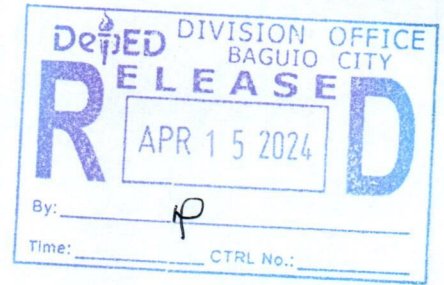




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



15 April 2024

DIVISION MEMORANDUM
 No. **235-2024**

**HIRING OF ONE (1) ADMINISTRATIVE SUPPORT II (CONTRACT OF SERVICE)
 FOR THE SCHOOL-BASED FEEDING PROGRAM**

To: Chief Education Supervisors
 Division Section/Unit Heads
 Public School Heads
 All Other Concerned

1. This is to inform all interested applicants of the vacant position for the School-Based Feeding Program at the Division Office:

Position	Administrative Support II
Status	Contract of Services
Education Requirement	Completion of at least two (2) years in college; Senior High School graduate with specialization relevant to the job
Training	8 hours relevant training
Experience	1 year relevant experience
Monthly Salary	Php22,000.00 (Base Salary: 20,000.00; Premium: 2,000.00)
Place of Assignment	SGOD-Health and Nutrition Section
General Job Description	Provides administrative support/duties to ensure efficient operation of SBFP and related activities in SDO; Assist in the maintenance of data base, conduct of meetings, seminars, trainings, monitoring and evaluation, preparation of reports on the implementation of SBFP and other related programs and activities in the Division.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are requested to submit the following documents on or before **April 24, 2024** thru the Records Unit, Schools Division Office:

- a. Letter of Intent addressed to the Head of Office
SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph;
- c. Photocopy of Transcript of Records
- d. Photocopy of Certificate/s of Relevant Training
- e. Certificate of Employment or Contract of Service or duly signed Service Record
- f. Performance rating in the last rating period (if applicable);

3. For information and dissemination.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent

For the OIC-SDS:

NIEVES D. EBANIO
 Administrative Officer V

