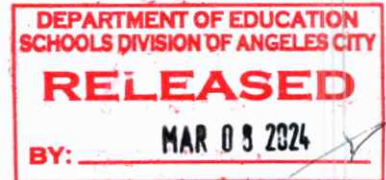




Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF ANGELES CITY



March 8, 2024

DIVISION MEMORANDUM  
 NO. 108, s. 2024

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE SUPPORT STAFF FOR  
 PUBLIC JUNIOR HIGH SCHOOLS**

To : Assistant Schools Division Superintendent  
 Chief SGOD and Chief CID  
 Officials OSDS, CID and SGOD  
 School Heads, Public Elementary, Secondary and Senior High School  
 All Others Concerned

1. Relative to Memorandum DM-OUHROD-2024-0123 or the Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024, this Office announce the Call for Application for Administrative Support Staff for Public Junior Highs.
2. The minimum qualifications, duties and responsibilities of the said position are stated below:

<b>POSITION PROFILE</b>	
Position Title: <b>Administrative Support Staff</b> (10-month contract)	Salary: P11,000.00 Premium Cost: P2,200.00
Station of Deployment:	
<ol style="list-style-type: none"> <li>1. Francisco G. Nepomuceno Mem. High School</li> <li>2. Claro M. Recto (ICT) High School</li> <li>3. Dr. Clemente N. Dayrit Sr. Mem. High School</li> <li>4. Angeles City Science High School</li> <li>5. Bonifacio V. Romero HS</li> <li>6. Angeles City National Trade School</li> <li>7. Sapang Bato National High School</li> <li>8. Angeles City National High School</li> <li>9. Rafael L. Lazatin Mem. High School</li> </ol>	
<p><b>JOB SUMMARY :</b> 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.</p>	



Jesus St., Brgy. Pulungbulu, Angeles City 2009  
[045\) 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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**MINIMUM QUALIFICATIONS:**

- 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

**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.

3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit, this Division, on/before **March 13, 2024**. Bring the original documents during the scheduled screening/interview for verification purposes. All submitted documents will no longer be returned to the applicant;
- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office. (*The specific school where the applicant intends to apply must be indicated in the letter*);
  - b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
  - c) Photocopy of valid and updated PRC License/ID, if applicable;
  - d) Photocopy of Certificate of Eligibility/Rating, if applicable;
  - e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
  - f) Photocopy of Certificate/s of Training, if applicable;
  - g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - h) Photocopy of latest appointment, if applicable;
  - i) Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
  - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.



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- k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Evaluative assessment on the applicant's competencies and interview shall be conducted in the school and by the School Principal.
5. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
6. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.
7. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT  
HIRING  
RECRUITMENT

CLM/AOIV/March 8, 2024



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