




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

DIVISION MEMORANDUM

No. 122, s. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
Public Schools District Supervisors
Elementary and Secondary School Heads
Concerned Personnel
Interested Applicants

From:  **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

Subject: **HIRING OF CONTRACT OF SERVICE - ADMINISTRATIVE SUPPORT STAFF FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)**

Date: April 30, 2025

1. Pursuant to the DepEd Memorandum OM-OUOPS-2024-04-03288 issued on April 12, 2024 with the Subject: Supplemental Guidelines on the OUOPS-2024-04-01022 Guidelines on the Utilization and Reporting of Funds of the FY 2024 Disaster Preparedness and Response Program (DPRP), this Office calls for Applications for Contract of Service – Administrative Support Staff for DRRM in the SDO Sorsogon Province.

2. The Qualification Standards are as follows:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II	Completion of at least two years in college; or Senior High School graduate with relevant specialization	8 hours of relevant training	1 year of relevant experience	Php 20, 000.00 Premium: Php 2, 000.00	Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures



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3. All interested applicants are advised to submit the following documentary requirements to **DepEd SDO Sorsogon Province – Personnel Section**. The deadline for the submission of requirements is on **May 9, 2025, Friday, at exactly 3:00 pm**.
- a. Application Letter addressed to the Schools Division Superintendent.
 - b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) notarized by a Public Attorney or Notary Public, with a Work Experience Sheet attachment.
 - c. Photocopy of Proof of Eligibility, if any.
 - d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
 - e. Photocopy of Certificate/s of training/s, seminar/s attended, if any.
 - f. Certificate of Employment, Contract of Service, if any.
4. The SDO Sorsogon Province is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law.
5. For widest dissemination and guidance of all concerned.