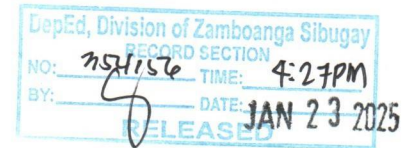




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



23 January 2025

DIVISION MEMORANDUM

No. 029, s. 2024

**TEACHERS UNDER CONTRACT OF SERVICE FOR PISA TUTORS'
REPLACEMENT**

TO : Assistant Schools Division Superintendent
Division Chiefs and Education Program Supervisors
Public Schools District Supervisor/DICs
Concerned School Principal and Teachers

1. In cognizance to Memorandum DM-OUHROD-2025-0083 "Guidelines on the renewal and hiring of School-Based Administrative Support Staff under Contract Of Service for the provided Eligible Schools" and Division Memorandum No. 009, s. 2025, or known as "Readiness Strategies to support the identified school for Improved Learning Outcomes for PISA 2025", specifically in paragraph 2 section E, which is the hiring of COS/Volunteer teachers to replace PISA Tutors for 2 months, this division announces the new hired teachers under contract of service for PISA Tutors' replacement in Malangas National High School. (see attached list)
2. Teachers under contract of service will earn 1 point as reflected in the incremental table which will be considered in the ranking process for Teacher 1 position therefore, school head of the concerned school is instructed to adhere to the following guidelines and procedures:

I. Terms of Reference

A. The teachers under the CoS engagement shall provide assistance to the school in the delivery of prompt, effective and quality teaching and learning instructions in accordance with the Department's policies and procedures.

B. The position shall be under the direct supervision of the School Head.

C. The following are their specific duties and responsibilities of the CoS:

1. Facilitates learning through functional lesson plans and appropriate, innovative, adequate and updated instructional materials.
2. Monitors and evaluates pupils/students' progress.
3. Undertakes activities to improve performance indicators.
4. Maintains updated pupils/students progress regularly.



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5. Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere.
6. Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
7. Does related work.

II. Assessment Process

A. 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.

B. As provided in DM-OUHROD-20250083, the School Head shall prepare and submit the following:

1. Authority to Hire
2. Accomplished Terms of Reference (ToR)
3. Signed Service Agreement
4. Notarized Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017)
5. Curriculum Vitae (CV)
6. Transcript Of Records
7. Photocopy of PRC License (Unexpired)
8. Certificate of Training (if applicable)

C. The CoS should sign the 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.

D. The SDO – Administrative Unit (Personnel Section) shall review the accuracy and completeness of the submitted documents. After a thorough review, the documents shall be forwarded to the Office of the SDS for approval.

III. Payment of Salary

A. The salary of the hired CoS personnel shall be computed as follows:
 $\text{Regional Minimum Wage}^* \times 22 \text{ days} = \text{Monthly Salary}$ (refer to Item VIII of DM-OUHROD-2025-0083)

B. The 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.



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C. As a general rule, the payment of salary of the teachers under contract of service shall be made by the Division Office in accordance with the following procedures:

1. The hired CoS personnel shall prepare their accomplishment report and daily time record (DTR).
2. The school, upon review of the accomplishment report and DTR, shall submit the required documents to the SDO for payment.
3. The accomplishment report, DTR, and notarized service agreement shall be attached.
3. All expenses incurred in this initiative will be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. Widest dissemination on the contents of this Memorandum is desired.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Reference:

Encl.: As Stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:
PISA READINESS STRATEGIES

ZS-DM-CID-2025-01-010

ULM20250120



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Enclosure: List of teachers uncer Contract of Service

LIST OF TEACHERS UNDER CONTRACT OF SERVICE

NO.	NAME OF CoS	SUBJECT
1	BONGCAS, CHRISTIAN N.	IT
2	ENGGO, GIEL ANTHONY C.	IT
3	SUMAOY, JENNIE MAE O.	IT
4	MANDAO, DANILO O.	SCIENCE
5	SENANGGOTE, CYRIL BOB E.	SCIENCE
6	ESPAÑO, HAZEL JANE	SCIENCE
7	PARAMI, MARCIA	SCIENCE
8	SEVILLA, NICANOR, JR.	MATH
9	EMPERUA, CHRISTINE A	MATH
10	LAHOT, JESSA M.	MATH
11	LIMEN, BERNADETH S.	MATH
12	OMONGOS, SHANDYLOU B.	ENGLISH
13	VILLASIS, BERNAMIE A.	ENGLISH
14	PANUNCIALMAN, JOYCE MARIE B.	ENGLISH
*****Nothing Follows*****		