



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 249

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 II UNDER CONTRACT OF SERVICE (COS) FOR DISASTER  
RISK REDUCTION AND MANAGEMENT

Date : August 20, 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:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II	Completion of at least two years in college; or Senior High School graduate with relevant specialization	8 Hours of relevant training	1 year of relevant experience	P20,000.00 per month  Premium: P2,000.00	Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures
End of Period: December 2025 No. of Vacancy/ies: 1					



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

Place of Assignment: DISASTER RISK REDUCTION AND MANAGEMENT SECTION IN THE DIVISION OFFICE

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 **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.**

Applicants who failed to submit complete mandatory documents (items a to e) 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](http://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 Division Office – Records Section is on **August 30, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

This Office highly encourages all interested and qualified applicants, including





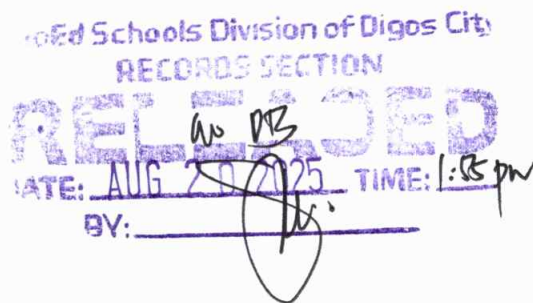
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persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of  
Schools Division Superintendent  
MELANIE P. ESTACIO, Ph.D, CESO VI

  
**PETER-JASON C. SENARILLOS**  
Senior Education Program Specialist  
Officer-in-Charge 



OSDS/ ADMIN / HR / bpp



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and 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: <a href="https://bit.ly/ChecklistCOS2">https://bit.ly/ChecklistCOS2</a> ), notarized by the authorized official; and			
f.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath



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

Program	Disaster Risk Reduction and Management			
Activity Title	Hiring of Contract of Service (Administrative Support II)			
General Objective	Utilize Memorandum OM-OUOPS-2024-04-03288 or the Hiring of Contract of Service (COS) personnel to bolster the manpower of the DRRM Section in the Division and the Regional Offices of the Department of Education, thereby strengthening disaster risk reduction initiatives in schools nationwide.			
Specific Objectives	<ul style="list-style-type: none"><li>• <b>Improve Disaster Response:</b> By allocating resources and hiring additional personnel who can provide administrative assistance the Department of Education can enhance its capacity and operations to respond promptly and effectively to disasters, thereby reducing the impact on schools and communities.</li><li>• <b>Optimize Resource Utilization:</b> Through the effective use of Preparedness and Response Program (DPRP) funds and the hiring of Contract of Service (COS) staff, resources are utilized more efficiently, ensuring that investments yield maximum benefits in terms of disaster preparedness and response capabilities.</li><li>• <b>Increase Resilience:</b> By prioritizing disaster risk reduction and management initiatives, schools and communities become more resilient to disasters, minimizing disruption to education and livelihoods and facilitating quicker recovery.</li></ul>			
Proposed Date	September 01 to December 31, 2025			
Amount	P 20,000.00/ month + 2,000.00 (10% premium) x 4 months = Php 88,000.00			
Source of Funds	DPRP Downloaded Funds Sub-Aro No. ROP-11-24-0094			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
COS (Administrative Support II)	1	Php 20,000.00/ month + 2,000.00 (10% premium) x 4 months	Php 88, 000.00	DPRP Downloaded Funds Sub-Aro No. ROP-11-24- 0094
Total			Php 88,000.00	



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| (082)553-8375



<b>Rationale</b>	<p>The present status of disaster management demands a great deal of resources. To be on par with the current requirements, effective implementation requires additional manpower as well as a variety of other resources. This includes specialized training for personnel, updated technology for communication and coordination, and sufficient funding to support ongoing efforts. Without these resources, disaster management may struggle to adequately respond to emergencies and effectively mitigate the impact on affected communities. The Department of Education faces the same problems without proper support and resources as the rest of the government agencies.</p> <p>To help make better use of Preparedness and Response Program (DPRP) funds, the Central Office issued Memorandum OM-OUOPS-2024-04-2024-04-03288. This is a supplemental guideline allowing for the hiring of Contract of Service (COS) staff to help the DRRM Section in the Division and the Regional Offices of the Department of Education. This will help in ensuring the efficient implementation of disaster risk reduction and management initiatives in schools and the division nationwide.</p> <p>This Activity is designed to ensure that essential government services continue to function smoothly during the times of crisis or disruption while also advancing gender equality goals that ensures girls' and boys' and women's and men's access to opportunities in all spheres of life. Moreover, the beneficiaries involve DepEd personnel who are in the promotion of gender equality and non-discrimination through their engagement in the activities to cascade the learning is their respective schools, and support services that should not only aim at eliminating gender stereotypes, but also at transforming gender relations towards empowerment and social damage.</p> <p>Moreover, it is crucial to allocate funds for this program immediately.</p>
<b>General Methodology</b>	<ul style="list-style-type: none"><li>a) Hiring of Contract of Service</li><li>b) Selection through the Administrative Office</li><li>c) Report to assigned unit</li><li>d) Conduct of orientation of activities, programs and policies relative to DRRM and other related programs.</li></ul>

Prepared by:

**JAYZON T. CARDINES**  
PDO II - DRRM Division Focal

**MARK V. CASTAÑARES**  
Administrative Officer II

Noted:

**SOLLIE B. OLIVER, JD, MATE**  
Chief ES, SGOD

Recommending Approval:

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent

Funds Available:

**NEPTUNE L. TAMBILAWAN**  
AO-V - Budget Officer

Approved by:

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent



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