



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

Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

OSDS-2024- 206



To: Public Schools District Supervisor/
 District Coordinating Principals
 Elementary & Secondary School Heads
 All Others Concerned

Subject: **ACCEPTANCE OF APPLICATION FOR ONE HUNDRED
 THIRTY-THREE (133) ADMINISTRATIVE SUPPORT
 STAFF UNDER CONTRACT OF SERVICE (COS)**

Date: March 11, 2024

1. For the information and guidance of all concerned, this Office announces the acceptance of application documents for One Hundred Thirty-Three (133) Administrative Support Staff under Contract of Service (COS).

Position:	ADMINISTRATIVE SUPPORT STAFF
Nature of Employment:	10 months Contract of Service (COS)
School Assignment:	Please see attached list of Schools allocated with administrative support staff

General:

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.

Minimum Qualification/s:

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



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

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
 Superintendent

Duties and Responsibilities:

- Provide overall administrative and technical support to the School Heads 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.

Education:	<ul style="list-style-type: none"> • Preferably College graduate • Applicants who completed of at least two (2) years in college may also apply
Experience:	None Required
Eligibility and Training:	None Required

2. All applicants are required to submit their application documents to the preferred school in their locality. Deadline for submission is on **March 18, 2024**.

3. Application Documents must contain the following documents:

- Letter of Intent;
- Accomplished CSC Form 212 or the Personal Data Sheet (PDS);
- Resume/Curriculum Vitae (CV);
- Transcript of Records.

4. Attached are the following documents for guidance and evaluation by the concerned offices:

- Quick Guide on the Hiring of School-Based Administrative Support Staff
- Request for Authority to Hire Administrative Support Staff
- Terms of Reference (TOR)
- Contract of Service

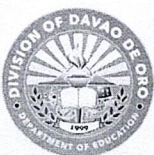
By the Authority of the
 Schools Division Superintendent:

NORBERTO S. MANLANGIT MPA
 Administrative Officer V
 Officer-In-Charge

Encl.: As stated

Reference:

FN: Memo Hiring School-Based Administrative Support Staff



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

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 2

LIST OF SCHOOLS ALLOCATED WITH FUNDING FOR ADMINISTRATIVE SUPPORT STAFF

NO	DISTRICT	SCHOOL ID	SCHOOL	NO	DISTRICT	SCHOOL ID	SCHOOL
1	COMPOSTELA EAST	500456	PANANSALAN IS	35	MABINI	128338	MASICAREG ES
2	COMPOSTELA EAST	204008	LOWER PANANSALAN ES	36	MABINI	128328	ANITAPAN ES
3	COMPOSTELA EAST	136925	PUTING BATO ES	37	MABINI	304174	ANITAPAN NHS
4	COMPOSTELA WEST	204020	CORAZON C. AQUINO ES	38	MABINI	128330	CADUNAN ES
5	COMPOSTELA WEST	315820	CORAZON C. AQUINO NHS	39	MABINI	204013	KAPOC ES
6	LAAK NORTH	128307	L.S. SARMIENTO ES	40	MABINI	128329	CABUYOAN ES
7	LAAK NORTH	128304	KIDAWA ES	41	MABINI	128332	DEL PILAR ES
8	LAAK NORTH	304190	KIDAWA NHS	42	MABINI	128341	SAN ANTONIO ES
9	LAAK NORTH	502197	CONCEPCION IS	43	MABINI	128343	TAGBALABAO ES
10	LAAK NORTH	128288	BUHI ES	44	MACO NORTH	128345	BUCANA ES
11	LAAK NORTH	128312	LOWER AMPAWID ES	45	MACO NORTH	128350	HIJO ES
12	LAAK NORTH	315804	MELALE NHS	46	MACO NORTH	204006	LUMATAB ES
13	LAAK NORTH	128317	MELALE ES	47	MACO NORTH	128352	LAPULAPU ES
14	LAAK NORTH	128315	MALINAO ES	48	MACO NORTH	128354	MAGANGIT ES
15	LAAK NORTH	137006	AMOGAD ES	49	MACO NORTH	128355	NEW ASTURIAS ES
16	LAAK NORTH	137005	MANSINAO-AN ES	50	MACO NORTH	128347	ELIZALDE ES
17	LAAK SOUTH	128289	BOLLUKAN ES	51	MACO NORTH	304186	ELIZALDE NHS
18	LAAK SOUTH	128326	TUK-AN ES	52	MACO NORTH	301585	PANIBASAN NHS
19	LAAK SOUTH	128287	BINASBAS ES	53	MACO NORTH	204017	LIBOAC ES
20	LAAK SOUTH	128316	MANGLOY ES	54	MACO NORTH	128356	NEW BARILI ES
21	LAAK SOUTH	306038	MANGLOY NHS	55	MACO SOUTH	128377	TERESA ES
22	LAAK SOUTH	128299	IMELDA ES	56	MACO SOUTH	305637	TERESA NHS
23	LAAK SOUTH	128300	INAKAYAN ES	57	MACO SOUTH	501893	MASARA IS
24	LAAK SOUTH	128325	TIGASA ES	58	MACO SOUTH	128366	KABURACANAN ES
25	LAAK SOUTH	128313	MABUHAY ES	59	MACO SOUTH	128365	DUMLAN ES
26	LAAK SOUTH	301358	MABUHAY NHS	60	MACO SOUTH	128376	TAGBAROS ES
27	LAAK SOUTH	128320	PANAMOREN ES	61	MARAGUSAN EAST	315813	LANGGAWISAN NHS
28	LAAK SOUTH	128318	NAGA ES	62	MARAGUSAN EAST	128381	CARAGAN ES
29	LAAK SOUTH	128291	CEBOLEDA ES	63	MARAGUSAN EAST	204004	KALUYAPI ES
30	LAAK SOUTH	128282	BAGONG SILANG ES	64	MARAGUSAN EAST	128379	BAHI ES
31	LAAK SOUTH	204016	DALIMDIM ES	65	MARAGUSAN EAST	305771	BAHI NHS
32	LAAK SOUTH	128279	AMORCRUZ ES	66	MARAGUSAN EAST	128401	TANDIK ES
33	MABINI	128336	MAMBATANG ES	67	MARAGUSAN EAST	128403	TUBURAN ES
34	MABINI	128337	MANASA ES	68	MARAGUSAN EAST	128393	NEW MANAY ES

LIST OF SCHOOLS ALLOCATED WITH FUNDING FOR ADMINISTRATIVE SUPPORT STAFF

NO	DISTRICT	SCHOOL ID	SCHOOL	NO	DISTRICT	SCHOOL ID	SCHOOL
69	MARAGUSAN EAST	128396	PALOC ES	94	MONKAYO WEST	128428	BAYLO ES
70	MARAGUSAN EAST	304207	PALOC NHS	95	MONKAYO WEST	128432	HAGUIMITAN ES
71	MARAGUSAN EAST	128394	NEW NEGROS ES	96	MONKAYO WEST	501778	CABANGKALAN IS
72	MARAGUSAN WEST	128387	MABUGNAO ES	97	MONTEVISTA	128469	MAYAON ES
73	MARAGUSAN WEST	128399	SARANGA ES	98	MONTEVISTA	304204	MAYAON NHS
74	MARAGUSAN WEST	128392	NEW KATIPUNAN ES	99	MONTEVISTA	204019	CABANGGATAN ES
75	MARAGUSAN WEST	128378	BAGONG SILANG ES	100	MONTEVISTA	128468	MAGTAYA ES
76	MARAGUSAN WEST	300577	BAGONG SILANG NHS	101	MONTEVISTA	204007	BANKEROHAN SUR ES
77	MARAGUSAN WEST	501768	PARASANON IS	102	MONTEVISTA	128463	CAMANTANGAN ES
78	MARAGUSAN WEST	128386	MAHAYAHAY ES	103	MONTEVISTA	128477	SAMBAYON ES
79	MONKAYO EAST	128433	INAMBATAN ES	104	MONTEVISTA	128459	BANAGBANAG ES
80	MONKAYO EAST	128437	MAMONGA ES	105	MONTEVISTA	128473	NEW DALGUETE ES
81	MONKAYO EAST	128436	MACOPA ES	106	MONTEVISTA	128474	NEW VISAYAS ES
82	MONKAYO EAST	128447	PASIAN ES	107	NABUNTURAN EAST	124014	TUGUNAN ES
83	MONKAYO EAST	304201	PASIAN NHS	108	NEW BATAAN	500533	MANURIGAO IS
84	MONKAYO EAST	128449	RIZAL MEMORIAL ES	109	NEW BATAAN	102234	UDUAN ES
85	MONKAYO EAST	204010	DEPOT ES	110	NEW BATAAN	128522	MAPASO ES
86	MONKAYO EAST	300667	DEPOT ANCESTRAL DOMAIN NHS	111	NEW BATAAN	128528	SAN ROQUE ES
87	MONKAYO EAST	128442	MT. DIWATA ES	112	NEW BATAAN	128529	SIMSIMEN ES
88	MONKAYO EAST	500455	OLAYCON IS	113	NEW BATAAN	128513	BATINAO ES
89	MONKAYO WEST	128423	ANAGASE IS	114	NEW BATAAN	501057	MAGANGIT IS
90	MONKAYO WEST	137015	CALINOAGAN ES	115	NEW BATAAN	128527	SAN ISIDRO ES
91	MONKAYO WEST	501652	DANGGAYON IS	116	NEW BATAAN	128510	ANDAP ES
92	MONKAYO WEST	128434	LIWANAG ES	117	NEW BATAAN	315814	ANDAP NHS
93	MONKAYO WEST	128441	MORIA ES	118	NEW BATAAN	128524	PAGSILAAN ES

LIST OF SCHOOLS ALLOCATED WITH FUNDING FOR ADMINISTRATIVE SUPPORT STAFF

NO	DISTRICT	SCHOOL ID	SCHOOL
119	NEW BATAAN	128531	TAYTAYAN ES
120	NEW BATAAN	501771	TANDAWAN IS
121	PANTUKAN NORTH	128538	BONGABONG ES
122	PANTUKAN NORTH	128533	EDUARDO H. MAQUIDATO, SR. ES
123	PANTUKAN NORTH	128560	TAGDANGUA ES
124	PANTUKAN NORTH	501367	GUMAYAN IS
125	PANTUKAN NORTH	128554	PANGANASON ES
126	PANTUKAN SOUTH	128556	PIASUSUAN ES
127	PANTUKAN SOUTH	128557	PULANG LUPA ES
128	PANTUKAN SOUTH	128537	BINOVSAYAN ES
129	PANTUKAN SOUTH	128558	SAROG ES
130	PANTUKAN SOUTH	128532	ARAIBO ES
131	PANTUKAN SOUTH	304175	ARAIBO NHS
132	PANTUKAN SOUTH	128536	BIASONG ES
133	PANTUKAN SOUTH	128547	LINIPUTAN ES

Quick Guide on the Hiring of School-based Administrative Support Staff under Contract of Service (COS)

REFERENCE: DM-OUHROD-2024-0123 or the Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024 [bit.ly/DO002s2024strandMemo](https://do002s2024strandmemo) >>



STEPS

RESPONSIBLE

TIMELINE

1 JOB POSTING

- Post **job vacancy** on Administrative Support Staff (COS).

Note: Local hiring is highly encouraged.

SDO-HRMO

MARCH
Week 1 - Week 2

10 CALENDAR DAYS

ASSESSMENT

- Conduct assessment process for qualified applicants such as **review of CV, interviews, etc.**
- **Evaluate** the results of assessment process.
- Prepare **Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents.**

Note: The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval of the SDS.

School Head

MARCH
Week 3

5 DAYS

3

HIRING OF COS

- Submit **authority to hire, contract, TOR, and other hiring documents** for processing by SDO.

School Head

MARCH
Week 4

5 DAYS

- **Evaluation and signing of contract** by the appointing authority.

Note: The COS shall be responsible for the notarized contract.

Superintendent

IMMEDIATELY AFTER
SIGNING OF
CONTRACT

4

MONITORING

- **Update** the status on the hiring of Administrative Support Staff in the Monitoring Tool.

SDO-HRMO

ONCE HIRING OF ALL
NEEDED COS IS
COMPLETED

- **Submit** consolidated Report on the Hired Administrative Support Staff under COS.

RO-HRMO

- Periodic monitoring and provision of Technical Assistance, if necessary.

Central Office

PAYMENT OF SALARY of School-based Administrative Support Staff under Contract of Service (COS)



PROCESS

RESPONSIBLE

Prepare **accomplishment report and DTR**.

COS

Pay **salary** of Administrative Support Staff.
 Prepare and submit to SDO the **documents** for **liquidation** of COS Salary.

Schools

Note: Attach **DTR, accomplishment report, and notarized contract** to the liquidation document.

SDO

Liquidate cash advance for salary of COS.

A. SALARY

Regional

minimum wage

X 22 days

=

Monthly Salary

(Regional minimum wage can be downloaded here: bit.ly/RegionalMinimumWages >>)

Note:
 *The additional MOOE is good for 10 Months only.
 * Monthly salary rate shall be paid after every 15th and last day of each month.

B. PREMIUM

$$\begin{matrix} \% \\ \text{to be} \\ \text{determined} \\ \text{by SDO} \end{matrix} \quad \mathbf{X} \quad \mathbf{Monthly Salary} \quad \mathbf{=} \quad \mathbf{Premium Cost}$$

Note: The payment schedule for premium shall be determined by the SDO.

DAILY MINIMUM WAGES

REGION	MINIMUM WAGE (REGIONAL)
CAR	430
CARAGA	385
NCR	610
Region I	435
Region II	450
Region III	500
Region IV-A	520
Region IV-B	395
Region V	395
Region VI	480
Region VII	468
Region VIII	405
Region IX	381
Region X	438
Region XI	443
Region XII	403

Source: Department of Labor and Employment - National Wages and Productivity Commission (DOLE-NWPC)

[School Letterhead]

FOR: **CRISTY C. EPE CESO V**
Schools Division Superintendent

THRU: **LUZ E. COMONAL**
Administrative Officer IV

FROM: **NAME OF SCHOOL HEAD**
Position
School ID and School Name

SUBJECT: **REQUEST FOR AUTHORITY TO HIRE ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (CoS) FOR [SCHOOL ID-SCHOOL NAME]**

DATE: DD/Month/YYYY

I. PROPOSED CoS FOR HIRING

In order to augment the regular workforce of the [**School ID-School Name**], may we respectfully request for authority to hire the following personnel under Contract of Service (CoS):

NAME	WORK CATEGORY	RATE
[Name of proposed COS for hiring]	Administrative Support	Nine Thousand Seven Hundred Forty-Six (P9,746.00)

II. TERMS OF REQUEST

NOTE: Description of the work to be done by the COS, including expected outputs and success indicators. Kindly include the specific outputs and duties and responsibilities to be performed by the COS as guided by the Sample TOR.

Proposed work category	Expected output	Duties and Responsibilities
Administrative Support	<ul style="list-style-type: none">• Notice of Meeting• Minutes of Meeting• Simple financial reports• School Report Card• Other, please specify	<ul style="list-style-type: none">• Provide overall administrative 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

[School Letterhead]

		programs, projects and activities; and <ul style="list-style-type: none">• Perform other administrative and technical assistance as may be determined by the School Head.
--	--	---

III. QUALIFICATION STANDARDS

NOTE: Qualities that make the proposed COS appropriate for the position. This is aligned with the minimum qualifications in the Terms of Reference (TOR).

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

IV. JUSTIFICATION

NOTE: Kindly provide the (a) profile of applicants; (b) assessment process; and (c) justification.

A. Profile of the Applicants

Name	Highest Educational Attainment	Age	Gender

B. Assessment Process Conducted to Evaluate Applicants

(briefly describe the process undergone by the school)

C. Results of Assessment

(present the results of the assessment and statement of reason for selecting an applicant)

It is understood that the recommended applicant possess **all the minimum qualification standards** stipulated in this document. Furthermore, he/she is not related within the third degree or consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision to the concerned CoS.

[School Letterhead]

Attached are the following documents for evaluation by the concerned offices:

1. Terms of Reference (TOR)
2. Contract (signed by the recommended applicant)
3. Accomplished CSC Form 212 or the Personal Data Sheet (PDS)**
4. Resume/Curriculum Vitae (CV) **
5. Transcript of Records**

**To be prepared and accomplished by the applicant

To be Accomplished by the Office of the Schools Division Superintendent (OSDS)

After careful evaluation and consideration of the presented documentary evidence, this Office sees it fitting to:

___ **approve** the request for authority to hire the recommended administrative support under contract service for **[School ID-School Name]**.

___ **disapprove** the request due to [state reason/s].

This Office requires the accomplishment of the following for resubmission:
[list of requirements]

CRISTY C. EPE CESO V
Schools Division Superintendent
Schools Division of Davao de Oro

[School Letterhead]

**TERMS OF REFERENCE
ADMINISTRATIVE SUPPORT STAFF FOR PUBLIC
ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL**

Name : [NAME]
Position : Administrative Support
Office Assignment : [NAME OF SCHOOL]
Monthly Salary : Nine Thousand Seven Hundred Forty-Six (P9,746.00)

General:

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.

Minimum Qualification/s:

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

Duties and Responsibilities:

- Provide overall administrative and technical support to the School Heads 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.

Source of Fund:

Maintenance and Other Operating Expenses (MOOE)

Conforme:

Approved by:

(Name)
Administrative Support

(Name of School Head)
(Position)



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

Office of the Schools Division
Superintendent

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

Department of Education-Division of Davao de Oro, with official address at Capitol Complex, Cabidanan, Nabunturan, Davao de Oro, represented herein by **CRISTY C. EPE CESO V, Schools Division Superintendent**, herein referred to as the "FIRST PARTY,"

And-

[NAME OF ADMINISTRATIVE SUPPORT] of legal age, Filipino citizen, and with residence address at **[Address]**, hereinafter referred to as "SECOND PARTY,"

WITNESSETH:

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform the administrative tasks removed from the workload of teachers;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the service needed by the school where he/she is assigned;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that at the time of the execution of this Contract, he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; and that he/she has not been previously dismissed from government service by reason of an administrative and/or criminal offense;

(school)/last name)
Page 1 of 4



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

Doc. Ref. Code	PAWIM-F-03	Rev	00
Effectivity	09.12.22	Page	1 of 4



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

**Office of the Schools Division
Superintendent**

5. That in view hereof, the Second Party is hereby contracted to render services for the period **[start date]** to **[end date]**, in consideration of the monthly rate of **Nine Thousand Seven Hundred Forty-Six pesos (P9,746.00)** to be paid after every 15th and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment;
6. That the Second Party may report to the assigned school five (5) days after the date of the execution of this contract, provided that its notarized copy, together with the signed Authority to Hire and other required documents per individual under the existing DepEd guidelines, have been duly submitted to the **Schools Division Office-Personnel Unit**.
7. That unless otherwise amended by further policy issuance, the Second Party shall be paid a premium per month based on the monthly remuneration rate, the percentage of which shall be determined by the First Party, subject to the availability of funds, and which shall in no case exceed the maximum allowable rate as provided by relevant rules and regulations;
8. That Second Party is expected to perform the following functions:
 - a) Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
 - b) Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
 - c) Perform other administrative and technical assistance as may be determined by the School Head.
9. That the Second Party shall render full time service to the school where he/she is assigned;
10. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
11. That the Second Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Department; and that the Second Party shall carefully restrict access to Confidential Information to third parties without clearance from the authorized officer;

(school)/last name)
Page 2 of 4



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

Doc. Ref. Code	PAWIM-F-03	Rev	00
Effectivity	09.12.22	Page	2 of 4



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

**Office of the Schools Division
 Superintendent**

12. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created, and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes and other written, printed, tangible or intangible materials (soft and hard copies);
13. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, copy furnished the **Personnel Unit, Schools Division Office**, to be submitted at least thirty (30) working days before the termination of this contract; and
14. The First Party agrees to be bound by the policies that the Department of Education and other authorized government agencies may further issue concerning the engagement of under contract of service status.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 2024 at [**state name of locality**], Philippines.

DEPARTMENT OF EDUCATION
 [NAME OF SCHOOL]
 First Party

NAME]
 Administrative Support
 Second Party

BY:

[NAME OF SCHOOL HEAD]
 Position

APPROVED BY:

CRISTY C. EPE CESO V
 Schools Division Superintendent

SIGNED IN THE PRESENCE OF:

NISAN LEJAN M. CAL
 Administrative Officer V
 Budget Section

NORBERTO S. MANLANGIT, MPA
 Administrative Officer V
 Administrative Office

(school)/last name)
 Page 3 of 4



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

Doc. Ref. Code	PAWIM-F-03	Rev	00
Effectivity	09.12.22	Page	3 of 4

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of four (4) pages including this page wherein this acknowledgement is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2024 at [state name of locality], Philippines.

Doc. No. : _____
Page No. : _____
Book No.: _____
Series of _____