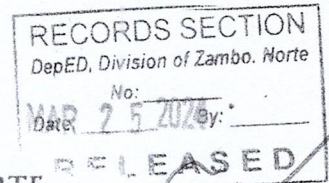




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 21, 2024

Memorandum Order
 No. 190, s. 2024

**HIRING OF ADMINISTRATIVE SUPPORT PERSONNEL FOR PUBLIC ELEMENTARY
 AND SECONDARY SCHOOLS**

To: **PSDS
 School Heads
 All Concerned**

1. This has reference to Memorandum OUF-2024-0267 entitled Transmittal of the Allocation List of Schools Eligible for Additional MOOE For the Hiring of Administrative Support Staff.
2. With the target of the Department of Education to provide all schools with at least one dedicated administrative personnel to assume administrative tasks, DepEd also aims to gradually reduce the number of clustered schools with shared administrative services.
3. The Undersecretary for Human Resource and Organizational Development (OUHROD), through the BHROD, proposed and interim mechanism to hire administrative support staff under a **JOB ORDER/CONTRACT OF SERVICE ARRANGEMENT**.
4. The additional support personnel shall be employed to provide services to schools that **cannot be clustered due to geographical isolation**.
5. **Anent, Enclosure No. 1** is the list of schools **eligible for additional MOOE for the hiring of Administrative Staff**.
6. Thus, all School Heads of the mentioned schools in Enclosure No. 1 are directed to recommend **applicants** who were ranked in the latest Registry of Qualified Applicants (RQA) and who served in the Local School Board (LSB) on or before **March 26, 2024** through this link **depedzn.net/link/APPLICANTFORADMINSUPPORTPERSONNEL**. Hard copies of the list shall be submitted thereafter.
7. Further, the School Heads shall secure residence certificate of the applicants to ensure that they are bona fide residents in the district where the eligible school is located.
8. Immediate dissemination of and strict compliance with this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

Cc: All concerned
 Personnel / Administrative Support Staff/ Memorandum/00____/03212024



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ENCLOSURE NO. 1 List of schools eligible for additional MOOE for the hiring of Administrative Staff.

	DISTRICT	SCHOOL
1	LA LIBERTAD	SAN JOSE PS
2	MUTIA	HEAD TIPAN ES
3	PIÑAN	ADANTE PS
4	PIÑAN	BAGONG SILANG PS
5	PIÑAN	GUMAY ES
6	PIÑAN	SANTA FE ES
7	POLANCO II	LINABO PS
8	POLANCO II	MALIGAYA PS
9	RIZAL	BALUBOHAN PS
10	RIZAL	SAN JOSE PS
11	RIZAL	MABUHAY PS
12	RIZAL	SAN ROQUE ES
13	RIZAL	SIPAON ES
14	SERGIO OSMEÑA I	LABIRAY ES
15	SERGIO OSMEÑA I	LIWANAG ES
16	SERGIO OSMEÑA I	PENACIO ES
17	SERGIO OSMEÑA I	TININDUGAN ES
18	SERGIO OSMEÑA I	WILBEN ES
19	SERGIO OSMEÑA II	TINAGO ES
20	SERGIO OSMEÑA II	MACALIBRE ES
21	SERGIO OSMEÑA II	NUEVA VISTA ES
22	SIBUTAD	OELAPA ES
23	SIBUTAD	SINIPAY PS
24	KATIPUNAN I	DANAO ES
25	KATIPUNAN I	KITONOK ES
26	KATIPUNAN I	MALASAY ES
27	KATIPUNAN I	SAPA RALUM ES
28	KATIPUNAN I	BULAWAN IS
29	KATIPUNAN II	SITOG NHS-EXT. -DABIAK
30	MANUKAN I	TINIGUIBAN ES
31	ROXAS I	CANTULAN ES



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	DISTRICT	SCHOOL
32	ROXAS II	MALICAS ES
33	ROXAS II	SITUBO ES
34	ROXAS II	SUNGGAY ES
35	SIAYAN	BASAK ES
36	SIAYAN	DIONGAN ES EXT.-MONGONG
37	SIAYAN	GUNYAN NHS-DATAGAN EXT.
38	SINDANGAN SOUTH	CALUAN ES
39	SINDANGAN SOUTH	DUMALOGDOG NHS-NATO
40	GODOD	DALUCOT ES
41	GUTALAC II	PITAWA ES
42	KALAWIT	BATAYAN ES
43	KALAWIT	PARAISO ES
44	LABASON	SAN ISIDRO ES
45	LILOY I	NEW BETHLEHEM
46	LILOY II	CABANGCALAN ES
47	LILOY II	STO. NIÑO ES
48	SIBUCO	TANGARAK ES
49	SIRAWAI	TAPANAYAN ES

REFERENCES:

MEMORANDUM OM-OUHROD-2024-0267

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