



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

**DIVISION MEMORANDUM**

MAR 12 2024

No. 077, s. 2024

**RECRUITMENT AND SELECTION FOR ADMINISTRATIVE SUPPORT II  
POSITION UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED  
FEEDING PROGRAM (SBFP)**

To: OIC - Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the Memorandum titled **Guidelines on the Hiring of SBFP Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)** issued by the Office of Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, Officer-in-Charge, Office of the Undersecretary for Finance, this Office announces the **Recruitment and Selection for Administrative Support II Position Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)**.
2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. The COS to be hired shall have the following terms of reference for the position of Administrative Support II:
  - a. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
  - b. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning, etc.;
  - c. Assists in the maintenance of database for SBFP and related program and activities in the SDO;
  - d. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
  - e. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and related programs and activities;
  - f. Contributes to team effort by accomplishing related results as needed; and
  - g. Performs other functions as may be deemed necessary.



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4. Below is the compensation and qualification of the said position:

<b>Compensation Items (January to December 2024)</b>	<b>Position/ Place of Assignment</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<u>Base Salary:</u> P20, 000. 00  <u>Premium:</u> P2, 000. 00  <u>Gross:</u> P22, 000. 00	Administrative Support II/Division Office	Bachelor's Degree in Business Administration, Hotel Management, IT-related courses, Educational courses; Completion of at least two years in College; or Senior High School graduate with specialization relevant to the job	8 hours training on Events Management; ICT-related trainings; Communication Skills Training	1 year experience as Sales Representative; Office Secretary/Clerk; Events Organizer; or Data-based Administrator	N/A

5. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in one (1) set with ear tabs as indicators for each group of attached documents:

- a. Letter of intent addressed to Cecilia G. Abello, PhD, Chief Education Supervisor-School Governance and Operations Division;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records/Diploma/SHS SF-10;



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- d. Photocopy of Certificates of Training, if applicable;
  - e. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/are applicable; and
6. Acceptance of applications will be from March 12-20, 2024. **No additional documents shall be accepted after March 20, 2024.** There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.
7. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification.
8. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent