



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2026- 140

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 RANAO  
ELEMENTARY SCHOOL  
"PREFERABLY WILLING TO BE ASSIGNED IN RANAO  
ELEMENTARY SCHOOL"

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:

<b>POSITION TITLE</b>	<b>MINIMUM QUALIFICATION/S</b>
<b>ADMINISTRATIVE SUPPORT (Contract of Service)</b>	<ul style="list-style-type: none"><li>• Education: Completion of two years studies in College</li><li>• Training: None required</li><li>• Experience: None required</li><li>• Able to prepare basic correspondences</li><li>• Able to prepare basic reportorial requirements (DepEd forms, simple financial reports)</li><li>• Computer literate preferably in MS Office Suite</li><li>• Can operate office equipment (printers, fax machines, photocopiers, etc.)</li><li>• Can coordinate and collaborate with other concerned personnel and offices</li></ul>
<b>Salary:</b> ₱ 20,000.00/month <b>Premium:</b> ₱ 2,000.00/month <b>Contract Period:</b> 3 months <b>Source of Fund:</b> Division Maintenance and Other Operating Expenses (MOOE) <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> RANAO ELEMENTARY SCHOOL	



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

**GENERAL FUNCTION:** The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.

**DUTIES AND RESPONSIBILITIES:**

- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school;
- Assist the School Head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School 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.



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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 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:

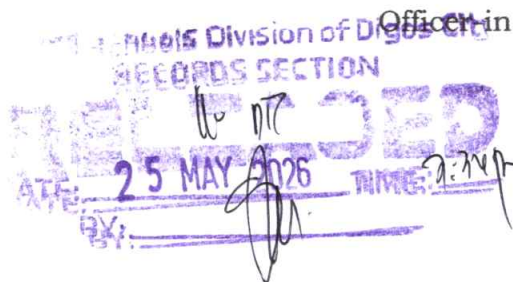
Date	Activities	Personnel Involved	Mode
May 26, 2026- June 05, 2026	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
June 08, 2026- June 09, 2026	Conduct assessment process for qualified applicants & Evaluate the results of assessment process	AO IV – HRMO II HRMPSB 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, Jr.*  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Supervisor  
Officer-in-Charge



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**CHECKLIST OF REQUIREMENTS**

*Annex C*

**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)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  
 Davao City



**SUB-ALLOTMENT RELEASE ORDER**

<b>PROGRAM PROJECT/ACTIVITY:</b> 310400100002000 CURRENT APPROPRIATIONS Operations of Schools-Elementary (Kinder to Grade 6) (PPA347)		<b>REFERENCE:</b> Sub-ARO No. OSEC-11-26-00163 dated Feb. 25, 2026	<b>SUB ALLOTMENT RELEASE ORDER NO.</b> ROP-11-26-0302
<b>FUND CODE:</b> 01101101	<b>ORGANIZATIONAL CODE:</b> 070010300011	<b>LEGAL BASIS</b> Republic Act No. 12314 - FY 2026 GAA	<b>DATE:</b> March 3, 2026
<b>PURPOSE:</b> 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.			<b>FISCAL YEAR</b> FY 2026
<b>To:</b> The Schools Division Superintendent Schools Division of Digos City			
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	66,000.00
<b>AMOUNT IN WORDS:</b> Sixty Six Thousand Pesos Only ***			<b>Total:</b> 66,000.00
<b>NOTES:</b> The MOOE or CO allotment herein sub-allotted is valid for obligation until December 31, 2027.			
<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*  
**KATHERINE C. DATOY**  
 Supervising Administrative Officer  
 Finance Division

Recommending Approval

*Loradel L. Baricaua*  
**LORADEL L. BARICAUA**  
 Chief Administrative Officer  
 Finance Division

Approved

*Allan G. Farnazo*  
**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-11-26-0296	March 3, 2026	102	2,040,000.00	204,000.00	6,732,000.00
Division of Davao City	ROP-11-26-0297	March 3, 2026	51	1,020,000.00	102,000.00	3,366,000.00
Division of Davao del Norte	ROP-11-26-0298	March 3, 2026	24	480,000.00	48,000.00	1,584,000.00
Division of Davao del Sur	ROP-11-26-0299	March 3, 2026	15	300,000.00	30,000.00	990,000.00
Division of Davao Occidental	ROP-11-26-0300	March 3, 2026	33	660,000.00	66,000.00	2,178,000.00
Division of Davao Oriental	ROP-11-26-0301	March 3, 2026	32	640,000.00	64,000.00	2,112,000.00
Division of Digos City	ROP-11-26-0302	March 3, 2026	1	20,000.00	2,000.00	66,000.00
Division of Island Garden City of Samal	ROP-11-26-0303	March 3, 2026	20	400,000.00	40,000.00	1,320,000.00
Division of Mati City	ROP-11-26-0304	March 3, 2026	18	360,000.00	36,000.00	1,188,000.00
Division of Panabo City	ROP-11-26-0305	March 3, 2026	12	240,000.00	24,000.00	792,000.00
TOTAL			308	6,160,000.00	616,000.00	20,328,000.00

SUB-ARO OSEC-11-26-00163 dated Feb. 25, 2026

20,328,000.00