



Republic of the Philippines
Department of Education
 REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd - Division of Catanduanes
 RECORDS SECTION

RELEASED

BY: Am No. 149
 DATE: 11 MAR 2024 TIME: 3:17

March 11, 2024

DIVISION MEMORANDUM

DM No. 149 s. 2024

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

TO : Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Teaching, Teaching Related, and Non-Teaching Personnel

1. Relative to DepEd Order No. 002, s. 2024 re: Immediate Removal of Administrative Tasks of Public School Teachers, this office hereby announces the hiring of one (1) Administrative Support Staff under Contract of Service for the following schools:

| ELEMENTARY | |
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| School | District |
| 1. Bugao Central Elementary School | Bagamanoc North |
| 2. Mavil Elementary School | Bagamanoc North |
| 3. Sagrada Elementary School | Bagamanoc North |
| 4. San Vicente Elementary School | Bagamanoc North |
| 5. Bagamanoc Central Elementary School | Bagamanoc South |
| 6. Bacak Elementary School | Bagamanoc South |
| 7. Pangcayanan Elementary School | Bagamanoc South |
| 8. San Rafael Elementary School | Bagamanoc South |
| 9. Quigaray Elementary School | Bagamanoc South |
| 10. Salvacion Elementary School | Bagamanoc South |



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 052-8114063
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| 11. Suchan Elementary School | Bagamanoc South |
| 12. Agban Central Elementary School | Baras North |
| 13. Benticayan Elementary School | Baras North |
| 14. Genitligan Elementary School | Baras North |
| 15. Abihao Elementary School | Baras South |
| 16. Paniquihan Elementary School | Baras South |
| 17. Baras Central Elementary School | Baras South |
| 18. Caragumihan Elementary School | Baras South |
| 19. Macutal Elementary School | Baras South |
| 20. Moning Elementary School | Baras South |
| 21. Sta. Maria Elementary School | Baras South |
| 22. Putsan-Danao Elementary School | Baras South |
| 23. Salvacion Elementary School | Baras South |
| 24. Tilod Elementary School | Baras South |
| 25. Bagumbayan Elementary School | Bato East |
| 26. Buenavista Elementary School | Bato East |
| 27. Bote Integrated School | Bato East |
| 28. Cagraray Elementary School | Bato East |
| 29. Carorian Elementary School | Bato East |
| 30. Pananaogan Elementary School | Bato East |
| 31. San Pedro Elementary School | Bato East |
| 32. Batalay Elementary School | Bato East |
| 33. San Roque Elementary School | Bato East |
| 34. Oguis Elementary School | Bato West |
| 35. Sibacungan Elementary School | Bato West |
| 36. Sipi Elementary School | Bato West |
| 37. Guiamlong Elementary School | Caramoran South |
| 38. Hitoma-Bulalacao Elementary School | Caramoran South |
| 39. Inalmasinan Elementary School | Caramoran South |
| 40. Iyao Elementary School | Caramoran South |
| 41. Maui Elementary School | Caramoran South |
| 42. Milaviga Integrated School | Caramoran South |
| 43. Obi Elementary School | Caramoran South |
| 44. Salvacion Elementary School | Caramoran South |
| 45. Supang Elementary School | Caramoran South |
| 46. Sioron Elementary School | Gigmoto |
| 47. Sicmil Integrated School | Gigmoto |
| 48. Dororian Elementary School | Gigmoto |
| 49. Gigmoto Central Elementary School | Gigmoto |
| 50. Jose O. Vera Elementary School | Pandan East |
| 51. Hiyop Elementary School | Pandan East |
| 52. Baldoc Integrated School | Pandan East |

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| 53. Canlubi Elementary School | Pandan East |
| 54. Porot Elementary School | Pandan East |
| 55. San Isidro Elementary School | Pandan East |
| 56. Balangonan Elementary School | Pandan West |
| 57. Caruyo Primary School | Pandan West |
| 58. Catamban Elementary School | Pandan West |
| 59. Lumabao Elementary School | Pandan West |
| 60. Panuto Elementary School | Pandan West |
| 61. Sta. Cruz Elementary School | Pandan West |
| 62. San Rafael Primary School | Pandan West |
| 63. Panay Community School | Panganiban |
| 64. Burabod Community School | Panganiban |
| 65. Cabuyoan Elementary School | Panganiban |
| 66. Babaguan Elementary School | Panganiban |
| 67. San Miguel Elementary School | Panganiban |
| 68. Maculiw Elementary School | Panganiban |
| 69. Alibuag Elementary School | San Andres East |
| 70. Bon-ot Elementary School | San Andres East |
| 71. San Jose Elementary School | San Andres East |
| 72. Comagaycay Elementary School | San Andres East |
| 73. Jose Rizal Elementary School | San Andres East |
| 74. Lictin Integrated School | San Andres East |
| 75. Palawig Elementary School | San Andres East |
| 76. Timbaan Elementary School | San Andres East |
| 77. Yocti Elementary School | San Andres East |
| 78. Agojo Elementary School | San Andres West |
| 79. Bagong Sirang Elementary School | San Andres West |
| 80. Barihay Elementary School | San Andres West |
| 81. Puting Baybay Elementary School | San Andres West |
| 82. Mayngaway Elementary School | San Andres West |
| 83. Catagbacan Elementary School | San Andres West |
| 84. JMA Asgad Elementary School | San Andres West |
| 85. Datag Elementary School | San Andres West |
| 86. San Isidro Elementary School | San Andres West |
| 87. San Vicente Elementary School | San Andres West |
| 88. Tibang Elementary School | San Andres West |
| 89. Tominawog Elementary School | San Andres West |
| 90. Alma Elementary School | San Miguel North |
| 91. Balatohan Elementary School | San Miguel North |
| 92. Kilikilihan Elementary School | San Miguel North |
| 93. Mabato Central Elementary School | San Miguel North |
| 94. Pacogon Elementary School | San Miguel North |

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| 95. Paraiso A Elementary School | San Miguel North |
| 96. Paraiso B Elementary School | San Miguel North |
| 97. San Marcos Elementary School | San Miguel North |
| 98. Siay Elementary School | San Miguel North |
| 99. Caglatawan Elementary School | San Miguel North |
| 100. Boton Primary School | San Miguel South |
| 101. Buhi Elementary School | San Miguel South |
| 102. Katipunan Elementary School | San Miguel South |
| 103. Obo Elementary School | San Miguel South |
| 104. Pangilao Elementary School | San Miguel South |
| 105. Patagan Elementary School | San Miguel South |
| 106. Dayawa Elementary School | San Miguel South |
| 107. San Juan Elementary School | San Miguel South |
| 108. San Miguel Central Elementary School | San Miguel South |
| 109. Solong Primary School | San Miguel South |
| 110. Botinagan Elementary School | Viga East |
| 111. Soboc Elementary School | Viga East |
| 112. Buenavista Elementary School | Viga East |
| 113. Magsaysay Elementary School | Viga East |
| 114. Quirino Elementary School | Viga East |
| 115. Tinago Elementary School | Viga East |
| 116. Villa Aurora Elementary School | Viga East |
| 117. Ananong Elementary School | Viga West |
| 118. Mabini Elementary School | Viga West |
| 119. Del Pilar Elementary School | Viga West |
| 120. San Vicente Primary School | Viga West |
| 121. Ogbong Elementary School | Viga West |
| 122. Osmeña Elementary School | Viga West |
| 123. P. Vera Elementary School | Viga West |
| 124. Summit Elementary School | Viga West |
| 125. Quezon Elementary School | Viga West |
| 126. Rizal Elementary School | Viga West |
| 127. Roxas Elementary School | Viga West |
| 128. Sagrada Elementary School | Viga West |
| 129. San Roque Elementary School | Viga West |
| 130. Sta. Rosa Elementary School | Viga West |
| 131. Viga Central Elementary School | Viga West |
| 132. Bigaa Elementary School | Virac North |
| 133. Dugui San Isidro Elementary School | Virac North |
| 134. Calabnigan Elementary School | Virac North |
| 135. Dugui Wala Elementary School | Virac North |
| 136. JMA Poniton Elementary School | Virac North |

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| 137. Simamla Elementary School | Virac North |
| 138. Sogod Simamla Elementary School | Virac North |
| 139. Sto. Domingo Elementary School | Virac North |
| 140. Balite Elementary School | Virac South |
| 141. Batag Elementary School | Virac South |
| 142. Buenavista Elementary School | Virac South |
| 143. Calampong Elementary School | Virac South |
| 144. Casoocan Elementary School | Virac South |
| 145. Antipolo Elementary School | Virac South |
| 146. F. Tacorda Elementary School | Virac South |
| 147. Hawan Elementary School | Virac South |
| 148. Hawan Ilaya Elementary School | Virac South |
| 149. Magnesia Elementary School | Virac South |
| 150. Marilima Elementary School | Virac South |
| 151. Pajo Baguio Elementary School | Virac South |
| 152. Pajo San Isidro Elementary School | Virac South |
| 153. Igang Elementary School | Virac South |
| 154. Palta Elementary School | Virac South |
| 155. Palta Saday Elementary School | Virac South |
| 156. San Isidro Village Elementary School | Virac South |
| 157. Sto. Cristo Elementary School | Virac South |
| 158. Talisoy Elementary School | Virac South |
| 159. Valencia Elementary School | Virac South |
| SECONDARY | |
| 160. Agban National High School | |
| 161. Antipolo National High School | |
| 162. Bagamanoc Rural Development High School | |
| 163. Baras Rural Development High School | |
| 164. Bato Rural Development High School | |
| 165. Bugao National High School | |
| 166. Cabcab National High School | |
| 167. Calatagan National High School | |
| 168. Caramoran Rural Development High School | |
| 169. Caramoran School of Fisheries | |
| 170. Catanduanes National High School | |
| 171. Codon National High School | |
| 172. Dariao National High School | |
| 173. Dororian National High School | |
| 174. Gigmoto Rural Development High School | |
| 175. Hawan National High School | |
| 176. Leandro I. Verceles Sr. High School | |
| 177. Magnesia National High School | |

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| 178. Manambrag National High School |
| 179. Mayngaway national High School |
| 180. Palta National High School |
| 181. Pandan School of Arts & Trades |
| 182. Panganiban National High School |
| 183. Panganiban National High School, CAIC Compound |
| 184. San Andres Vocational School |
| 185. San Jose National High School |
| 186. San Miguel Rural Development High School |
| 187. San Miguel Rural Development High School Annex- Mabato High School |
| 188. San Vicente National High School |
| 189. Supang-Datag National High School |
| 190. Tambongon National High School |
| 191. Tinago National High School |
| 192. Tubli National High School |
| 193. Viga Rural Development High School |

2. The minimum qualifications are as follows:
- 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 (printer, fax machine, photocopier, etc.)
 - Can coordinate and collaborate with other concerned personnel and offices
3. All interested qualified applicants shall submit the following documentary requirements to their preferred school/s not later than March 20, 2024:
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished and notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) with Work Experience Sheet, if applicable
 - c. Photocopy of scholastic/ academic records, such as but not limited to Transcript of Records (TOR) and Diploma
 - d. Photocopy of Eligibility/Report of Rating, if available
 - e. Photocopy of Certificate/s of Training, Seminar attended, if there is any
 - f. Certificate of Employment, Contract of Service, if there is any
4. 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 with the following 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.

5. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.

6. For widest dissemination and guidance of all concerned.



SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: Advisory from the Office of the Director IV, BHROD

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING