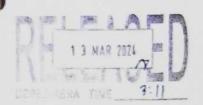


Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



March 13, 2024

DIVISION MEMORANDUM No. 124 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-
- 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		March 1- 8, 2024









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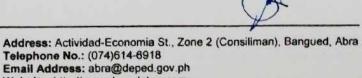
DES DIVISION OFFICE OF ABI	KA
School Head	March 13-19, 2024
	March 10 15, 2024
School Head	March 21, 2024
	March 21, 2024
School Head	March 25-27, 2024
Schools Division	
Superintendent	
SDO-HRMO	Immediately after
DI II.	signing of contract
RO-HRMO	Once hiring of all needed
	COS is completed
Central Office	
	School Head School Head School Head Schools Division Superintendent SDO-HRMO RO-HRMO











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- 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

Lr

OSDS/Admin/Per/gbc/fbp









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