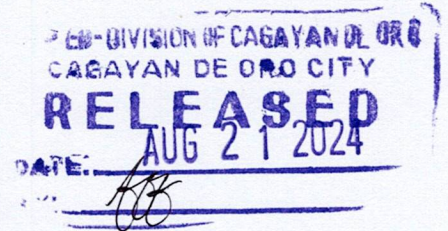




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

20 August 2024

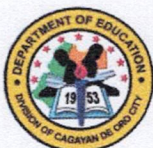
DIVISION MEMORANDUM
No. 604 s. 2024

**HIRING OF ADMINISTRATIVE SUPPORT (AS) II CONTRACT OF SERVICE FOR THE
SCHOOL-BASED FEEDING PROGRAM**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
Baldomero Mark B. Meso III, MD – Medical Officer III
Division SBFP Focal Persons
All Others Concerned

1. This office announces the hiring of Administrative Support (AS) II Contract of Service (COS) for the School Based Feeding Program.
2. The Qualifications of the SBFP-COS and Terms of Reference for the position of Administrative Support II are as follows:

Position	Education	Experience	Training
Administrative Support II	Completion of at least two years in college; or Senior High School Graduate with specialization relevant to the job.	1 year relevant experience, Knowledgeable in basic Microsoft Office Programs e.g. MS Word, Excel, and Power Point Presentation.	8 hours of relevant training
Terms of Reference	1. Provide administrative support to ensure efficient operation of the SBFP and related activities in the SDO; 2. Carry put administrative duties such as filing, recording, receiving/releasing documents, typing copying, binding, scanning etc.; 3. Assist in the maintenance of database for the SBFP and related programs and activities in the SDO; 4. Assist in the conduct of meetings, seminars, workshops, and trainings of the SBFP and related programs and activities; 5. Assist in the monitoring and evaluation as well as preparation of the SBFP and related programs and activities; 6. Contribute to team effort by accomplishing related results as needed; 7. Perform other functions as may be deemed necessary.		



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

3. In view of this, all interested and qualified applicants shall submit the following requirements not later than **September 5, 2024** for screening and evaluation to wit:

- 3.1 Letter of intent addressed to the Head of Office;
- 3.2 Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
- 3.3 Photocopy of any valid and updated ID
- 3.4 Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 3.5. Photocopy of Certificate/s of Training, if applicable;
- 3.6 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- 3.7 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the Documents submitted and Data Privacy Consent Form, notarized by authorized official; and;
- 3.8 Original copies of Police and NBI Clearance.

4. For Information and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

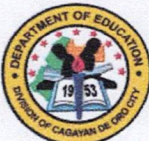
Ref: As stated

To be indicated in the Perpetual Index
under the following Subjects:

Health Education

School-Based Feeding Program

KKF/DM- deployment of administrative support (AS) II contract of service for the school-based feeding program



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph