



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

BY: Jmm No: 163

DATE: 15 MAR 2024 TIME: 1:46

March 15, 2024

DIVISION MEMORANDUM

DM No. 163 s. 2024

ADDENDUM TO DIVISION MEMORANDUM NO. 149 S. 2024
RE: 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. In reference to Division Memorandum No. 149 s. 2024 titled Hiring of School-Based Administrative Support Staff (ASS) under Contract of Service, the deadline of application shall be not later than 5PM of March 20, 2024. Late submission will not be accepted.

2. The following activities shall be followed:

Activity	Responsible Person	Timeline
1. Job Posting	SDO-HRMO	March 11-20, 2024
2. Assessment	School Head	March 21-27, 2024
3. Hiring of ASS	School Head/HRMO/SDS	April 1-5, 2024
4. Monitoring on the Status of Hiring	HRMO	Immediately after signing of contract

3. For widest dissemination, guidance and strict compliance of all concerned.

SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

Encl.: As stated

Reference: Division Memorandum No. 149 s. 2024

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

EMPLOYMENT HIRING



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