DepEd Ozamiz City
RELEASED
By: [signature] 9/17/26

September 17, 2026

DIVISION MEMORANDUM
No. 460, s. 2026

CONDUCT OF SELECTION FOR ADMINISTRATIVE SUPPORT UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE PROGRAMS (NSP) POSITIONS

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

1. This Office calls for submission of Application for Administrative Support II under Contract of Service (CoS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WINS) and Nutrition Sensitive Programs (NSP) positions.

2 The recruitment and evaluation processes shall abide with the guidelines stipulated in Memorandum OM-OUOPS-2026-09/00600, otherwise known as "Implementing Guidelines for the hiring of City Schools Division Office Focal Persons Technical Assistant I under Contract of Service (CoS)", with the following qualifications as follows:

Position	Education	Training	Experience	Place of Assignment	Job Description
Administrative Support II	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	SGOD-School Health and Nutrition Section (SGOD-SHNU)	Provide Administrative Support for SBFP implementation, monitoring, documentation and reporting

3. Applicants who submitted their applications pursuant to DM No. 412, s. 2026, titled "Conduct of Selection Line-Up for Technical Assistant I and Assistant II Positions," shall be duly considered for the selection process.

4. All interested applicants shall submit the following documentary requirements:

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;
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; and
f. Checklist of Requirements.

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

Role	Main	Alternate
Chair	**LUISANDER C. LUY, CESE** *EPS* *OIC-ASDS*	
Vice-Chair	**IMELDA D. PONGASE, EdD** *Chief ES, SGOD*	**SELINA O. MACAS** *EPS-SGOD*
Members	**MAY P. EDULLANTES, EdD** *Chief ES, CID*	**ROSEMARY R. ABAPO** *EPS-CID*
	ATTY. JESELLE ANN R. VEGA *COPSTEA / PTEMCO Representative*	**MELANIE G. LAGUS** *COPSTEA/ PTEMCO Representative*
	DOROTHY JOY B. YTING *Administrative Officer V*	**MARICEL D. AVILA, CPA** *Accountant III*
	RUBY JANE R. GACASAN *AO* IV, Personnel	**ADDA LIZA J. SAQUIN** *Planning Officer III/ former AO IV (HRMO II)*
	MENERVA D. BAROLA *PSDS/ NEU President*	**IVY J. CABUAL** *AO V-Budget*
	CHIEF/ SCHOOL HEAD WHERE THE VACANCY EXISTS	

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

Schedule	Activity/Output	In - Charge
September 24, 2026	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
September 25-28, 2026	Initial Evaluation of Documents	HRMO
September 30, 2026	Interview/Deliberation En Banc/Further Evaluation	HRMPSB & Applicants
October 1, 2026	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 (EEOP) 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.

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

DIONESIO L. LIWAGON, JR., CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

pp: ROWELL C. VILLARUBIA, EdD
Education Program Supervisor
OIC - Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
under the following subjects:

HIRING SELECTION LINE-UP RECRUITMENT

RJRG/DJBY/DM- **CONDUCT OF SELECTION FOR ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM(SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE PROGRAMS (NSP) POSITIONS**
___ /September 17, 2026