



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0044

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
CHIEF CURRICULUM IMPLEMENTATION (CID)
ALL PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL SCHOOL HEADS
ALL OTHERS CONCERNED

Subject: ACCEPTANCE OF APPLICATION FOR THE SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF UNDER CONTRACT OF SERVICE (COS) VACANCIES

Date: MARCH 12, 2024

1. For the information and guidance of all concerned, this Office announces the acceptance of application documents for the school-based administrative support staff (COS) vacancies.

Position:	Administrative Support Staff
Number of vacancies	65
Nature of employment:	Contract of Service (COS) for the year 2024
School Assignment:	Please see attached list of Schools allocated with support staff

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.

Minimum Qualification/s:

- 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 (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices
- Preferably residing within the barangay where the herein attached vacancies exist.

Education: Preferably College graduate,
Applicants who completed at least 2 years in college may also apply

Experience: None Required
Eligibility and Training: None required

2. All applicants are required to submit their application documents to their **preferred school assignment**. Deadline for submission is on **March 20, 2024**.

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Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



3. Application Documents must contain of the following documents:

- Letter of intent
- Accomplished CSC Form 212 or the Personal Data Sheet (PDS);
- Updated Curriculum Vitae
- Transcript of Records
- Copy of training Certificate/s


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



LIST OF SCHOOLS WITH DOWNLOADING FUNDS FOR HIRING OF CONTRACT OF SERVICE (COS)

	NAME OF SCHOOL	DISTRICT	No.of COS		NAME OF SCHOOL	DISTRICT	No.of COS
1	MANGULIBAS ES	KAPALONG WEST	1	45	DONA CARMEN SORIANO NHS	KAPALONG WEST	1
2	PEDRO G. COLITA ES	KAPALONG WEST	1	46	LUNA NHS	KAPALONG WEST	1
3	AGMAN PS	SAN ISIDRO	1	47	SEMONG NHS	KAPALONG WEST	1
4	LINAO ES	SAN ISIDRO	1	48	LIMBAAN NHS	NEW CORELLA	1
5	DATU BALONG ES	SAN ISIDRO	1	49	MESAQY NHS	NEW CORELLA	1
6	LIBUTON ES	SAN ISIDRO	1	50	STA FE NHS	NEW CORELLA	1
7	GOV DUJALI ES	SAN ISIDRO	1	51	DATU BALONG NHS	SAN ISIDRO	1
8	DEL PILAR ES	NEW CORELLA	1	52	LINAO NHS	SAN ISIDRO	1
9	STA FE ES	NEW CORELLA	1	53	PINAMUNO HS	SAN ISIDRO	1
10	KILANTANG ES	NEW CORELLA	1	54	SAWATA NHS	SAN ISIDRO	1
11	CABIDIANAN ES	NEW CORELLA	1	55	KIMAMON NHS	STO TOMAS EAST	1
12	EL SALVADOR ES	NEW CORELLA	1	56	LA LIBERTAD NHS	STO TOMAS EAST	1
13	PATROCENIO ES	NEW CORELLA	1	57	SALVACION NHS	STO TOMAS EAST	1
14	MAGGUM IS	NEW CORELLA	1	58	TALOMO NHS	STO TOMAS EAST	1
15	SUAWON ES	NEW CORELLA	1	59	BALAGUNAN NHS	STO TOMAS WEST	1
16	SAUG ES	NEW CORELLA	1	60	TULALIAN NHS	STO TOMAS WEST	1
17	DULYAN IS	TALAINGOD	1	61	MARSMAN NHS	STO TOMAS WEST	1
18	LOMONDONG ES	TALAINGOD	1	62	DAGOHOY NHS	TALAINGOD	1
19	BASAK IS	TALAINGOD	1		DATU JOSE LIBAYAO		1
20	LAMBID ES	TALAINGOD	1	63	MEMORIAL NHS	TALAINGOD	1
21	KAMINGAWAN ES	TALAINGOD	1	64	STO NINO NHS	TALAINGOD	1
22	BACALE ES	BRAULIO DUJALI	1	65	NATULINAN NHS	TALAINGOD	1
23	MANGUPISING ES	BRAULIO DUJALI	1				
24	TALISAY ES	BRAULIO DUJALI	1				
25	NEW CASAY IS	BRAULIO DUJALI	1				
26	MABANTAO ES	KAPALONG EAST	1				
27	LUAN ES	KAPALONG EAST	1				
28	PANDULIAN ES	KAPALONG EAST	1				
29	DAVAO DEL NORTE REGIONAL SPORTS ACADEMY		1				
30	SAGAYEN NHS	ASUNCION	1				
31	SONLON NHS	ASUNCION	1				
32	ANTONIO V. FRUTO SR. NHS	BRAULIO DUJALI	1				
33	DUJALI NHS	BRAULIO DUJALI	1				
34	TANGLAW NHS	BRAULIO DUJALI	1				
35	ALEJAL NHS	CARMEN	1				
36	ALIA NHS	CARMEN	1				
37	ANIBONGAN NHS	CARMEN	1				
38	LA PAZ NHS	CARMEN	1				
39	MABUHAY NHS	CARMEN	1				
40	TUBOD NHS	CARMEN	1				
41	BALTAZAR NICOF VALENZUELA NHS	KAPALONG EAST	1				
42	SUA-ON NHS	KAPALONG EAST	1				
43	RAMON SEGUNDO SR. NHS	KAPALONG EAST	1				
44	MABANTAO NHS	KAPALONG EAST	1				