



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-015

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR ADMINISTRATIVE
SUPPORT (AS) II UNDER CONTRACT OF SERVICE (COS) FOR
SCHOOLS DIVISION OFFICE (SDO)

Date : January 14, 2025

This Office announces the acceptance of applications for Contract of Service position in the Schools Division Office of Digos City. The qualification standards are as follows:

POSITION TITLE	MINIMUM QUALIFICATION / S
ADMINISTRATIVE SUPPORT (AS) II (Contract of Service)	<ul style="list-style-type: none">• Education: Bachelor's degree relevant to the job• Training: None required• Experience: None required• Able to assist in the preparation of technical documents such as concept notes, activity designs, accomplishment reports and presentations regarding SBFP and related programs and activities• Able to maintain database of SBFP and related programs and activities• Able to carry out other administrative duties• Computer literate preferably in MS Office Suite• Can operate office equipment (printers, fax machines, photocopiers, etc.)• Can coordinate and collaborate with other concerned personnel and offices
Salary: ₱ 20,000.00/ month Source of Fund: 2024 SBFP Program Support Funds No. of Vacancy/ies: 1 Place of Assignment: SCHOOLS DIVISION OFFICE (SDO)	



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

GENERAL FUNCTION: To ensure efficient implementation of SBFP and related programs and activities (Nutrition Support Program, Water, Sanitation and Hygiene in Schools).

DUTIES AND RESPONSIBILITIES:

- To provide administrative support to ensure efficient operation of SBFP and related activities in the SDO;
- Carries out administrative duties such as filing, recording, receiving/releasing of documents, typing, copying, binding, scanning etc;
- Assist in the maintenance of database for SBFP and related programs and activities;
- Assist in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities; and
- Performs other functions as deemed necessary.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **SCHOOLS DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Resume/Curriculum Vitae;
- d. Transcript of Records;
- e. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: <https://bit.ly/ChecklistCOS2>*), **notarized by the authorized official**; and
- f. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB does not exclude them from the pool of official applicants.

A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

The deadline for the submission of the applications for interested applicants to the School Division Office is on **January 24, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.


The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
January 14, 2025 – January 24, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
January 27, 2025– January 28, 2025	Conduct assessment process for qualified applicants & Evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.


MELANIE P. ESTACIO, Ph.D, CESO VI
 Schools Division Superintendent 

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: JAN 1 2025 TIME: 10:20 AM
 BY: 

OSDS/ADMIN /HR/bpp



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

PROJECT PROPOSAL

Program	SCHOOL-BASED FEEDING PROGRAM			
Activity Title	Hiring of Contract of Service (Administrative Support II)			
General Objective	To ensure efficient implementation of SBFP and related programs and activities (Nutrition Support Program, Water, Sanitation and Hygiene in Schools).			
Specific Objectives	<ul style="list-style-type: none">• To assist in the preparation of technical documents such as concept notes, activity designs, accomplishment reports and presentations regarding SBFP and related programs and activities.• To maintain database of SBFP and related programs and activities.• To carry out other administrative duties.			
Proposed Date	January to June 2025			
Amount	P 20,000.00/ month + 2,000.00 (10% premium) x 6 months = 132,000.00			
Source of Funds	2024 SBFP Program Support Funds			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
COS (Administrative Support II)	1	Php20,000.00/ month + 2,000.00 (10% premium) x 6 months	132,000.00	2024 SBFP Program Support Funds
Total			Php 132,000.00	

<p>Rationale</p>	<p>This is in reference to Regional Memorandum No. AD-2024-053 re hiring of Division and Operations of Service for School-Based Feeding Program (SBFP) through Schools Governance and Operations- School Health and Nutrition Unit to Support the implementation of School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Administrative Support (AS II) for the Schools Division Office (SDO).</p> <p>The School- Based Feeding Program is among the Department of Education's big ticket programs with big annual budget allocation. The Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Government Plan BEDP 2030 envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners.</p> <p>The need of hiring an Administrative Assistant under COS was also brought about during the consultations conducted by the SBFP under the Bureau of Learner Support Services- School Health Division (BLSS- SHD) and supported by the Management Team headed by Assistant Secretary Dexter A. Alban.</p> <p>The hiring shall be achieved through the SBFP Program Support Funds (PSF) for FY 2025, and the succeeding years with its terms of reference, to provide administrative support to ensure efficient operation of SBFP and related activities in the SDO; carries out administrative duties such as filing, recording, receiving /releasing of documents, typing, copying, binding, scanning etc; assists in the maintenance of database for SBFP and related programs and activities; assists in the maintenance of database for SBFP and related programs and activities; assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities; and performs other functions as deemed necessary.</p> <p>Attached is the Regional Memorandum AD- 2024-053 for reference. Gender & equality transdiscrimination are highly observed in this activity by engaging and involving men and women all throughout. The support services promotion is not only aimed at eliminating gender stereotypes, but also transforming gender relation toward empowerment and social change.</p>
<p>General Methodology</p>	<ul style="list-style-type: none"> a) Hiring of Contract of Service b) Selection through the Administrative Office c) Report to assigned unit d) Conduct of orientation of activities, programs and policies relative to SBFP and other related programs.



Prepared by:

[Signature]
DAISSY JANE P. SANJOY, RN
NURSE II

Noted:

[Signature] 11/1/15
SOLLIE B. OLIVER, JD, MATE
Chief ES, SGOD

Funds Available:

[Signature] ₱ 172,000 -
NEPTUNE L. TAMBILAWAN
AO-V - Budget Officer

Approved by:

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Rs
2824 27



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
AD-2024-053

To : Assistant Regional Director
Schools Division Superintendents
Chief of Functional Divisions – AD, ESSD

Subject: **HIRING OF REGIONAL/DIVISION CONTRACT OF SERVICE (COS)
FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

Date : February 21, 2024

Herewith is unnumbered memorandum dated November 30, 2023 from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, and Officer-In-Charge of the Office of the Undersecretary for Finance, and Atty. Revsee A. Escobedo, Undersecretary for Operations, informing interested applicants of the Guidelines on the Hiring of Regional/Division Contract of Service (COS) for the School-Based Feeding Program (SBFP):

The following are the vacancies:

Position	Place of Assignment	No. of Item	Educational Requirement
Technical Assistant (TA) I	Regional Office (RO) - ESSD	1 for RO	Bachelor's degree relevant to the job
Administrative Support (AS) II	Schools Division Office (SDO)	1 per SDO	

Applicants for TA I must submit the scanned copies of the application documents to personnel.region11@deped.gov.ph on or before March 15, 2024, while applicants for AS II must submit their application documents to the concerned SDO.

Widest dissemination of this information is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASE
ALLAN G. WARRAZO
Director
By: [Signature] Date: Feb. 29, 2024
28243

Enclosed: As stated
ROAS/PS/BJ



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedrca.ph