



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
 13 MAR 2024
 DEPED-ABRA TIME 3:11

March 13, 2024

DIVISION MEMORANDUM

No. 126 s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 100, s. 2024 ON
 SUBMISSION OF APPLICATIONS FOR ADMINISTRATIVE SUPPORT STAFF
 UNDER CONTRACT OF SERVICE**

**To: The Human Resource Merit Promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Interested and Qualified Applicants**

1. In line with the DepEd Order No. 002 s. 2024, or the **Immediate Removal of Administrative Tasks of Public Schools Teachers**, which aims to allow teachers to focus on their core mandate of teaching, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall provide guidance for a smooth and effective implementation of the said policy. Consequently, the BHROD-SED commits to furnish DepEd field offices and schools with regularly updated advocacy materials. To access these materials, please visit the following link:

- **Tools and Procedure** on the implementation strategies for DepEd Order 002, s. 2024. <https://bit.ly/TeacherWorkload ToolsandProcedure>
- **General Quick Guide** provides a clear overview of key points about the policy. <https://bit.ly/QuickGuide-General>
- **Hiring Process Quick Guide** provides a detailed process for the hiring of school-based Administrative Support Staff under Contract of Service. <https://bit.ly/QuickGuide-HIRINGPROCESS>
- **Frequently Asked Questions (FAQs)** to address the common concerns, issues and inquiries regarding the policy. <https://bit.ly/-FAQs->

2. In connection with this, this office announces that the Hiring of School-based Administrative Support Staff under Contract of Service (COS) will be conducted in the school. Kindly follow the detailed process for the hiring of school-based Administrative Support Staff.

STEPS	RESPONSIBLE	TIMELINE
Posting of Job Vacancy Posting of Administrative Support Staff under Contract of Service	SDO-HRMO	March 1- 8, 2024



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<p>-Retrieval of application folders of the mentioned place of assignment of the Administrative Support Staff under COS is at the records section.</p>	<p>School Head Records Section</p>	<p>March 13-19, 2024</p>
<p>Assessment -Conduct assessment process for qualified applicants such as interview, etc. -Evaluate the results of assessment process -Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract and other hiring documents</p>	<p>School Head</p>	<p>March 21, 2024</p>
<p>Hiring of Contract of Service -Submit authority to hire, contract, TOR and other hiring documents for processing by SDO -Evaluation and signing of contract by the appointing authority</p>	<p>School Head Schools Division Superintendent</p>	<p>March 25-27, 2024</p>
<p>MONITORING -Update the status on the hiring of Administrative Support Staff in the Monitoring Tool -Submit consolidated Report on the Hired Administrative Support Staff under COS -Periodic monitoring and provision of Technical Assistance, if necessary</p>	<p>SDO-HRMO RO-HRMO Central Office</p>	<p>Immediately after signing of contract Once hiring of all needed COS is completed</p>



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3. For inquiries and clarifications, please feel free to contact Ms. Gemma B. Cabutaje, AO IV/HRMO at 0965-5169360.
4. Immediate dissemination of this memorandum is desired.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

Handwritten initials

OSDS/Admin/Per/gbc/fbp



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