



**Republic of the Philippines**  
**Department of Education**  
 Region VI-Western Visayas  
 SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMOANDUM**  
 No. 163, 2024

JUN 27 2024

**RECRUITMENT AND SELECTION FOR ADMINISTRATIVE SUPPORT II POSITION  
 UNDER CONTRACT OF SERVICE (COS) FOR THE DISASTER PREPAREDNESS  
 AND RESPONSE PROGRAM (DPRP)**

To: Assistant Schools Division Superintendent  
 Chiefs, CID & SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. Anent Memorandum OM-OUOPS-2024-04, re: **Supplemental Guidelines on the OUOPS Memorandum No. 2024-04-01088: Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds**, this Office announces the **Recruitment and Selection for Administrative Support II Position under Contract of Service (COS) for the Disaster Preparedness and Response Program (DPRP)**.

2. The selection and ranking process is open to all qualified applicants regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political beliefs.

3. The COS to be hired shall have the following the terms of reference for the position of Administrative Support II:

- a. Provides administrative support to ensure efficient implementation of DPRP and related activities in the SDO;
- b. Carries out administrative duties such as receiving/releasing documents, recording, filing, typing, copying, scanning, etc.;
- c. Assists in the maintenance of database for DPRP and related programs and activities in the SDO;
- d. Assists in the conduct of meetings, orientations, seminars, workshops, and trainings of DPRP and related programs and activities;
- e. Assists in the monitoring and evaluation, preparation of reports on the implementation of DPRP and related programs and activities;
- f. Performs other functions as may be deemed necessary.

4. Below is the work category and qualifications required for the said position:

Work Category	Education	Training	Experience	Rate
Administrative Support II	Bachelor's Degree in Nursing, IT-related courses, Educational courses;	8 hours training on Emergency Medical Response and Basic Life Support; Events	1 year experience as Office Secretary/Clerk, Events Organizer;	Base Salary: P20,000.00 Premium: P2,000.00



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	Completion of at least two years in college; or Senior High School graduate with relevant specialization.	Management; ICT-related trainings; Communication Skills Training	Data-based Administrator	
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5. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in one (1) set with ear tabs as indicators for each group of attached documents:

- a. Letter of intent addressed to Cecilia G. Abello, PhD, Chief Education Supervisor-School Governance and Operations Division;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records/Diploma/SHS SF-10;
- d. Photocopy of Certificates of Training, if applicable; and
- e. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/are applicable.

6. Acceptance of applications will be from July 1-5, 2024. **No additional documents shall be accepted after July 5, 2024.** There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.

7. Applicants are advised to prepare the original copies of the documents submitted for verification purposes.

8. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

*For the SDS:*

**MA TERESA P. GEROSO, CESO VI**  
Assistant Schools Division Superintendent  
In-Charge of the Division



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