



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2026- 129

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 : May 20, 2026

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	P28,000.00 per month  Premium: P5,600.00	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:** May 2026 to December 2026  
**Source of Fund:** DPRP DOWNLOADED Funds Sub-Aro No. OSEC-11-26-01655  
**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 **May 30, 2026**. 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:



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Date	Activities	Personnel Involved	Mode
May 20, 2026– May 30, 2026	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
June 01, 2026– June 02, 2026	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.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: 20 MAY 2026 TIME: 2:24 p  
 BY: \_\_\_\_\_



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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 <i>(To be filled out by the applicant. Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**PROJECT PROPOSAL**

<b>Program</b>	<b>Disaster Risk Reduction and Management</b>			
<b>Activity Title</b>	Hiring of Contract of Service (Technical Assistant I)			
<b>General Objective</b>	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.			
<b>Specific Objectives</b>	<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 quick recovery.</li> </ul>			
<b>Proposed Date</b>	May to December 2026			
<b>Amount</b>	P 28,000.00/ month + 5,600.00 (20% premium) x 8 months = Php 268,00.00			
<b>Source of Funds</b>	DPRP Downloaded Funds Sub-Aro No. OSEC-11-26-01655			
<b>Items of Expenditures</b>	<b>Number Hired</b>	<b>Salary plus 20% Premium</b>	<b>TOTAL</b>	<b>Source of Funds</b>
COS (Technical Assistant I)	1	Php 28,000.00/ month + 5,600.00 (20% premium) x 8 months	Php 268,00.00	DPRP Downloaded Funds Sub-Aro No. OSEC-11-26-01655
<b>Total</b>			<b>Php 268,00.00</b>	



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 | (082)553-8375

<p><b>Rationale</b></p>	<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>
<p><b>General Methodology</b></p>	<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

Noted:

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

Recommending Approval:

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

Funds Available:

  
**JAKE LLOYD S. VENCIO**  
 Budget Officer

Approved by:

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





Republika ng Pilipinas  
**Department of Education**

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

**ADVISORY**

FOR : Regional Directors  
Schools Division Superintendents  
Regional and Division DRRM Coordinators

FROM : **FELINO O. CASTRO V** *Fom*  
Director IV

SUBJECT : **Renewal of Contract of Service (CoS) Personnel under the Disaster Preparedness and Response Program (DPRP) for Fiscal Year 2026**

DATE : January 8, 2026

All Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby advised the renewal of Contract of Service (CoS) personnel hired under the Disaster Preparedness and Response Program (DPRP) for Fiscal Year 2026, in accordance with Joint Circular (JC) No. 1, series of 2025, and applicable Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) rules.

**1. Eligibility and Contract Duration**

Only CoS personnel with valid contracts until 31 December 2025 shall be eligible for renewal. In line with the transitory provisions of JC No. 1, s. 2025, no increase in the number of CoS personnel is allowed.

The duration of renewed contracts shall be:

- Twelve (12) months (01 January–31 December 2026) – for CoS personnel who rendered at least three (3) months of continuous service; or
- Six (6) months (01 January–30 June 2026) – for those who rendered less than three (3) months of continuous service.

**2. Compensation, Premium, and Work Category**

Salary rates shall follow Office Order No. OO-OSEC-2024-306, effective 01 January 2026.

The approved compensation rate for Administrative Support II (AS II) is ₱22,000.00 per month plus a uniform premium of twenty percent (20%).

ROs and SDOs may change the work category of CoS personnel from Administrative Support II (AS II) to Technical Assistant I (TA I) with a compensation rate of ₱28,000.00 per month plus a twenty percent (20%) premium, subject to the approved Terms of Reference (TOR) issued by the



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Email Address: [drms@deped.gov.ph](mailto:drms@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Effectivity	03.23.23	Page	1 of 2



DRRMS, required qualifications, and availability of funds, and provided that the change does not result in an increase in the total number of CoS personnel.

Salaries and premiums shall be paid by the concerned RO/SDO upon submission and review of the Accomplishment Report (AR) and Daily Time Record (DTR). Premiums shall be released in tranches (mid-year and year-end), with prorated payment if the contract ends earlier.

### 3. Work Conditions and Benefits

Overtime services shall be subject to availability of funds and RO/SDO rules and shall be compensated, at a minimum, through Compensatory Time-Off (CTO).

Payment shall be made for non-working days, regular holidays, and LGU-declared work suspensions.

CoS personnel shall be assigned only DPRP-related functions and deliverables, consistent with the approved TOR and work plan.

### 4. Travel, Trainings, and Logistics

Participation in DepEd-funded trainings and official local travel shall be governed by existing rules. Official travel shall be allowed only when the activity cannot be performed by permanent personnel and is necessary to fulfill contract obligations, subject to proper justification.

Office supplies and equipment shall be charged to local funds. Requests for laptops or gadgets may be coordinated with the RO/SDO Information Technology Officer, subject to applicable rules.

### 5. Performance Requirement

Renewal shall be allowed only if:

- there is a continuing need for the services due to ongoing DPRP programs; and
- the CoS personnel obtained at least a Very Satisfactory rating in the IPCRF.

### 6. Other Provisions

CoS engagement is not credited as government service and does not carry benefits exclusive to regular government employees. Eligible CoS personnel may receive benefits and one-time gratuity pay, subject to yearly authority and applicable accounting and auditing rules.

All ROs and SDOs are directed to strictly comply with this Advisory and the FY2026 DPRP Guidelines.

For guidance and compliance.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Central Office

**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA241 200000100010000 - Current Appropriations Disaster Preparedness and Response Program		<b>REFERENCE:</b> FY 2026 GAAAO dated 01/05/2026	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-11-26-01655
<b>FUND CODE:</b> 01101101		<b>LEGAL BASIS:</b> FY 2026 General Appropriations Act   Republic Act (R.A.) No. 12314	<b>DATE:</b> 06-Apr-26
<b>ORGANIZATION CODE:</b> 070010100000		<b>FISCAL YEAR:</b> FY 2026	
<b>PURPOSE:</b> <i>Provision of Funds for Disaster Preparedness-related Programs, Project and Activities (PPAs).</i>			
<b>To:</b> The Schools Division Superintendent Schools Division of Digos City Region XI - Davao 070010811006			<b>Region :</b> <u>11</u>
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	530,000.00
<b>AMOUNT IN WORDS:</b> *** Five Hundred Thirty Thousand Pesos Only ***			<b>Total:</b> <u>530,000.00</u>
<b>NOTE:</b> The MOOE or CO allotment herein sub-alloted are valid for obligation until December 31, 2027.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**Certification of Availability of Allotment:**

*[Signature]*  
**REYMARK V. TIRADOS**  
 Administrative Officer IV  
 OIC, Finance Service-Budget Division

**Approval for Transfer/Downloading of Funds:**

*[Signature]*  
**ATTY. EDSON BYRON K. SY**  
 Assistant Secretary for Finance  
 OIC, Office of the Undersecretary for Finance