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

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
NOV 26 2026
By:
Time: CTRL No.:

November 26, 2026

**DIVISION MEMORANDUM**

**No. 815-2026**

**HIRING OF ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE (CoS) FOR THE SCHOOL-BASED FEEDING FROGRAM (SBFP)**

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:

**VACANCIES/PARTICULARS**

| | | | |
|---|---|---|---|
| **Position Title:** | | **Administrative Support II** | |
| **Basic Monthly Salary:** | | **P 22,000 plus 10% premium** | |
| **Place of Assignment:** | | **School Governance and Operations Division (SGOD)** | |
| **Qualifications:** | | | |
| **Education** | **Training** | **Experience** | **Competency** |
| Completion of at least two years in college; or high school graduate with relevant specialization | 8 hours of relevant training | 1 year of relevant experience | • Physically fit<br>• Graduate of Nutrition and Dietetics is an advantage |
| **Terms of Reference:**<br>a. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO.<br>b. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.<br>c. Assist in the maintenance of database for SBFP and related programs and activities in the SDO.<br>d. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities.<br>e. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities.<br>f. Contributes to team effort by accomplishing related results as needed.<br>g. Performs 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 V**
Schools Division Superintendent
DepEd-Division of Baguio City
#82 Military Cut-Off, Baguio City

b. Duly accomplished PDS (CS Form No. 212, Revised 2026) with **Work Experience Sheet**;
c. Photocopy of valid and updated PRC License/ID, if applicable;
d. Photocopy of Certificate of Eligibility/Ratings;
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 **December 7, 2026, not later than 5:00 PM.**

4. For information and dissemination.

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


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