



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

08 Mar 2024

DIVISION MEMORANDUM
OSDS No. **046** s. 2024

NOTICE OF VACANCY FOR ADMINISTRATIVE SUPPORT STAFF
UNDER CONTRACT OF SERVICE (COS)

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the vacancies for the position below:

POSITION TITLE	NO. OF VACANCIES	RATE
Administrative Support Staff (Contract of Service)	47	10, 639.00 <i>(Including Premium Cost and may be subject to applicable deductions)</i>

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.

a. 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.); and
- Can coordinate and collaborate with other concerned personnel and offices.

b. Duties and Responsibilities



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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- 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.

c. Documentary Requirements

- Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Resume/ Curriculum Vitae (CV); and
- Transcript of Records

Pertinent papers of applicants shall include table of contents, should be properly **earmarked** and **sequentially arranged**.

2. The deadline for submission of pertinent documents to the Office of the School Principal where the vacancy exists shall be on or before **March 18, 2024**.
3. The initial assessment process for qualified applicants, such as review of CVs, interview, evaluation of the results of the assessment process, and other hiring documents shall be submitted by the School Heads to the Schools Division Office-Personnel Section on **March 22, 2024** through the Records Section.
4. Additionally, the preparation of the Authority to Hire, accomplished Terms of Reference (TOR), and Contract shall be prepared by the School Head upon final evaluation at the SDO.
5. It is understood that 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.
6. This division practices Equal Employment Opportunity Principle, thus accepts applications from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.




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7. In relation to the implementation of DO 002, s. 2024, Immediate Removal of Administrative Tasks of Public School Teachers, this office will conduct a virtual meeting on March 13, 2024 at exactly 1:00 pm with the identified schools to discuss the requirements and hiring process under a contract of service. All participants shall register through this link <https://bit.ly/MeetingContractofService>.
8. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
9. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: List of Schools Hiring Under Contract of Service
Reference: DO 002, 2. 2024, Immediate Removal of Administrative Tasks of Public School Teachers
To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT EMPLOYMENT HIRING

NHT/DM- notice of vacancies for administrative support staff under contract of service (cos)
0000/March 08, 2024



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Enclosure to DM OSDS No. **046** s. 2024

LIST OF SCHOOLS HIRING UNDER CONTRACT OF SERVICE

NO.	DISTRICT	SCHOOL ID	SCHOOL
1	Lake Sebu 1	100617	El Nino Elementary School
2	Lake Sebu 1	501985	Lake Soluton Integrated School
3	Lake Sebu 1	501967	Lamcade Integrated School
4	Lake Sebu 1	208529	Lembotu Elementary School
5	Lake Sebu 1	130685	Tablo Elementary School
6	Lake Sebu 1	130693	Ubo Elementary School
7	Lake Sebu 2	208505	Abboy Elementary School
8	Lake Sebu 2	130660	Blit Integrated School
9	Lake Sebu 2	100777	Datal Ligaw Elementary School
10	Lake Sebu 2	130691	Tinugas Elementary School
11	Lake Sebu 2	137086	Tubak Elementary School
12	Norala 3	208522	Gumama Elementary School
13	Polomolok 2	100531	Tadyaw Ogan Memorial School
14	Polomolok 3	500458	Bonifacio R. Tagaban Sr. Integrated School
15	Polomolok 3	130721	Dole Cannery Central Elementary School
16	Polomolok 5	501847	Lr Morandante Integrated School
17	Polomolok 5	316702	Pablo Valencia Nhs - Pob. Polomolok Nhs Annex
18	Polomolok 5	130748	Sto. Nino Elementary School
19	Polomolok 5	130749	Sumbakil Elementary School
20	Polomolok 6	130741	Koronadal Proper Elementary School
21	Sto. Nino 1	304548	Guinsang-An Nhs
22	Sto. Nino 1	130755	Katipunan Es
23	Sto. Nino 1	130757	Magsaysay Es
24	Sto. Nino 1	130760	San Isidro Es
25	Sto. Nino 1	130761	San Vicente Es
26	Surallah 1	130768	Defensor Es
27	Surallah 2	316710	Lamsugod Nhs
28	Surallah 4	130778	Duengas Es
29	Surallah 4	208519	Kiantay Es
30	Surallah 4	130780	Moloy Es
31	Surallah 4	501261	Tapok Is
32	Tampakan 2	316707	Danlag Nhs
33	Tampakan 2	501234	Datal Biao Is
34	Tboli 1	501632	Bianan Is
35	Tboli 1	130837	Pandian Es
36	Tboli 2	130797	Afus Es



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37	Tboli 2	137134	Blo Es
38	Tboli 2	130811	Desawo Es
39	Tboli 2	130843	Tabudtod Es
40	Tboli 2	130848	Tbolok Es
41	Tboli 4	137115	K'boyung Es
42	Tboli 4	501662	Demamis Is
43	Tboli 4	136940	Ellaw Es
44	Tboli 4	208530	Salabanog Es
45	Tupi 2	501677	Benigno Aquino Is
46	Tupi 2	304562	Jose D. Escobillo Nhs
47	Tupi 2	130906	Miasong Es



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