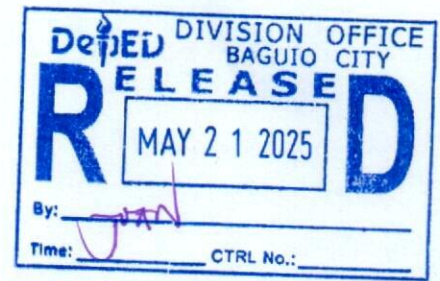




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY



May 20, 2025

DIVISION MEMORANDUM

No. 311-2025

**HIRING OF ADMINISTRATIVE SUPPORT II (AS II) UNDER THE DISASTER AND PREPAREDNESS AND  
RESPONSE PROGRAM (DPRP)**

To: Schools Division Superintendent  
Chiefs of Division  
All Others Concerned

1. This is to inform all interested applicants of the vacant position in the Division Office:

**VACANCY/PARTICULARS**

<b>Position Title:</b>		<b>Administrative Support II (AS II)</b>	
<b>Basic Monthly Salary:</b>		<b>P 20,000 plus 10% premium</b>	
<b>Place of Assignment:</b>		<b>School Governance and Operations Division (SGOD)</b>	
<b>Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Competency</b>
Completion of at least two years in college or Senior High school (SHS) graduate with relevant specialization	Eight (8) hours of relevant training	One (1) year of relevant experience	n/a
<b>Terms of Reference:</b>			
a. 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; and,			
b. Perform other functions as may be deemed necessary.			

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:
- a. Letter of intent addressed to the Head of Office.

**SORAYA T. FACULO PhD, CESO VI**

Schools Division Superintendent  
DepEd-Division of Baguio City  
#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**.  
c. Photocopy of valid and updated PRC License/ID, if applicable.  
d. Photocopy of Certificate of Eligibility/Ratings.






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- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of Performance rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

- 3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section on or before **May 30, 2025, not later than 5:00 PM.**
- 4. For information and dissemination.

  
**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent 