




Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 27, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
Public Schools District Supervisors
Elementary School Heads
Concerned Personnel
Interested Applicants

From:  **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

Subject: **HIRING OF CONTRACT OF SERVICE - ADMINISTRATIVE SUPPORT STAFF TO SELECTED ELEMENTARY IN SDO SORSOGON PROVINCE**

Date: January 21, 2026

1. Pursuant to DepEd Memorandum No. DM-OUHROD-2026-0095 (Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for FY 2026), this Office calls for Applications for Contract of Service – Administrative Support Staff for the following Elementary and Secondary Schools in the SDO Sorsogon Province:

NO.	DISTRICT	SCHOOL ID	SCHOOL NAME
1	Donsol West	114164	Juan Adre ES
2	Donsol East	114153	San Ramon ES
3	Donsol West	114159	Cabugao ES
4	Donsol West	114165	Lourdes ES
5	Donsol West	114167	Malinao ES
6	Donsol West	114182	Tuba ES
7	Matnog	114323	Paghuliran ES
8	Matnog	114309	Calpi ES
9	Matnog	114334	Tugas ES
10	Matnog	114307	Cabagahan ES



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NO.	DISTRICT	SCHOOL ID	SCHOOL NAME
11	Prieto Diaz	501532	San Rafael Integrated School
12	Bulan North	114023	Padre Diaz ES
13	Bulan South	114047	Quezon ES
14	Irosin	114230	Cawayan ES
15	Irosin	114228	Carriedo ES
16	Juban	114267	Sablayan ES
17	Juban	302769	Sablayan NHS
18	Juban	114264	Maalo ES
19	Juban	114254	Calmayon ES

2. Duration of Contract, Salary, and Premium.

Duration of Contract	Six (6) months
Monthly Salary	Php 20,000.00
Premium	10% of the monthly salary

3. The minimum qualification standards are as follows:

- Education: At least Junior 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. The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and clerical support in accordance with the Department’s policies and procedures. The position shall be under the direct supervision of the School Head.
5. The Duties and Responsibilities are as follows:
- 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



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- Perform other administrative and technical assistance as may be determined by the School Head.
6. All interested applicants are advised to submit the following documentary requirements **to their preferred school, preferably near their residence**. The deadline for the submission of requirements is **Monday, February 2, 2026, at exactly 3:00 pm**.
- a. Application Letter addressed to the Schools Division Superintendent stating the **specific name of school** applied for.
 - b. Dupy accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) notarized by a Public Attorney or Notary Public, with a Work Experience Sheet attachment.
 - c. Photocopy of Proof of Eligibility, if any.
 - d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
 - e. Photocopy of Certificate/s of training/s, seminar/s attended, if any.
 - f. Certificate of Employment, Contract of Service, if any.
7. **Renewal of Service Agreement.** For incumbents who shall continue to render their services, the following requirements shall be prepared and submitted by the School Head on or before Friday, February 6, 2026 to the SDO Records Section:
- 1 certified true copy of the duly signed RPMS-IPCRF
 - 3 original copies of the *Authority to Renew
 - 3 original copies of the *Service Agreement – signed by the appointee
 - 3 original copies of the *Terms of Reference (ToR) – signed by the appointee
- *All templates can be accessed through this link:*
https://bit.ly/QuickGuide_HIRINGPROCESS
8. **New Hires.** In cases of changes in the incumbents, the following requirements shall be prepared and submitted by the School Head on or before Friday, February 6, 2026 to the SDO Records Section:
- 3 original copies of the *Authority to Hire
 - 3 original copies of the *Service Agreement – signed by the appointee
 - 3 original copies of the *Terms of Reference (ToR) – signed by the appointee
 - **1 original copy of the Updated and Notarized Personal Data Sheet (PDS or CSC Form No. 2012, Revised 2025)
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- **1 copy of the Curriculum Vitae (CV)
- **1 photocopy of the Transcript of Records
- **Photocopy of the Certificate of Trainings (if applicable)
- **1 photocopy of the PSA Birth Certificate
- **BIR Tax Identification Number (TIN)

**All templates can be accessed through this link:*

https://bit.ly/QuickGuide_HIRINGPROCESS

***Shall be submitted by the selected applicant to the School Head*

9. The SDO Sorsogon Province is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law.

10. For widest dissemination and guidance of all concerned.