



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 261

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 THE HIRING OF JOB ORDER FOR
JANITORIAL SERVICE

Date : August 28, 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
Job Order	None Required	None Required	None Required	Php 9,680.00/month	N/A

Proposed Date: August 18, 2025 to December 31, 2025

No. of Vacancy/ies: 2

Place of Assignment: Schools Division Office

General Function:

To clean the buildings and offices of the Schools Division Office and beautify the surroundings by cutting weeds using grass cutter/bolo, gathering dried leaves, and perform other tasks as the need arises.

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



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

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). 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 **September 07, 2025**. 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 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.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: AUG 28 2025 TIME: 5:18
BY: [Signature]

OSDS/ ADMIN / HR/ bpr

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



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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Training Activity Plan: Hiring of Job Order

Program	Clean and green environment and hygienic work place.				
Activity Title	Hiring of Two Job Order Personnel in the Schools Division Office				
General Objective	To clean the buildings and offices of the Schools Division Office in order to become a hygienic work place and clean the surroundings from weeds and dried leaves and constructing of plant boxes.				
Specific Objective	<ol style="list-style-type: none">1. To clean the surroundings from weeds and dried leaves.2. To construct plant boxes in designated places.3. To clean the offices in this Schools Division Office.4. To clean thoroughly the comfort rooms in every office.				
Proposed Date	August 18, 2025 to December 31, 2025				
Amount	Php. 9,680.00 per month/worker				
Source of Funds					
Items of Expenditures	No. of Pax/Units Required	Unit Cost	Days Required	Total	Source of Funds
Salaries for the Contract of Service worker.	2	Php. 9,680.00	99	P 96,800.00	MOOE
TOTAL	Php. 96,800.00				
Rationale	<p>The work place is very vital in delivering public service. Upon the entrance of clients, they will immediately see the surroundings. A clean surroundings and office will become the initial feeling of our clients on what the personalities client would encounter upon entering this office. A clean surroundings and pleasant offices with frontline services are the assets this office can show and offer to clients walking in seeking answers to their queries.</p> <p>The retirement of our Administrative Aides who were task to clean the Schools Division Office prompted the submission of this project proposal to hire two workers on Contract of Service basis who will under the Office of the Administrative Officer V. The main task of this workers is to clean the office, particularly the comfort rooms, including the surroundings in order to have a quality work place.</p>				
General Methodology	Cleaning activities				
Learning Facilitators	DepED, Division of Digos City				
Participants	Two Contract of Service Workers				

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Funds Available:

GISELLE B. GONZALES
AO-II – Budget Officer Designate

Approved by:

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

