



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-771

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 THE  
DISASTER RISK REDUCTION AND MANAGEMENT

Date : December 02, 2025

This Office announces the acceptance of applications for Contract of Service position pursuant 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. The qualification standards are as follows:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II (Contract of Service)	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
Period: January 2026 to April 2026 No. of Vacancy/ies: 1					



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

Salary: Php 20,000.00/ month  
Source of Fund: DPRP Downloaded Funds  
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 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 2025) with Work Experience Sheet;
- 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 submitted online application 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.depeddigoscitey.org](http://www.depeddigoscitey.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-Records Section** is on **December 12, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.



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

Date	Activities	Personnel Involved	Mode
December 02, 2025 – December 12, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
December 15, 2025– December 16, 2025	Conduct assessment process for qualified applicants & evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

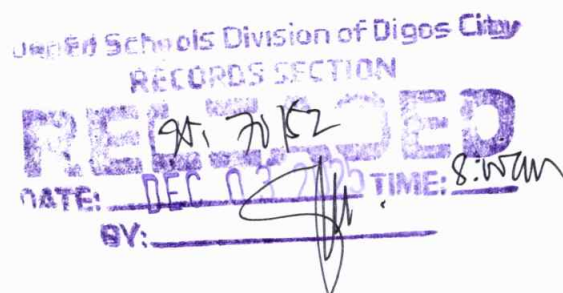
This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

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

  
**NEIL D. BONGCAYAO**

Public Schools District Supervisor  
Officer-In-Charge



OSDS/ADMIN/HR/byp



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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	January to April 2026			
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-11-25-0070			
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-11-25-0070
Total			Php 88,000.00	



<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:

  
**GISELLE D. GONZALES**  
OIC – Budget Officer

Approved by:

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

Department of Education

Office Code : 11006  
Office Name : Schools Governance and Operations Division (Digos City Division)  
Fiscal Year : 2025

FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	2024		FY 2025 PHYSICAL TARGET																Fund So	
						Actual (Jan- [OC]	Estimate (Oct- [OC]	Q1				Q2				Q3				Q4				Total Physical	UACS Code
								Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total		
200000100010000 - Disaster Preparedness and Response Program																									
Disaster Preparedness and Response Program																									
OC-25-6293-DPRP-001		Admin Cost			No. of Activities	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	2	200000100010000	
			AC-25-6293-DPRP-001	Attendance to monitoring, trainings and seminars	Number of monitoring, trainings/seminars attended			0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	200000100010000	
			AC-25-6293-DPRP-002	Hiring of Administrative Staff II	Number of Hiring Conducted			0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	200000100010000	
OC-25-6293-DPRP-002		Division Provided with Disaster Preparedness Equipment			Number of Division provided with Disaster Preparedness Equipment	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	200000100010000	
			AC-25-6293-DPRP-003	Procurement of Disaster Preparedness Equipment	No. of procurement conducted			0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	200000100010000	
Disaster Preparedness Response Program																									
OC-25-6293-DPRP-003		Trained Division Personnel on Fire Safety Orientation			No. of Division personnel trained	0	0	0	0	0	0	0	0	71	71	0	0	0	0	0	0	0	71	200000100010000	
			AC-25-6293-DPRP-004	Fire Safety Orientation for SDO Personnel	Number of Orientation Conducted			0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	200000100010000	
TOTAL																									

Prepared by:

JAYZON T. CARDINES  
PDO II - DRRM  
Date:

MARK V. CASTAÑARES  
AO - II  
Date:

Reviewed:

AIRON M. ALJANDRO  
Planning Officer III  
Date:

Recommending Approval:

SOLLIE B. OLIVER, JD, MATE  
Chief ES, SGOD  
Date:

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE  
Assistant Schools Division Superintendent  
Date:

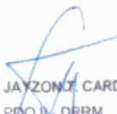

Approved by:

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




Source Fiscal Year FY 2024/2 025	Other s	With Proc urement (Y/N)	Classif ication (GASS, STO, MFO 1,2,3)	Allot ment Clas s (PS, MOO)	FY 2024 Obligation		FY 2025 OBLIGATION PROGRAM																				For Do wn loa din g	Total Cash Program	Tax Remittan ce Advice	Program, Net of TRA	Total Disbursem ent
					Total	Actual (Jan- Sept)	Estimate (Oct- Dec)	Total Obligation	Q1				Q2				Q3				Q4										
									Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total							
2025																															
2025		Y	STO	MOOE	0.00			112,800.00	0.00	0.00	112,800.00	112,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N	112,800.00	5,640.00	107,160.00	112,800.00			
2025		Y	STO	MOOE	0.00			154,000.00	0.00	0.00	0.00	0.00	0.00	154,000.00	0.00	154,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N	154,000.00	7,700.00	146,300.00	154,000.00			
2025																															
2025		Y	STO	MOOE	0.00			310,000.00	0.00	0.00	0.00	0.00	0.00	310,000.00	0.00	310,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N	310,000.00	15,500.00	294,500.00	310,000.00			
2025																															
2025		Y	STO	MOOE	0.00			37,600.00	0.00	0.00	0.00	0.00	0.00	37,600.00	0.00	37,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N	37,600.00	1,880.00	35,720.00	37,600.00			
								614,400.00	0.00	0.00	112,800.00	112,800.00	0.00	501,600.00	0.00	501,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		614,400.00	30,720.00	583,680.00	614,400.00			

Prepared by:

  
JAYZON L. CARDINES  
PDO II, DRRM  
Date:   
MARK V. CASTANARES  
AO - II  
Date:


Funds Availability: 614,400.00

  
NEPTUNE L. TAMBILAWAN  
Administrative Officer V - Budget  
Date: 5/17/25  
KOP-11-25-0076

Recommending Approval:

  
MARIA GENEVIEVE T. FRANCISQUETE  
Assistant Schools Division Superintendent  
Date:

Approved by:

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

FY 2025 MONTHLY DISBURSEMENT PROGRAM																REMARKS
Q1				Q2				Q3				Q4				
Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total	
0.00	0.00	0.00	0.00	0.00	112,800.00	0.00	112,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154,000.00	0.00	0.00	154,000.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310,000.00	0.00	0.00	310,000.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,600.00	0.00	0.00	37,600.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	112,800.00	0.00	112,800.00	501,600.00	0.00	0.00	501,600.00	0.00	0.00	0.00	0.00	

Prepared by:

JAYSON J. CARDINES  
PDO II / DRRM  
Date:

MARK V. CASTAÑARES  
AO - II  
Date:

Reviewed:

MA. FLORINEL G. GALLARDO, CPA  
Accountant-III  
Date:

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE  
Assistant Schools Division Superintendent  
Date:

Approved by:

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