



2024-06-27-8446



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

June 25, 2024

DIVISION MEMORANDUM

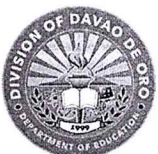
OSDS-2024- 480

**ACCEPTANCE OF APPLICATION FOR ONE (1) DIVISION DRRM
ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE**

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public Schools District Supervisors/District Coordinating Principals
Elementary and Secondary School Heads
All other concerned

- For the information and guidance of all concerned, this Office announces the acceptance of application documents for the position of Division DRRM Administrative Support II under Contract of Service (COS).
- The qualification for the position 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 Preferably: Disaster Risk and Management Trainings	1 year of relevant experience Preferably: Disaster Risk and Management Experience	P20,000.00 Premium: P2,000.00	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.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

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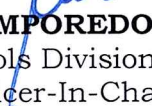



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3. Interested applicants for the position must be able to demonstrate the following:
 - Able to prepare basic correspondences;
 - Able to prepare basic reportorial requirements (DepEd forms, simple financial reports);
 - Computer literate preferably in excel, power point and MS Office Suite ;
 - Can operate office equipment (printers, fax machines, photocopiers, etc.);
 - Can coordinate and collaborate with other concerned personnel and offices.
4. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Deadline of submission will be on **July 2, 2024 at 5:00** in the afternoon.
5. Application documents must contain the following:
 - Letter of intent;
 - Accomplished CSC Form 212 or the Personal Data Sheet (PDS);
 - Proof of eligibility;
 - Resume/Curriculum Vitae (CV);
 - Transcript of Records;
 - Certificate of relevant trainings;
 - Certificate of employment.
6. The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply the position.
7. For immediate information and dissemination

By the Authority of the
Schools Division Superintendent:


EMMA A. CAMPOREDONDO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge 

Encl.: As stated

Reference:

FN: Memo Hiring DRRM Administrative Support II



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