



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

June 10, 2025

DIVISIONAL MEMORANDUM

No. **195** , s. **2025**

**ANNOUNCEMENT OF VACANCY FOR ADMINISTRATIVE SUPPORT II
UNDER CONTRACT OF SERVICE FOR SCHOOL-BASED FEEDING
PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. This Office calls for the submission of Applications for Administrative Support II under Contract of Service for School-Based Feeding Program (SBFP) in this Division.
2. The ranking shall abide with the guidelines stipulated in **Office Order (OO) No. OO-OSEC-2024-306**, otherwise known as "Updated Implementing Guidelines in the Hiring and Renewal of Contract of Service (CoS) Workers in the Department of Education", using the following qualification standard:

Position	Salary	Education	Training	Experience	Remarks
Administrative Support II (COS) for SBFP Feeding Coordinators	P 22,000.00 Premium: P2,000	Completion of at least two (2) years in college; or High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	To be assigned in the Division Office under Medical Section

3. All interested applicants shall submit the following documentary requirements to this Division:
 - a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
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- c. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- d. Photocopy of Service Record or Certificate of Employment, if applicable;
- e. Photocopy of Certificates of Training, if applicable;
- f. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- g. Checklist of Requirements;

4. Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Eulalio S. Rupinta	Maricel D. Avila
	(Head of School/ Office where the vacancy exist)	
	Dorothy Joy B. Yting	
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

6.

Schedule	Activity/Output	In-Charge
June 19, 2025	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
June 24, 2025	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
June 25, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

7. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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8. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference:

To be indicated in the Perpetual Index under the following subjects:

HIRING RECRUITMENT SELECTION

JAG-/DM Announcement of Vacancy for COS SBFP Administrative Support II
_____ June 10, 2025



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