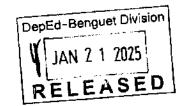


Bepartment of Education

Cordillera Administrative Region Schools Division of Benguet



17 January 2025

DIVISION MEMORANDUM NO. <u>30</u> s. 2025

GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR THE PROVIDED ELIGIBLE SCHOOLS

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICER II
ALL OTHERS CONCERNED

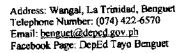
Relative to RM 30, s. 2025 and in support of DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and to ensure no disruption of day-to-day school operations, the Department shall continue to download additional Maintenance and Other Operating Expenses (MOOE) for the renewal and hiring of School-based Administrative Support Staff under Contract of Service (CoS).

In this regard, the following Schools are instructed to adhere to the following guidelines and procedures:

District	Name of School
Atok	Camp 30 NHS
Bakun	Lamew ES
Bokod	Bokod NHS
Buguias	Nabalicong Saltin ES
Buguias	Buguias NHS
Itogon I	Alejo M. Pacalso MNHS
Itogon II	Banget ES
Kabayan	Mongoto ES
Kabayan	Kamora NHS
La Trinidad	La Trinidad NHS
Sablan	Sablan NHS
Tuba	Nangalisan ES
Tuba	Evelio Javier MNHS











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1. For Renewal of Service Agreement

For incumbents who shall continue to render their services, the School Head/Administrative Officer of the school shall prepare and submit the following documents to the Personnel Section:

- 1. RPMS IPCRF or other established mechanisms accounting for performance of personnel.
- 2. Authority to Renew.
- 3. Service Agreement.
- 4. Term of Reference (ToR)

New Hires 2.

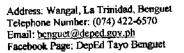
In cases where there shall be changes in the incumbents, the following guidelines and procedures shall be observed to facilitate hiring for replacement:

- A. For a smoother transaction, schools that choose to hire a new CoS must notify the SDO-HRMO via social media or the email address sdobenguethrmpsb@gmail.com.
- B. Human Resource Management Office (SDO-HRMO) shall post the job vacancy for Administrative Support Staff (CoS) for at most ten (10) calendar.
- C. The School Head, in coordination and consultation with the SDO-HRMO, shall conduct the assessment process for qualified applicants such as review of the curriculum vitae, interviews, etc. It is also the responsibility of the School Head to evaluate the results of the assessment.
- D. The School Head shall prepare and submit the following:
 - 1. Authority to Hire
 - Accomplished Terms of Reference (ToR)
 - 3. Signed Service Agreement
 - 4. Updated and Notarized Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017)
 - 5. Curriculum Vitae (CV)
 - 6. Transcript Of Records
 - 7. Certificate of Training (if applicable)
 - 8. Birth Certificate issued by Philippine Statistics Authority (PSA)
 - 9. BIR Tax Identification No. (TIN)

*Items 4-9 shall be submitted by the applicant to the School Head.











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Note: The recommended CoS for hiring should sign the ToR and Service Agreement before the School Head submits them to the SDO. However, the recommended CoS must be informed that their application is still subject to approval of the SDS.

3. Payment of Salary and Premium

A. The salary of the renewed and hired CoS personnel shall be computed as follows:

Regional Minimum Wage (470 for CAR)* \times 22 days = Php10,340.00 Monthly Salary

- B. The renewed or hired CoS personnel shall prepare the taxation requirements (e.g., BIR Form No. 1901/1905 verified by the concerned Revenue District Office (RDO), Annex B-2 duly notarized with documentary stamp) with guidance from the SDO.
- C. As a general rule, the payment of salary and premium of the AdministrativeSupport Staff shall be made by the school concerned in accordance with the following procedures:

1. The hired CoS personnel shall prepare their accomplishment report and daily time record (DTR).

2. The schools, upon review of the accomplishment report and DTR, shall pay the salary of the Administrative Support Staff and submit the required documents for liquidation of CoS salary to the SDO. The accomplishment report, DTR, and notarized service agreement shall be attached.

3. The SDO shall liquidate the cash advance for salary of CoS personnel in non-implementing units in accordance with existing

procedures.

- D. For cases where SDOs or Implementing Units (IUs) opt to process payments through payrolls (List of Due and Demandable Accounts Payable), they may adopt such an arrangement, if deemed convenient and practicable, in accordance with existing procedures.
- E. All Regions shall have a uniform premium rate of 12.5%. The payment of premium shall be given in tranches, as follows:





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Premium Payment	Payment Schedule
January to June	June
July to November	December
December	January (next year)

F. The premium shall be computed as follows:

Premium Rate

(12.5%) x monthly Premium salary = Cost

All templates for the Authority to Renew, Authority to Hire, ToR, service agreement, and other relevant documents can be accessed through this link: https://bit.ly/QuickGuide_HIRINGPROCESS.

Should there be further questions or concerns, please contact the BHROD-SED through landline (02) 8633-5397 or email bhrod.sed@deped.gov.ph.

4. Immediate and wide dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO Edd, CESO III

Regional Director and

concurrent Officer-in-Charge

Office of the Schools Division Superintendent





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