



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 225

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 : August 1, 2024

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	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
End of Period: December 2024 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, OIC – 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 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 City website (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 Ranao Elementary School is on **August 11, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

This Office highly encourages all interested and qualified applicants, including



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

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.


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

Schools Division of Digos City
RECORDS SECTION
RECEIVED
24-624885
DATE: AUG 01 2024 TIME: 1:24 PM
BY: 



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-04-_____

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
REGIONAL AND DIVISION BUDGET OFFICERS
REGIONAL AND DIVISION DRRM COORDINATORS
REGIONAL AND DIVISION HUMAN RESOURCE OFFICER

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : SUPPLEMENTAL GUIDELINES ON THE OUOPS
MEMORANDUM NO. 2024-04-01088: GUIDELINES ON THE
UTILIZATION AND REPORTING OF THE FY 2024 DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DPRP) FUNDS

DATE : April 12, 2024

1. This supplemental guideline is hereby issued to address the clarifications and include additional and/or amended provisions in relation to the utilization and reporting of the FY 2024 DPRP Funds amounting to **Php 2,000,000,000.00** directly released to Regional Offices through comprehensively released funds.
2. All other provisions from the previously released implementing guidelines shall remain in effect unless otherwise amended or rescinded.

GENERAL GUIDELINES:

A. Utilization

1. Disaster Preparedness-related PPAs

- i. Additional activities eligible for funding under this component of the FY 2024 DPRP:
 - a. Hiring of 1 Admin Support II under Contract of Service status to be assigned at the regional office
 - b. Hiring of 1 Admin Support II under Contract of Service status for medium and large divisions

- c. Hiring of 2 Admin Support II under Contract of Service status for a very large division
 - d. Participate and/or conduct of DRRM-related capacity building activities for DepEd personnel
- ii. Additional allowable expenses are allowed under this component of the FY 2024 DPRP under the utilization of Disaster Preparedness-related PPAs:
- a. Payment of salaries of the hired Admin Support II
 - b. Payment of procured disaster and emergency-related equipment
 - c. Payment of meals and/or snacks for meetings

The classification of small, medium, large, and very large divisions shall follow the categorization from the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) **Enclosure 1: List of Schools Division Offices**

In alignment with the Fiscal Year 2024 Disaster Preparedness-related PPAs, these guidelines delineate the hiring procedures for additional Admin Support II personnel to be stationed at field offices. Furthermore, these specify the allocation of salaries and allowable expenses incurred within this component.

I. GENERAL PROVISIONS

1. Filling-up of vacant regular positions shall remain the primary solution for addressing the need for additional personnel in the Department. The hiring of CoS workers shall be based on the need to augment the Department's regular workforce, grounded on any of the following reasons:
 - a. Project or the job is not part of the regular functions of the unit/office and needs to be undertaken within a specific period;
 - b. Projects and activities that are new and/or temporary in nature based on directives from Top management or agency commitment to priority government initiatives;
 - c. Projects and activities requiring expertise that is not available in the agency, or it is impractical, or more expensive for the agency to directly undertake the service that can be provided by the CoS;
 - d. A sudden increase in the volume of tasks, assignments, projects, programs, and activities that the current workforce cannot meet;
2. Individuals to be hired under CoS must already possess the necessary qualifications and competencies to perform the tasks and deliverables required of the job.
3. CoS workers shall start reporting to work only when the authority to hire and contract has been approved and they have been registered in

the biometrics system in accordance with the criteria and process set in these guidelines.

4. There shall be no discrimination in the selection of individual to be hired under CoS on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs. CoS workers shall be hired and assessed based on their qualifications and competencies to perform their tasks and deliverables.
5. CoS workers are highly encouraged to apply for any vacant permanent positions, provided they meet the appropriate eligibility and other qualification requirements thereof, subject to existing CSC and DepEd guidelines.
6. In line with Section 57 of CSC MC 4, s. 2018, relevant experience acquired as CoS workers may be considered for meeting the experience requirement in the prescribed minimum qualification standards.
7. Payment of services of CoS workers shall be determined by the Department based on the expected functions and deliverables and to the closest comparable regular positions available in the Department, subject to the rules and regulations set by DepEd and other authorize oversight agencies. These shall also be subject to the availability of funds as reflected in the approved Work and Financial plan of the requesting office.
8. CoS worker shall receive a premium of ten percent (10%) over and above their monthly payment of services,, subject to the availability of funds. The premium shall be given in tranches based on the set payment schedule (i.e. mid-year and year-end payments). Should the contract period end prior to June or December of the given year, a pro-rated amount shall be paid upon the end of the contract.
9. The term of the contract between the Department and the individual shall be for a maximum period of six (6) months, renewable at the option of the Head of Office, provided the requirements set in these guidelines are met.
10. The Department shall undertake periodic review and monitoring of the agency workforce to assess the validity and feasibility of creating permanent positions to address the critical functional gaps that are being filled up by CoS workers which are supposed to be part of the regular functions of the DepEd.

II. PROHIBITIONS AND LIMITATIONS

1. The engagement of services of CoS workers are covered by the existing COA and DBM rules and regulations, as such their services are not credited as government service and they are not entitled to the benefits being received by regular government employees;

2. CoS workers shall not perform functions that are not part of the job description and responsibilities of the agency's existing regular employees.
3. No CoS worker shall be hired or renewed to fill the performance gaps of underperforming regular employees.
4. CoS workers shall not be designated to positions exercising control or supervision over regular and career employees. They are likewise not allowed to be designated as member of Bids and Awards Committee (BAC) in view of the stipulations in the Implementing Rules and Regulations of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act."
5. The fund source must only be lodged from the requesting office' allocated funds/approved Work and Financial Plan (WFP). Offices should not use the funds from other offices.
6. CoS personnel are not allowed to report to work without approved authority to hire and contract. Otherwise, the head of office shall bear the payment of the salary of the CoS whom she/he allowed to work without the approved authority and contract.
7. Individuals who have been previously dismissed from the service or terminated from their previous employment due to commission of administrative and/or criminal offense shall not be hired or renewed as CoS worker.
8. The existing rules on nepotism shall still apply. This prohibits the hiring of CoS workers who are relatives within the third degree of consanguinity or affinity of any appointing authority, recommending official, head of office, or any person exercising immediate supervision over the CoS worker, except for persons hired in a confidential capacity.

III. WORK CATEGORIES AD ARRANGEMENTS

1. To facilitate a uniform process in the hiring and renewal of qualified and competent CoS workers, the DepEd shall adopt new work categories to indicate their level of qualifications, competencies, and scope of work required for the job.

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II	Completion of at least two years in college; or Senior High	8 Hours of relevant training	1 year of relevant experience	P20,000.00 Premium: P2,000.00	Provide administrative assistance to the office in the

	School graduate with relevant specialization				delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures
--	--	--	--	--	---

Renewal of Contract:

- This shall be allowed provided that all of the following conditions are met:
 - There is a need for the continuity of services to be rendered by the concerned CoS worker due to the continued programs and deliverables of the requesting office;
 - The concerned CoS worker has at least Very Satisfactory rating in the performance of his/her work deliverables specified in the terms of Reference of his/her existing contracts, as reflected in the RPMS IPCR Form
- The requesting office shall then prepare the request for Authority to Renew CoS Workers. The said request, duly signed by the Chief of the Division and the Head of Office (Regional Director for Regional Office and Schools Division Superintendent for Division Offices), and all the required documents shall then be submitted to the Human Resource Office.
- The approved request shall then be sent back to the requesting office.
- The requesting office shall prepare the contract using the prescribed template and ensure that the same is duly signed by the concerned parties.
- The CoS worker shall be in charge of having the signed contract notarized and thereafter submit to the Human Resource Unit/Section

The approving authority for the hiring of additional Admin Support II for field offices shall be the Regional Director for Regional offices and the Schools Division Superintendent for the Schools Division Offices.



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF Digos City

GAD Checklist for Project Identification and Designing

NAME OF THE PROGRAM
NAME OF THE PROGRAM OWNER
SCHOOL/OFFICE:
DURATION

DRRM
JAYZON T. CARDINES
SGOD
July to December 2024

BUDGET: ₱132,000.00

DESCRIPTION

Hiring of Contract of Service (Administrative Support II)

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)	☐	☐	☒	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	☐	☐	☒	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	☐	☒	☐	1.00	
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)	☐	☐	☒	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)	☐	☐	☒	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?	☐	☐	☒	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?	☐	☐	☒	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)	☐	☐	☒	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)	☐	☐	☒	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)	☐	☐	☒	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?	☐	☐	☒	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?	☐	☒	☐	1.00	



Republic of the Philippines
Department of Education
REGION XI

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)		
9.0 Resources (max score: 2; for each item, 1)				2.0	
9.1. Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0)	☐	☐	☒	1.0	
9.2. Does the project have the expertise to promote gender equality and women's empowerment? OR, is the project committing itself to invest project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)	☐	☐	☒	1.0	
10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)				2.00	
10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan?	☐	☐	☒	0.67	
10.2 Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	☐	☐	☒	0.67	
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)	☐	☐	☒	0.67	
TOTAL GAD SCORE - PROJECT IDENTIFICATION AND DESIGN STAGES (Add the score for each of the 10 elements, or the figures in the thickly bordered cells.)				18.00	Gender-responsive
Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget				90%	
Annual Budget Program	P132,000.00				
HGDG Percentage	90%				
Amount Attributable to GAD	P118,800.00				

Assessed by:


JANICE S. ALQUIZAR
EPS-II/Division GAD Coordinator/ July 16, 2024

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Support II (Contract of Service)		
2. ITEM NUMBER			3. SALARY GRADE		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ City ☐ Municipality ☐ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class ☐ 5th Class ☐ 6th Class ☐ Special					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
* To assist the Division DRRM Coordinator in the preparation in clerical work such as filling, recording, receiving of documents, typing, copying, binding, scanning etc; * To assist the Division DRRM Coordinator in conducting DPRP activities and reports. * To assist the Division DRRM Coordinator in the preparation of DRRM reports. * To assist the Division DRRM Coordinator in performance of duties and responsibilities. * Assists in the monitoring and evaluation as well as preparation of reports on the implementation of DRRM programs and activities. * Provide adminstrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of at least two years in college; or Senior High School graduate with relevant specialization	1 year of relevant experience	8 Hours of relevant training	
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
Employee's Name, Date and Signature		Supervisor's Name, Designation, Date and Signature	



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 to hire Contract of Service (COS) staff 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	- Improved Disaster Response: By allocating resources and hiring additional personnel, the Department of Education can enhance its capacity to respond promptly and effectively to disasters, thereby reducing the impact on schools and communities. - Optimized Resource Utilization: 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. - Increased Resilience: 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.			
Proposed Date	July to December 2024.			
Amount	P 20,000.00/ month + 2,000.00 (10% premium) x 6 months = Php 132,000.00			
Source of Funds	DPRP Downloaded Funds Sub-Aro No. ROP-11-24-0094			
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 6 months	Php 132, 000.00	DPRP Downloaded Funds Sub-Aro No. ROP-11-24-0094
Total			Php 132,000.00	



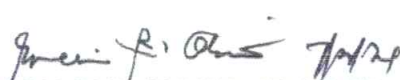
Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

Rationale	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. 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. Moreover, it is crucial to allocate funds for this program immediately.
General Methodology	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 DRRM and other related programs.

Prepared by:

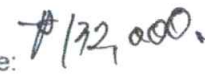

JAYZON T. CARDINES
PDO II – DRRM Division Focal

Noted:


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

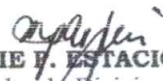
Recommending Approval:


MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent

Funds Available: 


NEPTUNE L. TAMBILAWAN
AO-V – Budget Officer

Approved by:


MELANIE F. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent