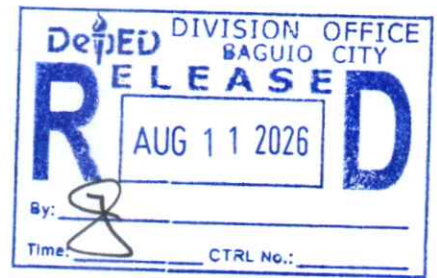




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 10, 2026

DIVISION MEMORANDUM

No. **503-2026**

DISSEMINATION OF RM NO. 589.2026 "PARTICIPATION IN THE SURVEY FOR THE STUDY ON THE JOB SATISFACTION, JOB CHALLENGES, AND COPING MECHANISMS OF ADMINISTRATIVE ASSISTANTS AND AIDES IN DEPED CAR"

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public Schools District Supervisors
Public Schools Heads
School Administrative Officers
All Others Concerned

1. Enclosed is Regional Memorandum No. 589, s. 2026, titled **"Participation in the Survey for the Study on the Job Satisfaction, Job Challenges, and Coping Mechanisms of Administrative Assistants and Aides in DepEd CAR."**
2. The study aims to examine the job satisfaction, workplace challenges, and coping mechanisms of Administrative Assistants and Aides in the region, particularly addressing the lack of region-specific empirical data on the lived experiences of administrative personnel.
3. All concerned personnel are encouraged to participate in the said survey through the following link: <https://tinyurl.com/4269iysh> on or before August 28, 2026. The Schools Division is expected to have 99 target participants. School Heads and school Administrative Officers are directed to monitor and ensure the completion of the survey by their respective Administrative Assistants and Aides within the prescribed period.
4. For information, guidance and immediate dissemination.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/STF/nde



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

DepEd
SDO Baguio City
OSDS-AS-Records Unit

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Date: August 05, 2026 Time: 09:58 AM
Received By: Arian

August 4, 2026

REGIONAL MEMORANDUM

No. 589.2026

**PARTICIPATION IN THE SURVEY FOR THE STUDY ON THE JOB SATISFACTION,
JOB CHALLENGES, AND COPING MECHANISMS OF ADMINISTRATIVE
ASSISTANTS AND AIDES IN DEPED CAR**

To: Assistant Regional Director
Schools Division Superintendent
Senior Education Program Specialist (Planning and Research Unit)
All Others Concerned

1. Pursuant to DepEd policies on research management and in support of evidence-based decision-making, this Office is conducting the research study titled **"Job Satisfaction, Job Challenges, and Coping Mechanisms of Administrative Assistants and Aides in DepEd CAR,"** funded under the Basic Education Research Fund (BERF). In this regard, all Administrative Aides (ADA) and Administrative Assistants (ADAS) in the DepEd CAR are requested to participate in an online survey.

2. This study aims to examine the job satisfaction, workplace challenges, and coping mechanisms of Administrative Aides and Administrative Assistants in DepEd CAR, addressing the lack of region-specific empirical data on the lived experiences of administrative personnel. The results are expected to provide baseline information to support the development of responsive policies and programs for employee welfare, capacity building, and professional development.

3. To ensure adequate representation across Schools Division Offices (SDOs), target participation levels shall be set proportionate to the number of Administrative Aides and Administrative Assistants in each division (Enclosure 1). In this regard, SDOs are enjoined to support the dissemination of this activity and encourage participation.

4. Participation in this study remains entirely voluntary and may withdraw at any time without any consequence. All information provided shall be treated with strict confidentiality in accordance with the Data Privacy Act of 2012 (R.A. 10173). Responses shall remain anonymous and will be used solely for research purposes.

5. The survey questionnaire may be accessed through the following link: <https://tinyurl.com/4269jysh> or by scanning the QR code. The online survey will be open until **August 28, 2026** and may be completed at the respondents' convenience.



6. Your support and cooperation in this undertaking are sincerely appreciated.

7. For information and appropriate action.


NICOLAS T. CARULONG EdD, CESO III
Director IV/Regional Director

(Enclosure 1 to RM: 589.2026)

Target Participants for the research entitled "Job Satisfaction, Job Challenges, and Coping Mechanisms of Administrative Assistants and Aides in DepEd CAR"

Position/Title	RO	Abra	Apayao	Baguio	Benguet	Ifugao	Kalinga	Mt. Prov	Tabuk	Total:
Admin Aide I	-	38	6	23	33	53	13	24	6	196
Admin Aide II	1	1	-	-	1	-	-	1	1	5
Admin Aide III	2	8	2	4	9	5	6	9	4	49
Admin Aide IV	3	6	1	5	13	5	3	6	3	45
Admin Aide VI	8	7	5	9	13	9	8	8	8	75
Admin Assist I	9	1	1	1	1	1	1	1	1	17
Admin Assist II	2	63	36	28	85	59	32	52	27	384
Admin Assist III	4	68	37	29	63	55	40	63	26	385
Admin Assist V	1	-	-	-	-	-	-	-	-	1
	30	192	88	99	218	187	103	164	76	1,157