



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 179

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 UNDER CONTRACT OF SERVICE (COS) FOR
ADMINISTRATIVE SECTION

Date : May 26, 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
ADMINISTRATIVE SUPPORT (Contract of Service)	<ul style="list-style-type: none">• Education: Completion of two years studies in College• Training: None required• Experience: None required• Able to prepare basic correspondences• Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)• Computer literate preferably in MS Office Suite• Can operate office equipment (printers, fax machines, photocopiers, etc.)• Can coordinate and collaborate with other concerned personnel and offices

Salary: ₱ 20,000.00/month

Premium: ₱ 2,000.00/month

Contract Period: 3 months

Source of Fund: Division Maintenance and Other Operating Expenses (MOOE)

No. of Vacancy/ies: 1

Place of Assignment: ADMINISTRATIVE SECTION

GENERAL FUNCTION: The Administrative Support Staff shall provide assistance to the Administrative Section in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and



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procedures. The position shall be under the direct supervision of the Administrative Officer V.

DUTIES AND RESPONSIBILITIES:

- Provide overall administrative and technical support to the Section Head and other division/school personnel in the daily operations of the Division Office; and
- Perform other administrative and technical assistance as may be determined by Section Head.

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 **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 j) 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



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City website (www.depeddigocity.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 Ranao Elementary School is on **June 05, 2026**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

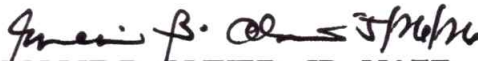
The *proposed* timeline of the selection process is as follows:

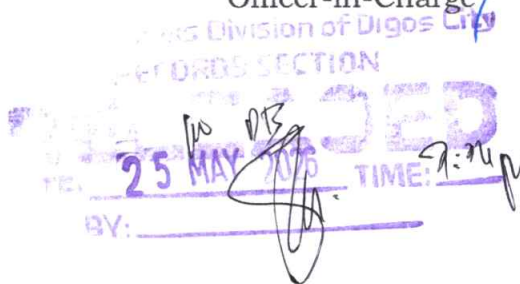
Date	Activities	Personnel Involved	Mode
May 26, 2026- June 05, 2026	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
June 08, 2026- June 09, 2026	Conduct assessment process for qualified applicants & Evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

This Office 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.

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


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor
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: 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



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
 Davao City



SUB-ALLOTMENT RELEASE ORDER

PROGRAM PROJECT/ACTIVITY:		REFERENCE:		SUB ALLOTMENT RELEASE ORDER NO.
100000100001000 CURRENT APPROPRIATIONS General Management and Supervision - Central Office (PPA100)		Sub-ARO No. OSEC-11-26-00147 dated Feb. 25, 2026		ROP-11-26-0292
		LEGAL BASIS		DATE:
		Republic Act No. 12314 - FY 2026 GAA		March 3, 2026
FUND CODE:	ORGANIZATIONAL CODE:			FISCAL YEAR
01101101	070010300011			FY 2026
PURPOSE: <i>Transfer of Funds to cover funding requirements for the FY 2026 Renewal and Hiring of School-Based Administrative Support Staff under Contract of Service (COS) for Elementary Level.</i>				
To: The Schools Division Superintendent Schools Division of Digos City				
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE		AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000		66,000.00
AMOUNT IN WORDS: <i>Sixty Six Thousand Pesos Only ***</i>				Total <u>66,000.00</u>
NOTES: <i>The MOOE or CO allotment herein sub-alloted is valid for obligation until December 31, 2027.</i>				
<small>The above sub-allotments have been made available for expenditures for the Divisions/Schools. 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.</small>				

Certified Correct:

KATHERINE C. DATOY
 Supervising Administrative Officer
 Finance Division

Recommending Approval

LORADEL L. BARICAUA
 Chief Administrative Officer
 Finance Division

Approved

ALLAN G. FARNAZO
 Director IV

PAYMENT OF COS SALARY & PREMIUM

DIVISION	Sub-Aro #	Date	No. of Positions	@ P20,000.00	@ P2,000.00	Amount
				Salary	Premium	
Division of Davao de Oro	ROP-11-26-0286	March 3, 2026	105	6,480,000.00	648,000.00	7,128,000.00
	(102*66,000.00)*3	6,732,000.00	102			
	(3*66,000.00)*6	396,000.00	3			
Division of Davao City	ROP-11-26-0287	March 3, 2026	51	1,020,000.00	102,000.00	3,366,000.00
Division of Davao del Norte	ROP-11-26-0288	March 3, 2026	24	480,000.00	48,000.00	1,584,000.00
Division of Davao del Sur	ROP-11-26-0289	March 3, 2026	15	300,000.00	30,000.00	990,000.00
Division of Davao Occidental	ROP-11-26-0290	March 3, 2026	33	660,000.00	66,000.00	2,178,000.00
Division of Davao Oriental	ROP-11-26-0291	March 3, 2026	32	640,000.00	64,000.00	2,112,000.00
Division of Digos City	ROP-11-26-0292	March 3, 2026	1	20,000.00	2,000.00	66,000.00
Division of Island Garden City of Samal	ROP-11-26-0293	March 3, 2026	20	400,000.00	40,000.00	1,320,000.00
Division of Mati City	ROP-11-26-0294	March 3, 2026	18	360,000.00	36,000.00	1,188,000.00
Division of Panabo City	ROP-11-26-0295	March 3, 2026	12	240,000.00	24,000.00	792,000.00
TOTAL			416	10,600,000.00	1,060,000.00	20,724,000.00

SUB-ARO OSEC-11-26-00147 dated Feb. 25, 2026

20,724,000.00