





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

DIVISION MEMORANDUM

No. 291, s. 2024

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 - LEARNER RIGHTS AND PROTECTION FOCAL PERSONNEL IN SDO SORSOGON**

Date: December 9, 2024

1. In reference to the Memorandum signed by the Undersecretary Atty. Revsee A. Escobedo, relative to the Clarifications on the Guidelines for the Hiring of Learners Rights and Protection Focal Personnel under Contract of Service in the Identified Schools Division Offices, this Office calls for the Hiring of Contract of Service – Learner Rights and Protection Focal Personnel in the SDO Sorsogon Province:

NO.	POSITION TITLE	COMPENSATION	LENGTH OF CONTRACT	PLACE OF ASSIGNMENT
1	Administrative Support II	Rate: Php 20,000.00 Premium: Php 2,000.00	Seven (7) months	DepEd SDO Sorsogon – School Governance and Operations Division (SGOD)

2. The Qualification Standards are as follows:
 1. Bachelor's degree relevant to the job;



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2. At least eight (8) hours of trainings related to Learner Rights and Protection and other training relevant to the job;
 3. At least one (1) year of relevant experience;
 4. Experience in child rights, particularly Learner Rights and Protection, is a plus;
 5. Excellent written and oral communication skills;
 6. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
 7. Knowledgeable with various office software such as Google Docs, Sheets, and Forms; and
 8. Working knowledge of various web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.
3. The Administrative Support II shall report to the SDO = School Governance and Operations Division to do the following tasks:
1. Implementation of LRPO program;
 2. Data gathering relative to Learner Rights and Protection;
 3. Budget utilization of Program Support Funds downloaded by the LRPO; and
 4. Implementation of intervention plans relative to the LRP concerns reported to the Learners TeleSafe Contact Center Helpline.
4. The Administrative Support II shall have the following terms of reference:
- a) To provide assistance in the area of capability building, monitoring, research, policy, advocacy, and partnerships;
 - b) To implement Learner Rights and Protection Programs under the jurisdiction of his/her Regional Office;
 - c) To assist in collection and consolidation of Learner Rights and Protection reports/data from the Schools;
 - d) To draft memoranda, endorsements, and other similar communications related to Learner Rights and Protection;
 - e) To coordinate with, and gather information from, the Schools relative to the Learner Rights and Protection reports/concerns;
 - f) To act as the Focal Person for the close monitoring of Learner Rights and Protection activities and concerns in the Schools Division Level;
 - g) To assist the Learner Rights and Protection Office in the dissemination of announcements and other relevant information to the Schools Division Offices; and



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- h) To perform functions as may be assigned by the immediate Supervisor, the Regional Director, the Director of the Learner Rights and Protection Office, and the Undersecretary for Operations.
5. All interested applicants are advised to submit the following documentary requirements **at the SDO Personnel Section**. The deadline for the submission of requirements is on 18 DEC 2024, at **3:00 pm**.
- Application Letter addressed to the Schools Division Superintendent.
 - 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.
 - Photocopy of Proof of Eligibility, if any.
 - Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
 - Photocopy of Certificate/s of training/s, seminar/s attended, if any.
 - Certificate of Employment, Contract of Service, if any.
6. 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.
7. For widest dissemination and guidance of all concerned.