



Republic of the Philippines  
**Department of Education**  
REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

January 20, 2025

DIVISION MEMORANDUM

No. 0014, s. 2025

**ACCEPTANCE OF APPLICATION FOR SCHOOL-BASED ADMINISTRATIVE  
SUPPORT STAFF UNDER CONTRACT OF SERVICE (CoS)**

To: Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
Chief Education Supervisors, CID and SGOD  
All Others Concerned

1. For the information and guidance of all concerned, this Office hereby announces the acceptance application documents for the vacant position of Administrative Support Staff under Contract of Service:

| Position                     | Nature of Employment | School Assignment        |
|------------------------------|----------------------|--------------------------|
| Administrative Support Staff | Contract of Service  | Agman PS                 |
|                              |                      | Linao ES                 |
|                              |                      | Sta. Fe ES               |
|                              |                      | Cabidarianan ES          |
|                              |                      | Del Pilar ES             |
|                              |                      | Patrocenio ES            |
|                              |                      | Dulyan IS                |
|                              |                      | Macgum IS                |
|                              |                      | Antonio V. Fruto Sr. NHS |
|                              |                      | Alia NHS                 |
|                              |                      | La Paz NHS               |
|                              |                      | Mesaoy NHS               |
|                              |                      | Sta. Fe NHS              |
|                              |                      | Datu Balong NHS          |
|                              |                      | Natulinan NHS            |

2. Terms of Reference:

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

3. Minimum Qualification:

- Education: At least Senior High School graduate
- Training: None Required
- Experience: None Required
- Eligibility: None Required

Other qualifications:

- Able to prepare templated reports
- Computer literate preferably in MS Office Suite
- Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.)

4. All interested qualified applicants are advised to pay attention to the following instruction:

- Application documents must be placed in White folder.
- The applicant's folder must be **submitted to the preferred school.**
- Deadline for submission is on **January 30, 2025.**
- Application documents shall consist of the following:
  - Letter of intent
  - Updated and Notarized Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017)
  - Updated Curriculum Vitae
  - Transcript of Records
  - Photocopy of Certificate of Training (if applicable)
  - Birth Certificate issued by Philippine Statistics Authority (PSA)
  - BIR Tax Identification No. (TIN)

5. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.

6. For immediate and wide dissemination.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

PER/nbi

Filename: Acceptance of Application for  
School-Based Administrative Support Staff  
Under Contract of Service (CoS)

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