



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 170

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 TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS) FOR SCHOOLS DIVISION OFFICE (SDO)-SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

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:

POSITION TITLE	MINIMUM QUALIFICATION/S
TECHNICAL ASSISTANT I (Contract of Service)	<ul style="list-style-type: none">• Education: Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous)• Training: Completion of at least eight (8) hours of relevant training• Experience: Possess a minimum of Six (6) months of relevant work experience• Experience in Sports and PE particularly teaching and coaching Sports is a plus factor• Proficient in written and oral communication skills• Demonstration success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities• Ability to work efficiently with minimal supervision• Familiarity with various office software like Google Docs, Sheets, and Forms



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

	<ul style="list-style-type: none"> • Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage
<p>Salary: ₱ 28,000.00/ month Period: June 2026 to December 2026 Source of Fund: PFSS Downloaded Funds Sub-Aro No. OSEC-11-26-02025 No. of Vacancy/ies: 1 Place of Assignment: SCHOOLS DIVISION OFFICE (SDO)-SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)</p> <p>GENERAL FUNCTION: Establish and implement the Bureau of Learners Support Services (BLSS)-School Sports Division (SSD) School Sports Program for the City Schools Division of Digos City.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division Office and monitors its implementation at the School level; • Facilitate the collection and consolidation of SSD reports/data from Schools; • Draft memoranda, endorsements, and other similar communications to SSD; • Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level; • Assist the SSD in disseminating announcements and other relevant information to the school level; • Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership; • Prepare the list of schools that are in need of technical assistance such as capacity building for sports skills and the likes to be submitted to the Central Office. • Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office; and • All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor. 	

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**.



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

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;
- 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 the School Division Office 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:

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



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

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

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
As per
 DATE: 20 MAY 2026 TIME: 7:24 PM
 BY: *[Signature]*

OSDS/ ADMIN / HR/ bpp



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

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: 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			

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. 8742 or the "Electronic Commerce Act of 2000", (e)electronic 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

Program	Physical Fitness and School Sports			
Activity Title	Hiring of Contract of Service (Technical Assistant I)			
General Objective	Establish and implement the Bureau of Learners Support Services (BLSS) – School Sports Division (SSD) School Sports Program for the City Schools Division of Digos City			
Specific Objectives	<ul style="list-style-type: none"> • Establish physical fitness activities and school sports • Organize School Sports Programs through the organizing of schools sports clubs. • Hire Contract of Service (CoS) who shall function as Focal Person in School Sports Program for the City Schools Division 			
Proposed Date	January to December 2026			
Amount	P 28,000.00/ month + 2,800.00 (10% premium) x 12 months = Php 369,600.00 P 30,000 Operational Expense TOTAL: P 399,600.00			
Source of Funds	PFSS Downloaded Funds Sub-Aro No. OSEC-11-26-02025			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
COS (Technical Assistant I)	1	Php 28,000.00/ month + 2,800.00 (10% premium) x 12 months	Php 369,600.00	PFSS Downloaded Funds Sub-Aro No. OSEC-11-26-02025
Operational Expense (Travel, Supplies, Communication)			P 30,000.00	



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
 | (082)553-8375

Total		Php 399,600.00	
Rationale	<p>The Bureau of Learners Support Services – School Sports Division is the unit incharge of school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and engaging in the different sports events.</p> <p>This is noted in the light of the statistics that only seven (7) percent of students participate in the Palarong Pambansa.</p> <p>In the Regional Office Level, the Office incharge for the monitoring and implementation of the School Sports Program shall be the Educational Support Services Division (ESSD). In the Division Level, it shall be the School Governance and Operations Division (SGOD).</p> <p>It shall be the responsibility of the SGOD to ensure that learners, both male and female, shall have an equal opportunity to engage in Physical Fitness and Sports Activities of their choice.</p> <p>The focal person incharge of the program shall be the Division Sports Officer with assistance by the Contract of Service which shall be hired.</p> <p>The hiring of the CoS shall be based on OM-OUPS-2026-09-0600, which established the qualifications of the personnel to be hired.</p> <p>The Terms of Reference shall be followed based on the guidelines by the Program Support Funds for PFSS.</p>		
General Methodology	<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 PFSS and other related programs. 		

Prepared by:

Noted:


PETER-JASON C. SENARILLOS
 SEPS-Division Sports Officer

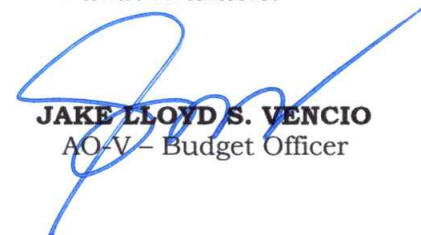

SOLLIE B. OLIVER, JD, MATE
 Chief ES, SGOD

Recommending Approval

Funds Available:


MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent




JAKE LLOYD S. VENCIO
 AO-V – Budget Officer

Approved by:

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





Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OFFICE - DIGOS CITY
GAD Checklist for Project Identification and Designing

NAME OF THE PROGRAM Physical Fitness and School Sports **BUDGET:** P399,600.00

NAME OF THE PROGRAM OWNER Peter-Jason C. Senarillos

SCHOOL/OFFICE: SGOD

DURATION January to December 2026

DESCRIPTION Hiring of Contract of Service (Technical Assistant I)

Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
Project Identification and Planning					
1.0 Involvement of women and men (max score: 2; for each item, 1)				2.00	
1.1 Participation of women and men in beneficiary groups in problem identification (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)				2.00	
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
Project Design					
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0) Does the project have clearly-stated gender equality goals, objectives, outcomes or outputs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)				2.00	
6.1. Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.2. Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.3. Has the project included strategies for avoiding or minimizing negative impacts on women's status and welfare? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	

Department of Education

Office Code : 11006
 Office Name : Schools Governance and Operations Division (Digos City Division)
 Fiscal Year : 2026

FY 2026 PHYSICAL PLAN

Output Code (OC)	Programs/Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	2025 Accomplishments		FY 2026 PHYSICAL TARGET												Total Physical				
						Actual (Jan-Sept)	Estimate (Oct-Dec)	Q1				Q2				Q3					Q4			
								Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept	Total		Oct.	Nov.	Dec.	Total
200000100001000 - Physical fitness and school sports competitions, including Palarong Pambansa																								
Physical Fitness and Schools Sports Program																								
OC-26-6293-PFSS-001		Physically Fit and Sports-Oriented Learners in Public Schools			Number of programs implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
			AC-26-6293-PALARO 001	Hiring of Contract of Service (CoS) Personnel	Hired CoS Personnel			0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
TOTAL																								


Prepared by:

Noted by:


Reviewed by:

Recommending Approval:

Approved by:


 PETER JASON C. SENARILLOS
 (SEPS-SMN, DSO)


 AIRON M. ALEJANDRO
 Planning Officer III


 SOLLIE B. OLIVER
 Chief ES, SGOD


 MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent


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

Date :

Date :

Date :

Date :

Date :

Department of Education

Office Code 11006
 Office Name Schools Governance and Operations Division (Digos City Division)
 Fiscal Year 2026

FY 2026 FINANCIAL OBLIGATION

Output Code (OC)	Programs/Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2025 Obligation			FY 2026 OBLIGATION PROGRAM																
						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
200000100001000 - Physical fitness and school sports competitions, including Palarong Pambansa																									
Physical Fitness and Schools Sports Program																									
OC-26-6293-PFSS-001		Physically Fit and Sports-Oriented Learners in Public Schools			Number of programs implemented																				
		AC-26-6293-PFSS-001	Hiring of Contract of Service	Hired CoS Personnel		0.00			399,600.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	60,800.00	122,400.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	30,800.00	92,400.00
TOTAL									399,600.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	60,800.00	122,400.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	30,800.00	92,400.00

Prepared by:

PETER JASON C. SENARILLOS
 (SEPS-SMN_DSO)

Date :

Reviewed by:

JAKE LLOYD S. VENCIO
 Budget Officer III

Date :

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent

Date :

Approved by:

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

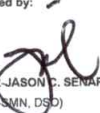
Date :

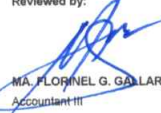
Department of Education

Office Code : 11006
 Office Name : Schools Governance and Operations Division (Digos City Division)
 Fiscal Year : 2026

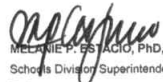
FY 2026 MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	Total Cash Program	Tax Remittance Advice	Program, Net of TRA	FY 2026 MONTHLY DISBURSEMENT PROGRAM																
									Total Disbursement	Q1				Q2				Q3				Q4			
										Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total
200000100001000 - Physical fitness and school sports competitions, including Palarong Pambansa																									
Physical Fitness and Schools Sports Program																									
OC-26-6293-PFSS-001		Physically Fit and Sports-Oriented Learners in Public Schools			Number of programs implemented																				
			AC-26-6293-PFSS-001	Hiring of Contract of Service (CoS) Personnel	Hired CoS Personnel	399,600.00	19,980.00	379,620.00	399,600.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	30,800.00	92,400.00	60,800.00	30,800.00	30,800.00	122,400.00	30,800.00	30,800.00	30,800.00	92,400.00
TOTAL						399,600.00	19,980.00	379,620.00	399,600.00	30,800.00	30,800.00	30,800.00	92,400.00	30,800.00	30,800.00	30,800.00	92,400.00	60,800.00	30,800.00	30,800.00	122,400.00	30,800.00	30,800.00	30,800.00	92,400.00

Prepared by: 
 PETER JASON C. SEMARILLOS
 (SEPS-SMN, DSD)
 Date :

Reviewed by: 
 MA FLORINEL G. GALLARDO, CPA
 Accountant III
 Date :

Recommending Approver: 
 MARIA GENEVIEVE T. FRANCHETE, CESO VI
 Assistant Schools Division Superintendent
 Date :

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