



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:
OSDS-PER-UM-04-01-2024/MBL

TO : Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF DOCUMENTS OF ADMINISTRATIVE
SUPPORT STAFF UNDER CONTRACT OF SERVICE**

DATE : April 1, 2024

1. In connection with the Hiring of Administrative Support Staff under Contract of Service, please be advised that the Schools Division Superintendent will only be available to sign and approve the necessary documents until 12NN tomorrow due to her attendance to the Regional MANCOM Meeting on April 3-5, 2024 at Naga City.
2. To adhere to the DepEd Central Office monitoring report cut-off date, which is April 5, 2024, the deadline for the submission of Administrative Support Staff documents shall be **not later than 12NN of April 2, 2024 (Tuesday)**.
3. For information, guidance and strict compliance.



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