



Republic of the Philippines
Department of Education
 Schools Division of Benguet

DepEd-Benguet Division

JUN 21 2024

RELEASED

13 June 2024

DIVISION MEMORANDUM

No. 206, s. 2024

HIRING OF ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP)

To: Chiefs, SGOD and CID
 Public Schools District Supervisors/Districts-in-charge
 School Heads
 All Others Concerned

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

PARTICULARS

Position Title:	Administrative Support II (Disaster Preparedness and Response Program)	
Basic Monthly Salary:	P 20,000.00 plus P 2,000.00 premium	
Place of Assignment:	School Governance and Operations Division (SGOD)	
Qualifications:		
Education	Training	Experience
Completion of at least two (2) years in college; or senior high school. Graduate with relevant specialization	8 hours relevant Training	One (1) year relevant experience
Terms of Reference: 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.		

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 (SGOIE), are highly encouraged to apply. Submit the following documents in **three copies** on or before June , 2024:

- a. Letter of intent addressed to the Head of Office;
- 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;
- 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 of Employment, Contract of Service, or duly signed Service Record, whichever is applicable;



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- g. 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. Qualified applicants are advised to submit their applications and documents to the SDO Benguet Records Section, addressed to:

SALLY L. BANAKEN-ULLALIM, CESO V
Schools Division Superintendent
DepEd – SDO Benguet
Wangal, La Trinidad, Benguet

4. For information and dissemination.

SALLY L. BANAKEN – ULLALIM, CESO V
Schools Division Superintendent

FOR THE SDC:

SGOD/CES/drrm.nib


SAMUEL T. EGGAEN JR. EJD, CESO VI
Assistant Schools Division Superintendent



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-04-_____

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
REGIONAL AND DIVISION BUDGET OFFICERS
REGIONAL AND DIVISION DRRM COORDINATORS
REGIONAL AND DIVISION HUMAN RESOURCE OFFICER

FROM : *[Signature]*
ATTY. REYSEE A. ESCOBEDO
Undersecretary for Operations

[Signature]
ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE OUOPS
MEMORANDUM NO. 2024-04-01088: GUIDELINES ON THE
UTILIZATION AND REPORTING OF THE FY 2024 DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUNDS

DATE : April 12, 2024

1. This supplemental guideline is hereby issued to address the clarifications and include additional and/or amended provisions in relation to the utilization and reporting of the FY 2024 DPRP Funds amounting to **Php 2,000,000,000.00** directly released to Regional Offices through comprehensively released funds.
2. All other provisions from the previously released implementing guidelines shall remain in effect unless otherwise amended or rescinded.

GENERAL GUIDELINES:

A. Utilization

1. Disaster Preparedness-related PPAs

- i. Additional activities eligible for funding under this component of the FY 2024 DPRP:
 - a. Hiring of 1 Admin Support II under Contract of Service status to be assigned at the regional office
 - b. Hiring of 1 Admin Support II under Contract of Service status for medium and large divisions



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Doc. Ref. Code	OM/OUOPS	Rev.	01
Effectivity	03.23.23	Page	1 of 12



Certificate No. PFP-001

- c. Hiring of 2 Admin Support II under Contract of Service status for a very large division
 - d. Participate and/or conduct of DRRM-related capacity building activities for DepEd personnel
- ii. Additional allowable expenses are allowed under this component of the FY 2024 DPRP under the utilization of Disaster Preparedness-related PPAs:
- a. Payment of salaries of the hired Admin Support II
 - b. Payment of procured disaster and emergency-related equipment
 - c. Payment of meals and/or snacks for meetings

The classification of small, medium, large, and very large divisions shall follow the categorization from the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) **Enclosure 1: List of Schools Division Offices**

In alignment with the Fiscal Year 2024 Disaster Preparedness-related PPAs, these guidelines delineate the hiring procedures for additional Admin Support II personnel to be stationed at field offices. Furthermore, these specify the allocation of salaries and allowable expenses incurred within this component.

I. GENERAL PROVISIONS

1. ~~Filling-up of vacant regular positions shall remain the primary solution for addressing the need for additional personnel in the Department. The hiring of CoS workers shall be based on the need to augment the Department's regular workforce, grounded on any of the following reasons:~~
 - a. Project or the job is not part of the regular functions of the unit/office and needs to be undertaken within a specific period;
 - b. ~~Projects and activities that are new and/or temporary in nature based on directives from Top management or agency commitment to priority government initiatives;~~
 - c. Projects and activities requiring expertise that is not available in the agency, or it is impractical, or more expensive for the agency to directly undertake the service that can be provided by the CoS;
 - d. A sudden increase in the volume of tasks, assignments, projects, programs, and activities that the current workforce cannot meet.
2. Individuals to be hired under CoS must already possess the necessary qualifications and competencies to perform the tasks and deliverables required of the job.
3. CoS workers shall start reporting to work only when the authority to hire and contract has been approved and they have been registered in



the biometrics system in accordance with the criteria and process set in these guidelines.

4. There shall be no discrimination in the selection of individual to be hired under CoS on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs. CoS workers shall be hired and assessed based on their qualifications and competencies to perform their tasks and deliverables.
5. CoS workers are highly encouraged to apply for any vacant permanent positions, provided they meet the appropriate eligibility and other qualification requirements thereof, subject to existing CSC and DepEd guidelines.
6. In line with Section 57 of CSC MC 4, s. 2018, relevant experience acquired as CoS workers may be considered for meeting the experience requirement in the prescribed minimum qualification standards.
7. Payment of services of CoS workers shall be determined by the Department based on the expected functions and deliverables and to the closest comparable regular positions available in the Department, subject to the rules and regulations set by DepEd and other authorize oversight agencies. These shall also be subject to the availability of funds as reflected in the approved Work and Financial plan of the requesting office.
8. CoS worker shall receive a premium of ten percent (10%) over and above their monthly payment of services,, subject to the availability of funds. The premium shall be given in tranches based on the set payment schedule (i.e. mid-year and year-end payments). Should the contract period end prior to June or December of the given year, a pro-rated amount shall be paid upon the end of the contract.
9. The term of the contract between the Department and the individual shall be for a maximum period of six (6) months, renewable at the option of the Head of Office, provided the requirements set in these guidelines are met.
10. The Department shall undertake periodic review and monitoring of the agency workforce to assess the validity and feasibility of creating permanent positions to address the critical functional gaps that are being filled up by CoS workers which are supposed to be part of the regular functions of the DepEd.

II. PROHIBITIONS AND LIMITATIONS

1. The engagement of services of CoS workers are covered by the existing GOA and DBM rules and regulations, as such their services are not credited as government service and they are not entitled to the benefits being received by regular government employees;



2. CoS workers shall not perform functions that are not part of the job description and responsibilities of the agency's existing regular employees.
3. No CoS worker shall be hired or renewed to fill the performance gaps of underperforming regular employees.
4. CoS workers shall not be designated to positions exercising control or supervision over regular and career employees. They are likewise not allowed to be designated as member of Bids and Awaris Committee (BAC) in view of the stipulations in the Implementing Rules and Regulations of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act."
5. The fund source must only be lodged from the requesting office' allocated funds/approved Work and Financial Plan (WFP). Offices should not use the funds from other offices.
6. CoS personnel are not allowed to report to work without approved authority to hire and contract. Otherwise, the head of office shall bear the payment of the salary of the CoS whom she/he allowed to work without the approved authority and contract.
7. Individuals who have been previously dismissed from the service or terminated from their previous employment due to commission of administrative and/or criminal offense shall not be hired or renewed as CoS worker.
8. The existing rules on nepotism shall still apply. This prohibits the hiring of CoS workers who are relatives within the third degree of consanguinity or affinity of any appointing authority, recommending official, head of office, or any person exercising immediate supervision over the CoS worker, except for persons hired in a confidential capacity.

III. WORK CATEGORIES AD ARRANGEMENTS

1. To facilitate a uniform process in the hiring and renewal of qualified and competent CoS workers, the DepEd shall adopt new work categories to indicate their level of qualifications, competencies, and scope of work required for the job.

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II	Completion of at least two years in college; or Senior High	8 Hours of relevant training	1 year of relevant experience	P20,000.00 Premium: P2,000.00	Provide administrative assistance to the office in the

	School graduate with relevant specialization				delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures
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Renewal of Contract:

1. This shall be allowed provided that all of the following conditions are met:
 - a. There is a need for the continuity of services to be rendered by the concerned CoS worker due to the continued programs and deliverables of the requesting office;
 - b. The concerned CoS worker has at least Very Satisfactory rating in the performance of his/her work deliverables specified in the terms of Reference of his/her existing contracts, as reflected in the RPMS IPCR Form
2. The requesting office shall then prepare the request for Authority to Renew CoS Workers. The said request, duly signed by the Chief of the Division and the Head of Office (Regional Director for Regional Office and Schools Division Superintendent for Division Offices), and all the required documents shall then be submitted to the Human Resource Office.
3. The approved request shall then be sent back to the requesting office.
4. The requesting office shall prepare the contract using the prescribed template and ensure that the same is duly signed by the concerned parties.
5. The CoS worker shall be in charge of having the signed contract notarized and thereafter submit to the Human Resource Unit/Section

The approving authority for the hiring of additional Admin Support II for field offices shall be the Regional Director for Regional offices and the Schools Division Superintendent for the Schools Division Offices.



ANNEX A: SPECIFIC GUIDELINES FOR THE CLEAN-UP AND/OR MINOR REPAIR FUNDS

Clean-up and Clearing Operations Funds:

1. All affected schools as reflected in the vetted RADaR shall be automatically provided with clean-up funds with the following amount and classification using the **DepEd Memorandum No. 36 s, 2019** and **DepEd Order No. 62, s. 2022** as references:

- a. Small schools – P20,000.00
- b. Medium schools – P30,000.00
- c. Large schools – P40,000.00
- d. Mega schools – P49,000.00

2. Affected schools shall be provided with additional funds for clearing and safety operations of the debris of the damages incurred in classrooms, other facilities, and non-infrastructures if they met the following criteria:

Criteria	Additional Amount to be Provided
Number of totally damaged classroom	P10,000.00/damaged classroom
Number of partially (major) damaged classroom	P5,000.00/damaged classroom
Per partially (minor) damaged classroom	P2,500.00/damaged classroom

3. The provided funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for clean-up and clearing operations;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the clean-up and minor repair operations; and
 - d. Other expenses related to clean-up and clearing operations of school.

Minor Repair Funds:

1. Affected schools shall be provided with funds for minor repair of partially (minor) damaged classrooms in the amount below P50,000 per damaged classroom.
2. The provided funds shall be utilized for the following activities:
 - a. Purchase of supplies and equipment to be used for minor repair of damages in classrooms;
 - b. Payment for labor services of non-DepEd personnel;
 - c. Provision of meals for the volunteers who helped in the minor repair operations; and
 - d. Other expenses related to minor repair operations of school.
3. For the promotion of the physical and emotional environment in schools, the implementation of the Clean-up, Clearing, and Minor Repair shall adhere to the minimum safety requirements and standards anchored on the