



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 12, 2024

DIVISION MEMORANDUM
No. **102**, s. 2024

**HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (COS)**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

1. Pursuant to MEMORANDUM DM-OUHROD-2024-0123 with subject “IMPLEMENTATION STRATEGY ON THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS PURSUANT TO DEPED ORDER NO. 002, S. 2024”, this Office announces the hiring of School-Based Administrative Support Staff under Contract of Service (COS) of the selected schools. **Interested applicants shall submit their application letter, accomplished CSC Form 212 or the Personal Data Sheet (PDS), Resume/Curriculum Vitae (CV) and Transcript of Records to the school head of their preferred school on or before March 22, 2024, until 5:00 PM only.**
2. Enclosed in this memorandum are the different annexes for information and guidance of School Heads and applicants:
 - 3.1 Annex A - List of schools with allocation for hiring of COS
 - 3.2 Annex B - Terms of Reference
 - 3.3 Annex C - Authority to Hire
 - 3.4 Annex D - Template for the contract



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.online>

Email Address: aklan.1958@deped.gov.ph



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3. After the deadline of submission, the school head shall conduct assessment process for qualified applicants such as review of resume/curriculum vitae, interview, skills test for basic operation of MS Office Suite, etc. and select from among the applicants the deemed most fit for hiring and submit the following to the District Office for consolidation and submission to the Division Office c/o Personnel Unit **on or before March 27, 2024**:
 - 2.1 Authority to Hire
 - 2.2 Accomplished Terms of Reference (TOR)
 - 2.3 Contract (signed by the recommended COS and school head)
 - 2.4 Other hiring documents as maybe required by the Division Office.
4. The personnel-in-charge in the Division Office shall evaluate the submitted documents and submit to the Schools Division Superintendent for signing of contract. The COS shall be responsible for the notarized contract.
5. **It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Recruitment, Selection and Placement on account of age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances to run counter to the principles of equal opportunity.**
6. Immediate and wide dissemination of this Memorandum is highly enjoined.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Reference: As stated
Encl.: as stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

HIRING

RECRUITMENT

POLICY

RDP/mtb



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No.	School ID	School Name	District
1	114627	Cabugao Elementary School	Altavas
2	114631	Eahog Primary School	Altavas
3	114637	Lumaynay ES, Sang-eay Annex	Altavas
4	114640	Quinasay-an Primary School	Altavas
5	500178	Catmon Integrated School	Altavas
6	114629	Dalipdip Primary School	Altavas
7	114635	Linayasan Elementary School	Altavas
8	114636	Lumaynay Elementary School	Altavas
9	114641	Talon Elementary School	Altavas
10	114642	Tibiao Elementary School	Altavas
11	302287	Justicia Morales-Young National High School	Altavas
12	310601	LUPO NATIONAL HIGH SCHOOL	Altavas
13	114643	Aranas ES	Balete
14	114644	Arcangel Norte Primary School	Balete
15	114645	Arcangel Sur ES	Balete
16	114648	Benetinan Primary School	Balete
17	114649	Calizo ES	Balete
18	302309	Jose Feliciano Meñez Memorial National High School	Balete
19	302307	Father Julian C. Rago Memorial NHS	Balete
20	302308	Jose Borromeo Legaspi Memorial National High School	Balete
21	114661	Capitan Tazan MPS	Banga
22	114667	Lapnag PS	Banga
23	114662	Daguitan PS	Banga
24	114663	Daja Norte ES	Banga
25	310602	Mangan National High School	Banga
26	302290	Petronilo C. Ibadlit National High school	Banga
27	500176	NAPTI INTEGRATED SCHOOL	Batan
28	114682	Bay-ang Elementary School	Batan
29	114684	Cabugao ES	Batan
30	114689	Lalab ES	Batan
31	500184	Mandong Integrated School	Batan
32	500644	Mambuquiao IS	Batan
33	114683	Nicolas R. Delgado Elementary School	Batan
34	114691	Magubahay Elementary School	Batan
35	114699	Talangban ES	Batan



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36	500187	Tabon Integrated School	Batan
37	500640	Ipil IS	Batan
38	302292	Batan Academy (A Nat'L Sch.) - Lalab Ext.	Batan
39	114701	Bagong Bayan PS	Buruanga
40	114702	Bel-is ES	Buruanga
41	114704	Cabugao PS	Buruanga
42	114707	Mayapay PS	Buruanga
43	114708	Pepe Primary School	Buruanga
44	114709	Santander ES	Buruanga
45	114710	Tabungyan PS	Buruanga
46	114711	Tag-osip PS	Buruanga
47	114712	Tigum ES	Buruanga
48	178002	Balusbos PS	Buruanga
49	500182	Habana Integrated School	Buruanga
50	302318	BURUANGA NATIONAL HIGH SCHOOL	Buruanga
51	114737	Naile Elementary School	Ibajay II
52	114739	Naligusan Primary School	Ibajay II
53	114741	Rivera Primary School	Ibajay II
54	114742	Rizal Elementary School	Ibajay II
55	114744	San Jose Elementary School	Ibajay II
56	114745	Unat Bagacay Elementary School	Ibajay II
57	114729	Agbaliw Primary School	Ibajay II
58	114730	Agdugayan Elementary School	Ibajay II
59	302322	Naisud NHS	Ibajay II
60	114722	Malindog PS	Ibajay I
61	114727	Tul-ang PS	Ibajay I
62	114728	Yawan PS	Ibajay I
63	114715	Antipolo PS	Ibajay I
64	114770	Agbatuan PS	Libacao
65	114772	Alfonso XII ES	Libacao
66	114774	Belen PS	Libacao
67	114788	Magugba PS	Libacao
68	114789	Manika ES	Libacao
69	114794	Oyang PS	Libacao
70	114795	Pampango ES	Libacao
71	114797	Rivera PS	Libacao
72	114798	Rosal ES	Libacao
73	114800	Taroytoy PS	Libacao



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74	114775	Bonza PS	Libacao
75	114777	Bueosangay PS	Libacao
76	114779	Calamcan ES	Libacao
77	114781	Casit-an PS	Libacao
78	114783	Guadalupe ES	Libacao
79	114785	Julita Elementary School	Libacao
80	114787	Loctuga ES	Libacao
81	114790	Marapayao PS	Libacao
82	114792	Ogsip PS	Libacao
83	114799	Sibalew PS	Libacao
84	500174	Ortega IS	Libacao
85	302314	LOCTUGA NATIONAL HIGH SCHOOL	Libacao
86	310617	Alfonso XII NHS	Libacao
87	114803	Alaminos ES	Madalag
88	114805	Balactasan Elementary School	Madalag
89	114808	Catabana PS	Madalag
90	114809	Daguitan (Ilaya) PS	Madalag
91	114811	Galicia PS	Madalag
92	114820	Mercedes PS	Madalag
93	114822	Pang-itan Elementary School	Madalag
94	114825	San Jose PS	Madalag
95	114802	Alas-as PS	Madalag
96	114810	Dit-ana PS	Madalag
97	114813	Libas PS	Madalag
98	114817	Mamba ES	Madalag
99	114821	Napnot PS	Madalag
100	114823	Paningayan ES	Madalag
101	114826	Singay PS	Madalag
102	114829	Tigbawan PS	Madalag
103	500185	Medina IS	Madalag
104	500641	Ma. Cristina IS	Madalag
105	310605	Madalag NHS - Mamba Ext.	Madalag
106	114842	Mantiguib ES	Makato
107	114840	Libang ES	Makato
108	114833	Cajilo ES	Makato
109	114835	Calimbajan-Tina ES	Makato
110	114836	Castillo ES	Makato
111	114844	Tugas-Dumga ES	Makato



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112	178003	Quirico T. Tabanera ES	Makato
113	178008	Alibagon PS	Makato
114	114837	Cayangwan ES	Makato
115	500639	Baybay Alibagon IS	Makato
116	500646	Bagong Barrio IS	Makato
117	302305	Anselmo B. Legaspi NHS	Makato
118	114846	Balabag ES	Malay
119	114851	Manocmanoc ES	Malay
120	114856	Yapak Elementary School	Malay
121	310603	LAMBERTO H. TIROL NATIONAL HIGH SCHOOL	Malay
122	310611	Manocmanoc National High School	Malay
123	114868	Navitas ES	Malinao
124	114870	Rosario ES	Malinao
125	114872	San Ramon PS	Malinao
126	114874	Sipac PS	Malinao
127	114875	Sugnod PS	Malinao
128	114876	Tambuan Elementary School	Malinao
129	114877	Tigpalas PS	Malinao
130	178004	Angeles Ibardolasa Primary School	Malinao
131	114859	Cabayugan ES	Malinao
132	500175	Kinalangay Viejo IS	Malinao
133	114857	Banay-banay PS	Malinao
134	114858	Bulabud ES	Malinao
135	114861	Dangcalan Primary School	Malinao
136	114863	Kinalangay Nuevo PS	Malinao
137	114864	Lilo-an ES	Malinao
138	500643	San Roque Integrated School	Malinao
139	302296	Ciriaco L. Icamina, Sr. NHS	Malinao
140	302334	Rosario National High School	Malinao
141	500547	Tagororoc IS	Nabas
142	302339	Unidos NHS	Nabas
143	114926	Baybay Elementary School	Tangalan
144	114933	Sergio L. Taligatos ES	Tangalan
145	114934	Tagas Elem. School	Tangalan
146	500173	Tamalagon Integrated School	Tangalan



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TERMS OF REFERENCE
ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC
ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL

Name : **[NAME]**
 Position : **Administrative Support**
 Office Assignment : **[NAME OF SCHOOL]**
 Monthly Salary : **Ten thousand five hundred sixty pesos (P10,560.00)**

General:

The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

Minimum Qualification/s:

- Able to prepare basic correspondence.
- 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.

Duties and Responsibilities:

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school.
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

Source of Fund:

Maintenance and Other Operating Expenses (MOOE)

Conforme:

Approved by:

{Name of COS}
 Contract of Service

{Name of School Head}
 (Position)

[SCHOOL LETTER HEAD]

FOR : **FELICIANO C. BUENAFE JR. CESO VI**
Schools Division Superintendent

THRU: **MARLYN T. BEREBER**
Administrative Officer IV
Personnel Unit

FROM: **NAME OF SCHOOL HEAD**
Position
School ID and School Name

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD Month YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the **[School ID-School Name]**, may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed COS for hiring]	Administrative Support	Ten thousand five hundred sixty pesos (P10,560.00) per month

II. TERMS OF REQUEST

NOTE: Description of the work to be done by the COS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the Sample Terms of Reference.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none"> • Notice of Meeting • Minutes of Meeting • Simple financial reports • School Report Card • Others, please specify 	<ul style="list-style-type: none"> • Provide overall administrative support to the School Head and other school personnel in the daily operations of the school; • Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and

[SCHOOL LETTER HEAD]

		<ul style="list-style-type: none"> • Perform other administrative and technical assistance as may be determined by the School Head.
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III. QUALIFICATION STANDARDS

NOTE: Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

- 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.

IV. JUSTIFICATION

NOTE: Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

A. Profile of the Applicants

Name	Highest Educational Attainment	Age	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

B. Assessment Process Conducted to Evaluate Applicants

(briefly describe the process undergone by the school)

C. Results of Assessment

(present the results of the assessment and statement of reason for selecting an applicant)

[SCHOOL LETTER HEAD]

It is understood that the recommended applicant possesses **all the minimum qualification standards** stipulated in this document. **Furthermore, he/she is not 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.**

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)**
4. Resume/Curriculum Vitae (CV)**
5. Transcript of Records**

***To be prepared and accomplished by the applicant*

To be Accomplished by the Office of the Schools Division Superintendent (OSDS)

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

- approve** the request for authority to hire the recommended administrative support under contract of service for **[School ID-School Name]**.
- disapprove** the request due to [state reason/s].

This Office requires the accomplishment of the following for resubmission:
[list of requirements]

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES)
 CITY/PROVINCE OF _____) S.S.

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, Schools Division Office of Aklan, herein represented by **FELICIANO C. BUENAFE JR. CESO VI**, hereinafter referred to as the "**First Party**",

and

(Name), of legal age, Filipino citizen, and with residence address at **(address)**, hereinafter referred to as the "**Second Party**".

- WITNESSETH -

1. That the **First Party**, in the exigency of the service, engages the services of the **Second Party** who shall perform the administrative tasks removed from the workload of teachers;
2. That the **Second Party** has signified his/her intention, to which the **First Party** has accepted, to provide the services needed by the school where he/she is assigned;
3. That the **Second Party** hereby possesses the education, experience, training, skills, and other qualifications and/or skills required to perform the job as described herein, as represented by the **Second Party** in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the **First Party**;
4. That the **Second Party** hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the **First Party**; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;
5. That in view hereof, the **Second Party** is hereby contracted to render services for the period **(start date)** to **(end date)**, in consideration of the monthly rate of **Ten thousand five hundred sixty pesos (P10,560.00) per month** to be paid after every 15th and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the **Second Party** may report to the assigned school within five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office – Personnel Unit**.

7. That, unless otherwise amended by further policy issuance, the **Second Party** shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the **First Party**, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
8. That the **Second Party** is expected to perform the following functions:
 - a.) Provide overall administrative 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.
9. That the **Second Party** shall render full-time service to the school where he/she is assigned;
10. That it is understood that this contract does not create an employer-employee relationship between the **First Party** and the **Second Party**, that the services rendered hereunder are not considered and will not be accredited as government service; and that the **Second Party** is not entitled to benefits enjoyed by the regular personnel of the **First Party**, unless otherwise provided by law;
11. That the **Second Party** shall hold and maintain confidential information in strictest confidence for the sole and exclusive benefit of the Department; and that the **Second Party** shall carefully restrict access to confidential information to third parties without clearance from the authorized officer;
12. That the **Second Party** acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the **Second Party** shall turn over to the **First Party** any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, a copy furnished to the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The **First Party** agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ___ day of _____, 2024 at **(state name of locality)**, Philippines.

DEPARTMENT OF EDUCATION:

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent
First Party

(name)
(position)
Second Party

Signed in the presence of:

(name)
(position)
(office/school)

(name)
(position)
(office/school)

ACKNOWLEDGMENT

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued/ Validity
FELICIANO C. BUENAFE JR.	_____	_____
_____	_____	_____

known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument, consists of **three (3) pages** including this page wherein this acknowledgment is written, is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2024 at (state name of locality), Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____