



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 4, 2026

DIVISION MEMORANDUM

No. 140, s. 2026

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
OSDS Section Heads
All Others Concerned

**AUSTERITY MEASURES FOR THE ENGAGEMENT OF
CASUAL AND CONTRACT OF SERVICE PERSONNEL**

1. In order to ensure the continuous and efficient delivery of essential services of the Schools Division Office, while maintaining a balance between operational efficiency and fiscal discipline, and to address requirements supporting day-to-day activities, the following positions under Casual and Contract of Service arrangements are hereby identified to be filled effective July 1, 2026 and thereafter, subject to evaluation and selection.

a. Secretary to the SGOD Chief (1 Contract of Service)

Scope of Work: Provide administrative and clerical support to the SGOD Chief to ensure efficient office operations and timely delivery of services.

Duties and Responsibilities:

- Manage incoming and outgoing communications, including receiving, recording, routing, and filing documents
- Maintain systematic filing and records management system, both physical and electronic
- Assist in the consolidation of reports and submissions of SGOD units
- Perform basic data encoding and data base maintenance
- Perform other related administrative tasks as may be assigned

Qualifications

- Preferably graduate of any business or office administration related course
- Proficient in Microsoft Office applications



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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b. Supply Office Support Staff (1 Contract of Service)

Scope of Work: Assist in the management of supplies, property, and inventory to ensure proper recording, storage, and distribution of materials.

Duties and Responsibilities

- Assist in receiving, and recording of delivered supplies and equipment
- Support the issuance and distribution of supplies to requesting offices
- Maintain cleanliness and orderliness of storage areas
- Perform basic data encoding and data base maintenance
- Perform other related administrative tasks as may be assigned

Qualifications

- Preferably Male with basic knowledge in inventory procedures
- Proficient in Microsoft Office applications

c. OSDS Support Staff (1 Casual)

Scope of Work: Provide clerical and administrative support to facilitate audit processes and ensure availability and organization of financial and supporting documents.

Duties and Responsibilities:

- Assist in the sorting, filing and retrieval of financial and audit documents
- Support preparation of documents required during audit engagements
- Maintain an organized filing system for disbursement vouchers and supporting records
- Assist in tracking audit observations and compliance documents
- Coordinate with concerned offices for submission of required documents
- Perform basic data encoding and data base maintenance
- Perform other related tasks as may be assigned

Qualifications

- Preferably graduate of any business or office administration related course and with relevant experience
- Proficient in Microsoft Office applications
- Organized and able to handle confidential records

d. Janitorial Services Personnel (2 Casual)

Scope of Work: Ensure cleanliness, sanitation, and maintenance of assigned areas within the Schools Division Office premises.



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✉ dapitancity@deped.gov.ph
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Duties and Responsibilities

- Perform daily cleaning of offices, hallways, restrooms, and common areas
- Collect and dispose of waste in accordance with sanitation standards
- Maintain cleanliness of office furniture, fixtures, and equipment
- Replenish cleaning supplies and report shortages
- Assist in maintaining orderliness during official events and activities
- Report maintenance issues and needed repairs
- Perform other related tasks as may be assigned

Qualifications

- At least elementary or high school graduate and with relevant experience
- Physically fit and able to perform manual tasks
- Honest and with good work ethic

2. All interested applicants are required to submit an application letter addressed to the Schools Division Superintendent, clearly indicating the position applied for, together with pertinent supporting documents, on or before May 15, 2026.

3. This Memorandum is issued pursuant to the provisions of CSC, DBM, and COA Joint Circular No. 1, s. 2025, and relevant Civil Service rules and regulations, particularly:

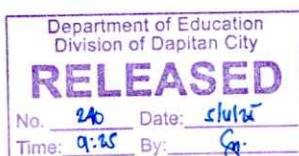
Section 9(g), Rule IV of CSC MC No. 14, s. 2018 (2017 ORAOHRA, Revised July 2018):

“Casual — an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year.”

Section 7.2, CSC-COA-DBM Joint Circular No. 1, s. 2025

“Hiring under the COS shall be limited to consultants, learning service providers, and/or other technical experts to undertake special project or job within a specific period. The project or job is not part of the regular functions of the agency, or the expertise is not available in the agency, or it is impractical or more expensive for the agency to directly undertake the service provided by the individual or institutional contractor.”

4. Immediate dissemination of this Memorandum is desired.



JAY S. MONTEALTO, CESO V
Schools Division Superintendent



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