




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

DIVISION MEMORANDUM

No. 34, s. 2025

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: **RENEWAL OF CONTRACT OF SERVICE - ADMINISTRATIVE SUPPORT STAFF TO SELECTED ELEMENTARY AND SECONDARY SCHOOLS IN SDO SORSOGON PROVINCE**

Date: January 28, 2025

- Pursuant to DepEd Order No. 002, s. 2024 (*The Immediate Removal of Administrative Tasks of Public School Teachers*), the DepEd Memorandum DM-OUHROD-2025-0083 (*Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for the Provided Eligible Schools*), and to ensure no disruption of day-to-day school operations, this Office calls for the Renewal of Contract of Service – Administrative Support Staff for the following Elementary and Secondary Schools in the SDO Sorsogon Province:

NO.	DISTRICT	SCHOOL ID	SCHOOL NAME	NAME OF THE INCUMBENT CoS
1	Donsol West	114164	Juan Adre ES	Morco, Jaira A.
2	Donsol East	114153	San Ramon ES	Rutia, Winnielen O.
3	Donsol West	114159	Cabugao ES	Mondas, Mary Joy G.
4	Donsol West	114165	Lourdes ES	Paguio, Ria May A.
5	Donsol West	114167	Malinao ES	Nuñez, Jellie An M.
6	Donsol West	114182	Tuba ES	Magdamit, Mark Laurence C.
7	Matnog	114323	Paghuliran ES	Esposado, Leonel Jetro R.
8	Matnog	114309	Calpi ES	Galillaga, John Paul G.



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NO.	DISTRICT	SCHOOL ID	SCHOOL NAME	NAME OF THE INCUMBENT CoS
9	Matnog	114334	Tugas ES	Garlan, Lilibeth D.
10	Matnog	114307	Cabagahan ES	Frando, Alexis S.
11	Prieto Diaz	501532	San Rafael Integrated Sch.	Espadilla, Mark Anthony P.
12	Bulan North	114023	Padre Diaz ES	Magtibay, Ched Jhonrey S.
13	Bulan South	114047	Quezon ES	Gregorio, Sarah O.
14	Irosin	114230	Cawayan ES	Astillero, Marceal F.
15	Irosin	114228	Carriedo ES	Orias, Armida V.
16	Juban	114267	Sablayan ES	Galicia, Aira A.
17	Juban	302769	Sablayan NHS	Berchez, Kristina B.
18	Juban	114264	Maalo ES	Honra, Mark Christian O.
19	Juban	114254	Calmayon ES	Hajas, Judy Ann E.

2. Renewal of Service Agreement:

For incumbents who shall continue to render their services, the following guidelines and procedures shall be observed:

- A. The SDO, in coordination with the concerned School Heads, shall determine the performance of the CoS personnel in the accomplishment of school deliverables that are specified in their Terms of Reference (ToR), as may be reflected in the RPMS IPCRF or the established mechanisms accounting for performance of personnel. In the absence of an accomplished RPMS IPCRF or any other established mechanisms, an incumbent cannot renew his/her service agreement.
- B. The School Head shall prepare and submit the **Authority to Renew, Service Agreement, ToR**, and other hiring documents for processing by the SDO:
 - a. Updated and Notarized Personal Data Sheet (CSC Form No. 212, Revised 2017)
 - b. Transcript of Records
 - c. Certificate of Training (if applicable)
 - d. RPMS IPCRF

Note: The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits them to the SDO. However, the recommended CoS must be informed that the renewal of the contract is still subject to approval of the SDS.



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- C. The SDO -Personnel Section shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the Schools Division Superintendent (SDS) for approval.
- D. The SDS shall evaluate and sign the service agreement. Once the service agreements if approved, the CoS personnel shall be responsible for having their service agreement notarized.
- E. Incase there shall be changes in the incumbents, this Office shall issue a Division Memorandum calling for applications after all nineteen (19) eligible schools have been verified.
- F. The deadline for the submission of documents for renewal of contract of service is on **February 7, 2025 at exactly 3:00 pm.**

3. Templates:

All templates for the Authority to Renew, Authority to Hire, ToR, service agreements, and other relevant documents can be accessed through this link:

https://bit.ly/QuickGuide_HIRINGPROCESS.