correspondence. Can make a financial report. Knows basic computer skills like Microsoft Word, Excel, and PowerPoint Knows how to operate basic office equipment. Good interpersonal skills Can assist the School Head 	<ul style="list-style-type: none"> Aquino ES Balatacan ES Baluc ES Banglay ES Banglay NHS Bocator ES Bongabong ES Bongabong NHS Caniangan NHS Capalaran ES Capalaran West ES Guinabot ES Hoyohoy ES Isidro D. Tan ES Kampit ES



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| | | | | | | <ul style="list-style-type: none">• Katagan ES• Kimat ES• Labuyo ES• Lorenzo Tan MCS• Lorenzo Tan NHS• Maquilao IS• Matugnao ES• MATHS• Minsubong ES• Owayan ES• Paiton IS• Panalsalan ES• Prenza ES• Salimpuno ES• San Antonio ES• San Apolinario ES• San Vicente ES• Sicot ES• Silanga ES• Silangit ES• Silangit NHS• Simasay ES• Simasay NHS• Sta. Cruz ES• Sta. Maria CS• Sta. Maria NHS• Sto. Nino ES• Sumirap CS• Sumirap NHS• Taguite ES• Tangub City NHS• Tituron ES• Tugas ES• Vidasto Carillo ES• Villaba ES |
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3. Qualified applicants shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;

CRITERIA	Breakdown of Points Non-Teaching (General Services)
Education	5
Training	5
Experience	20
Performance	10
Outstanding Accomplishments	5
Application of Education	-
Application of Learning and Development	-
Potential (Written Exam, BEI)	55
Total	100

4. Interested applicants are required to submit the following pertinent documents to the School Head where they intend to apply, preferably near the residence.

- a. Letter of Intent
- b. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017);
- c. Copies of:
 1. Transcript of Records/Special Order if any
 2. Certificate of Relevant Training attended, if any
 3. Updated Service Record and/or proof of relevant experience if any
 4. Latest Performance Rating, if any
 5. Valid Original Authenticated Eligibility Rating and License if any
 6. Certificate Attesting Outstanding Accomplishments / Awards/Recognition if any
 7. Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form (Annex C).
- d. Applicants shall prepare **one** (1) set of pertinent documents and 3–5 minutes video presentation to showcase his/her self-introduction, education, experience and or expertise. The said video shall be uploaded in the following link with the file name format.



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File Name Format	Link
School-Family Name, First Name Middle Initial <i>(School-Dela Cruz, Juan C.)</i>	tinyurl.com/VideoUpload2024

5. Proper arrangement, fastening, and tabbing shall be observed in preparing the pertinent documents.
- Arrangement shall be based on Item No. 4 of this Memorandum. There must be a Table of Contents at the top of these documents, and each sheet must bear a page number;
 - Documents shall be fastened at the top portion inside the folder while the tabbing, according to the Table of Contents, shall be placed at the **BOTTOM** of the documents.
6. Below is the schedule of activities:

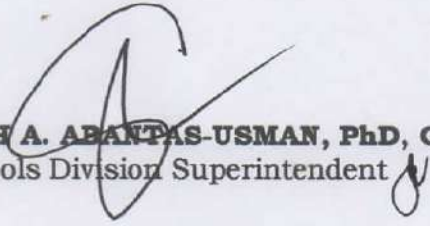
ACTIVITY	DATE
Deadline of Submission of Pertinent Documents- on or before <i>Note: No additional documents shall be submitted after the deadline of submission.</i>	March 18, 2024
Deadline of Submission of 3-minute video of applicant's introduction about his/her self, education, experience and basic competencies (tinyurl.com/VideoUpload2024)	March 19, 2024
School Level Assessment <i>(Review CV, interview, and evaluate)</i>	March 20, 2024
Submission of the Result of the Assessment	March 21, 2024
Final Deliberation with the Division HRMPSB	March 25, 2024
Contract Signing	April 1, 2024



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7. This Office promotes the Equal Employment Opportunity Principle (EOOP). Qualified applicants are welcome to apply regardless of disability, sexual orientation, gender, age, civil status, religion, and ethnicity.

8. Immediate dissemination of this Memorandum is desired.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

Incl: Checklist of Requirements and Vacancy Announcement
To be indicated at the perpetual index
under the following subject:
CONTRACT OF SERVICE
ADMINISTRATIVE SUPPORT STAFF

DDA/OSDS – Support Staff



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VACANCY ANNOUNCEMENT

DIVISION:	Division of Tangub City
SCHOOL ASSIGNMENT:	1. Aquino ES
	2. Balatacan ES
	3. Baluc ES
	4. Banglay Elementary School
	5. Banglay National High School
	6. Bocator ES
	7. Bongabong Elementary School
	8. Bongabong National High School
	9. Caniangan National High School
	10. Capalaran ES
	11. Capalaran West ES
	12. Guinabot ES
	13. Hoyohoy ES
	14. Isidro D. Tan ES
	15. Kampit ES
	16. Katagan ES
	17. Kimat ES
	18. Labuyo ES
	19. Lorenzo Tan Memorial Central School
	20. Lorenzo Tan National High School
	21. Maquilao Integrated School
	22. Matugnao ES
	23. Mayor Alfonso Tan High School
	24. Minsubong ES
	25. Owayan ES
	26. Paiton Integrated School
	27. Panalsalan ES
	28. Prenza ES
	29. Salimpuno ES
	30. San Antonio ES
	31. San Apolinario ES
	32. San Vicente ES
	33. Sicot ES
	34. Silanga ES
	35. Silangit Elementary School
	36. Silangit National High School
	37. Simasay ES
	38. Simasay National High School
	39. Sta. Cruz ES
	40. Sta. Maria CS
	41. Sta. Maria National High School
	42. Sto. Nino ES
	43. Sumirap Central School



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	44. Sumirap NaNational High School
	45. Taguite ES
	46. Tangub City National High School
	47. Tituron ES
	48. Tugas ES
	49. Vidasto Carillo ES
	50. Villaba ES
POSITION PROFILE	
POSITION: Administrative Support Staff	DAILY WAGE: P 438.00
	CONTRACT PERIOD: 10 MONTHS
JOB DESCRIPTION	
Provide technical and administrative support to the School Head.	
MINIMUM QUALIFICATIONS	
EDUCATION	College level (At least completion of two (2) years of studies in college)
EXPERIENCE	Has experience in office work (administrative and finance)
TRAINING	None Required
ELIGIBILITY	None Required
DUTIES AND RESPONSIBILITIES	
1. Make basic correspondence and financial report	
2. Provide general administrative support to the school head	
3. Perform other functions as may be assigned by the school head.	
DOCUMENT REQUIREMENTS	
a. Letter of Intent b. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017); c. Copies of: c.1. Transcript of Records/Special Order, if any c.2. Certificate of Relevant Training attended, if any c.3. Updated Service Record and/or proof of relevant experience, if any c.4. Latest Performance Rating, if any c.5. Valid Original Authenticated Eligibility Rating and License if any c.6. Certificate Attesting Outstanding Accomplishments/ Awards/Recognition, if any c.7. Checklist of Requirements and Omnibus Sworn Statement Other Documents relevant to the position as stated in DepEd Order No. 07, s. 2023	
<p style="text-align: center;">Please submit the following pertinent documents to the School Head where they intend to apply, preferably near their residence.</p> <p style="text-align: center;">Applicants shall only prepare one (1) set of pertinent documents.</p>	



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Department of Education
Tangub City National High School
Mantic, Tangub City

INDIVIDUAL EVALUATION SHEET
General Services Positions

Name of Applicant:

Position Applied: Administrative Support Staff
(Contract of Service)

Qualification Standard (QS) of the Position	
Education	College Level (At least completion of two (2) years studies in college)
Training	None required
Experience	None required
Eligibility	None required

Part I - ETE	Max Points	Details of Applicant's Qualifications	Computation based on Increments Table			
			Baseline Level (QS of the Position)	Applicants Qualification Level	Increments	Points
A. Education	5		5			
B. Training	5		1			
C. Experience	20		1			

Part II - Evaluative Assessment	Max Points	Details of Performance Rating	Computation	Points
D. Performance	10			
E. Outstanding Accomplishments	5	Details and MOVs Presented	Computation	Points
1. Awards and Recognition				
2. Research or Innovation				
3. Subject Matter Expert / Membership in NTWG or				
4. Resource Speakership / Learning Facilitation				
5. NEAP Accredited Learning Facilitator				
F. Application of Education	0			
G. Application of L and D	0			
H. Potential (any or combination of the following)	55			
1. Interview				
2. Work Sample Test				
3. Written Test				
4. Skills Test				
5. Others				
Total (Part I+II)	100			

Name and Signature of Applicant
Date:

THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD: