



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

18 June 2026

DIVISION MEMORANDUM
No. 411 s. 2026

**HIRING OF SBFP CONTRACT OF SERVICE (COS) ADMINISTRATIVE SUPPORT
(AS-II) FOR SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to **DepEd Memorandum DM-OUGOPS-2026-08-00776**, or the ***School-based Feeding Breakdown of Allocation of Funds and Guidelines for the Utilization of the Program Support Funds for FY 2026*** this Office announces the hiring of **Administrative Support II** under School Governance and Operations Division.

Position Title	Base Salary	Premium	No. of Positions	Place of Assignment
Administrative Support II	Php 22,000.00	Php 2,200.00	1	SGOD- School Health and Nutrition Unit (SGOD-SHNU)

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **Annex A**, at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **June 25, 2026 until 5:00 o'clock in the afternoon**. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, applicants who fail to submit the complete

mandatory requirements by the specified deadline shall not be included in the pool of official applicants.

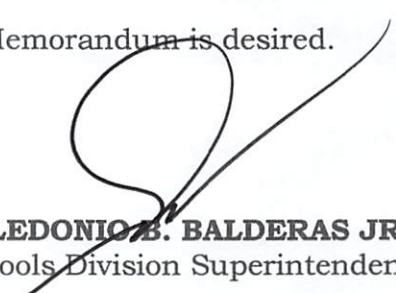
5. The qualification standards and competency requirements of the said position are as follows:

Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	None required	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

6. Applicants who submit their applications and meet the prescribed qualifications will be included in the shortlist from which the appointing officer will select the most qualified candidate. Should there be a need to conduct additional evaluative assessments, such as a Behavioral Event Interview (BEI), Written Examination, or Work/Skills Sample Test, applicants will be notified through email.

7. Please be advised that the appointment to this position shall be on a Contract of Service (COS) basis, with a contract duration until December 2026 only.

8. Wide and immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DM-OUGOPS-2026-08-00776
DepEd Order No. 007, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE SUPPORT II
DIVISION MEMORANDUM

OSDS Personnel Unit – hiring of sbfp contract of service (cos) administrative support (as-ii) for schools division office
PER9AHPR-002766 / June 18, 2026

Annex A

CHECKLIST OF REQUIREMENTS

1. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2025**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
3. Photocopy of the updated PRC ID License for RA 1080-relevant eligibility; or CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility), if applicable (*Submission is not required; however, you may provide it for documentation purposes only*);
4. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;
5. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;
 - 5.1. Masteral Degree (if any);
 - 5.2. Doctoral Degree (if any);
6. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;
 - 6.1. Additional Means of Verification (MOVs) for trainings attended
7. Updated Service Record;
8. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;
9. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

For positions with experience requirement:

- a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

- b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Annex B

Job Summary

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

1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;
3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.