




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

DIVISION MEMORANDUM

No. 215, 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: **HIRING OF CONTRACT OF SERVICE - ADMINISTRATIVE SUPPORT STAFF  
IN MALINAO ELEMENTARY SCHOOL AND CABUGAO ELEMENTARY  
SCHOOL – DONSOL WEST DISTRICT**

Date: August 14, 2025

1. This is to inform the public that due to the resignation of the incumbent Administrative Support Staff, this Office calls for Applications for Contract of Service – Administrative Support Staff for the following Elementary Schools in the SDO Sorsogon Province:

NO.	DISTRICT	SCHOOL ID	SCHOOL NAME
1	Donsol West District	114167	Malinao Elementary School
2	Donsol West District	114159	Cabugao Elementary School

2. The Qualification Standards are as follows:

- Able to prepare basic correspondence.
- Able to prepare basic reportorial requirements (DepEd forms, simple financial reports).
- Computer literate preferable in MS Office Suite.
- Can operate office equipment (printers, fax machines, photocopiers, etc.)
- Can coordinate and collaborate with other concerned personnel and offices.



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3. The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.
  4. The Duties and Responsibilities are as follows:
    - Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school.
    - Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
    - Perform other administrative and technical assistance as may be determined by the School Head.
  5. All interested applicants are advised to submit the following documentary requirements **directly to Cabugao Elementary School and/or Malinao Elementary School, Donsol West District, Donsol, Sorsogon**. The deadline for the submission of requirements is on **August 27, 2025, Wednesday, at exactly 3:00 pm**.
    - a. Application Letter addressed to the Schools Division Superintendent.
    - b. Dupy 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.
  6. The documentary references (e.g. DepEd Orders, Memos, General Quick Guide, FAQs, etc.) can be found and downloaded from this link: <https://bit.ly/COSHiringSor>.
  7. 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.
  8. For widest dissemination and guidance of all concerned.
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