





Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

**DIVISION MEMORANDUM**

No. 292, s. 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisor – SGOD  
Chief Education Supervisor – CID  
Public Schools District Supervisors  
Elementary School Heads  
Concerned Personnel  
Interested Applicants

From:   
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

Subject: **HIRING OF CONTRACT OF SERVICE - TECHNICAL ASSISTANT FOR SCHOOL SPORTS DIVISION PROGRAMS**

Date: December 9, 2024

1. In reference to the hiring of Contract of Service (COS) personnel for the Regional Officers (Ros) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services – Schools Sports Division (BLSSOSSD) in handling the School Sports programs and other activities of the Division, this Office calls for the Hiring of Contract of Service – Technical Assistant for Schools Sports Division Programs in the SDO Sorsogon Province:

NO.	POSITION TITLE	COMPENSATION	LENGTH OF CONTRACT	PLACE OF ASSIGNMENT
1	Technical Assistant I	Base Salary: Php 25,000.00  Premium: Php 2,500.00	Eight (8) months	DepEd SDO Sorsogon – School Governance and Operations Division (SGOD)

2. The Qualification Standards are as follows:

- Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);



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- Completion of at least eight (8) hours of relevant training;
  - Possess a minimum of six (6) months of relevant work experience;
  - Experience in Sports and PE particularly in teaching and coaching Sports in a plus factor;
  - Proficient in written and oral communication skills;
  - Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
  - Ability to work efficiently with minimal supervision;
  - Familiarity with various office software like Google Docs, Sheets, and Forms;
  - Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.
3. The Technical Assistant I shall report to the SDO under the direct supervision of the SGOD – Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects in Schools Division Office.
4. The Technical Assistant I shall have the following terms of reference:
- a) Facilitate the implementation of Schools Sports Division Programs and projects in the Schools Division Office and monitor its implementation at the School level.
  - b) Facilitate the collection and consolidation of SSD Reports /data from Schools.
  - c) Draft memoranda, endorsements, and other similar communications to SSD.
  - d) Assist the Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level.
  - e) Assist the SSD in disseminating announcements and other relevant information to the school level.
  - f) Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
  - g) Prepare the list of schools that are in need of technical assistance such as capacity building for sports skills and the likes to be submitted to the Central Office.
  - h) Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.
  - i) All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.





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5. All interested applicants are advised to submit the following documentary requirements **at the SDO Personnel Section**. The deadline for the submission of requirements is on 18 DEC 2024, **at 3:00 pm**.
- Application Letter addressed to the Schools Division Superintendent.
  - Dupy accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) notarized by a Public Attorney or Notary Public, with a Work Experience Sheet attachment.
  - Photocopy of Proof of Eligibility, if any.
  - Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma.
  - Photocopy of Certificate/s of training/s, seminar/s attended, if any.
  - Certificate of Employment, Contract of Service, if any.
6. The SDO Sorsogon Province is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law.
7. For widest dissemination and guidance of all concerned.