



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

DEPED LANA O DEL NORTE	
RECORDS SECTION CONTROL NO. 33824	
RELEASED	
25 AUG 2026	11:22
DATE	TIME

August 19, 2026

DIVISION MEMORANDUM
No. 440, s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE SUPPORT II UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING
PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS
(WinS) AND NUTRITION SENSITIVE PROGRAMS (NSP)**

To: Assistant Schools Division Superintendent

Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All Others Concerned

1. This Office calls for the submission of applications for an Administrative Support II under Contract of Service (CoS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS) and Nutrition Sensitive Program (NSP) assigned in the Health and Nutrition Section under School Governance and Operations Division.
2. all applicants and personnel concerned are directed to refer to Attachment A: Detailed Hiring Guidelines and Application Procedures for information regarding the Qualification Standards, key timelines, required documents and submission n instructions.
3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: Attachment A: Detailed Hiring Guidelines and Application Procedures
To be indicated in the Perpetual Index under the following subjects:
HIRING NOTICE OF VACANCY PERSONNEL

Detailed Hiring Guidelines and Application Procedures

Position Title	Administrative Support II (AS II)	Salary Grade	Basic Rate: 22,000 Premium: 2,200
Parenthetical Title		Governance Level	Schools Division Office
Office/Bureau/Service	School	Unit/Division	School Governance and Operations Division
Reports to	Chief Education Supervisor SBFP Focal Persons	Effectivity Date	
Positions Supervised			
PLACE OF ASSIGNMENT			
The SBFP-COS (Administrative Support II) personnel shall report to the SDO under the SGOD-School Health and Nutrition Unit (SGOD-SHNU).			
QUALIFICATION STANDARDS			
A. CSC-Approved Qualifications			
Education	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job		
Experience	1 year of relevant experience		
Eligibility			
Trainings	8 hours of relevant training		
DUTIES AND RESPONSIBILITIES			
Terms of Reference	1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO. 2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc. 3. Assist in the maintenance of database for SBFP and related programs and activities in the SDO. 4. Assist in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities. 5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities. 6. Contributes to team effort by accomplishing related results as needed. 7. Performs other functions as may be deemed necessary.		

ANNOUNCEMENT: Mandatory Compliance for Administrative Support II Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for an Administrative Support II (AS II – CoS) position assigned in the Health and Nutrition Section under the School Governance and Operations Division.

Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, ALL APPLICANTS MUST READ AND COMPLY with the instructions stated herein before submitting any application documents.

It is MANDATORY that you familiarize yourself with the official guidelines and criteria:

Understanding these provisions is crucial as it informs you of the entire Recruitment, Selection, and Appointment (RSA) process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, *Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte*. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)*** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are **ON THE 4TH PAGE** of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Transcript of Records/School Form 9 (SF9) and Diploma***
- D. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record*.

E. Photocopy of relevant Certificate/s of Training and seminars attended*.

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

F. Photocopy of required Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- Applicants who fail to submit the required documents within the given deadline **SHALL NOT BE INCLUDED** in the official pool of applicants.
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application documents to any school within this Division who has an Administrative Officer II stationed **on or before September 1, 2026**.
- Administrative Officer IIs shall submit the received applications to the Personnel Section through Records Section on or before **2:00 P.M. September 2, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.