



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

January 26, 2026

**DIVISION MEMORANDUM**  
**No. 036 , s. 2026**

**ADDENDUM TO DIVISION MEMORANDUM NO. 034, S. 2026**  
*(GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOL-BASED ADMINISTRATIVE  
SUPPORT STAFF UNDER CONTRACT OF SERVICE  
FOR FY 2026)*

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principal/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All others concerned**

1. Pursuant to MEMORANDUM DM-OUHROD-2026-0095 with subject “GUIDELINES ON THE RENEWAL AND HIRING OF SCHOOLBASED ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR FY 2026”, this Office announces the hiring of School-Based Administrative Support Staff under Contract of Service (COS) of the selected schools listed below. **Interested applicants shall submit their application letter, accomplished CSC Form 212 s. 2025 or the Personal Data Sheet (PDS), Resume/Curriculum Vitae (CV) and Transcript of Records to the school head of their preferred school on or before February 5, 2026, until 5:00 PM only.**

No.	District	Name of School
1	Balete	Arcangel Norte Primary School
2	Banga	Capitan Tazan Memorial Primary School
3	Ibajay East	Naligusan Elementary School
4	Ibajay East	Unat-Bagacay Elementary School
5	Ibajay East	Rizal Elementary School
6	Libacao	Loctuga National High School
7	Madalag	San Jose Elementary School





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<b>8</b>	<b>Malay</b>	<b>Manocmanoc Elementary School</b>
<b>9</b>	<b>Malinao</b>	<b>Lilo-an Elementary School</b>
<b>10</b>	<b>Malinao</b>	<b>San Ramon Elementary School</b>
<b>11</b>	<b>Nabas</b>	<b>Unidos National High School</b>

2. **It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Recruitment, Selection and Placement on account of age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances to run counter to the principles of equal opportunity.**
3. Immediate and wide dissemination of this Memorandum is highly enjoined.

**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

Reference: As stated  
Encl.: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT

HIRING

RECRUITMENT

POLICY

RDP/mtb

