



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

28 April 2025

DIVISIONAL MEMORANDUM

No. 152 , s. 2025

**CONDUCT OF SELECTION FOR TECHNICAL ASSISTANT I UNDER
CONTRACT OF SERVICE (COS) FOR SCHOOL GOVERNANCE AND
OPERATIONS DIVISION (SGOD)**

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

1. This Office calls for the submission of Application for Technical Assistant I under Contract of Service (CoS) position for School Governance and Operations Division (SGOD).

2. The recruitment and evaluation processes shall abide with the guidelines stipulated in **Memorandum OM-OUOPS-2025-09-01512**, 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:

- a. Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSSED in PE and Sports, BPE, or its equivalent is advantageous);
- b. Completion of at least eight (8) hours of relevant training;
- c. Possess a minimum of Six (6) months of relevant work experience;
- d. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
- e. Proficient in written and oral communication skills;
- f. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
- g. Ability to work efficiently with minimal supervision;
- h. Familiarity with various office software like Google Docs, Sheets, and Forms;
- i. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
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SCHOOLS DIVISION OF OZAMIZ CITY

3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. 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), notarized by authorized official; and
- k. Other documents as maybe required by the HRMP SB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

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

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Anaclea A. Gacasan	
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Office where the vacancy exist	



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Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador
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5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
May 6, 2025	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
May 7, 2025	Initial Evaluation of Documents	HRMO
May 9, 2025	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
May 14, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. 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.

7. 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

References: As stated

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

HIRING RECRUITMENT SELECTION CONTRACT SERVICE

AJS/DM – Technical Assistant I under Contract of Service (CoS) position for School Governance Operations Division (SGOD)

— /April 28, 2025



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

April 23, 2025

NIMFA R. LAGO, PhD, CESO VI

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent
Division of Ozamiz City

Thru:

DIONESIO L. LIWAGON, JR. CESE

Asst. Schools Division Superintendent
Chair, HRMPSB
Division of Ozamiz City

Dear SDS Nimfa,

This has reference to the hiring of Contract of Service (CoS) personnel for the Regional Offices (Ros) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services – School Sports Division (BLSS- SSD) in handling the School Sports programs and other activities in the Division.

Due to the insufficient workforce of the BLSS- School Sports Division and limited number of plantilla personnel in SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the City Schools Division Offices.

We are requesting your kind approval for the hiring of **Technical Assistant I under Contract of Service (CoS)**. The said position shall report directly to the SGOD - Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects in SDO. Attached are the guidelines, job descriptions and job specifications of the Technical Assistant I under CoS.

Looking forward for a favorable response on this matter.

Thank you!

Sincerely yours,


JOHNNEL A. GUANGCO
OIC, SGOD CHIEF ES

Approved:


NIMFA R. LAGO, PhD, CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

cc. **DIONESIO L. LIWAGON, JR. CESE**



Address: IBJT Compound, Carangan, Ozamiz City
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PANDONG
#PadayonAsensoOzamiz



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM:

OM-OUOPS-2025-09 - 01572

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED**

FROM : MALCOLM S. GARMA
Assistant Secretary for Operations
Officer-In-Charge, Office of the Undersecretary for Operations

**SUBJECT : IMPLEMENTING GUIDELINES FOR THE HIRING OF CITY SCHOOLS
DIVISION OFFICE FOCAL PERSONS/ TECHNICAL ASSISTANT I
UNDER CONTRACT OF SERVICE (CoS)**

DATE : MARCH 03, 2025

This has reference to the hiring of Contract of Service (CoS) personnel for the Regional Offices (ROs) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) in handling the School Sports programs and other activities of the Division.

When the Bureau of Physical Education and School Sports (BPES) responsible for Physical Education, Sports, and Facilities of then Department of Education Culture and Sports (DECS) was abolished by Republic Act 9155, the management of sports competitions was transferred to the Philippine Sports Commission while retaining the programs for school sports, physical fitness and physical education in the Department of Education (DepEd)

Previously, BPES had manpower complement in the Regional Offices (Ros) and Schools Division Offices (SDOs) but since its abolition, sports functions are now integrated into the functions of Offices such as Education Supports Services Division (ESSD) at the RO, and School Governance and Operations Division (SGOD) at the SDO. ✓

The BLSS-SSD programs focuses on after-school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and engaging in the different sports events. It is noteworthy that only seven (7) percent of the learner-population participate in the Palarong Pambansa.

APPROVED & MONITORED BY OUPPS
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
RELEASE
DATE: 3/28/25 TIME: 9:02 AM
NAME: [Signature]
OVERSANCE AND OPERATIONS
MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

The program aims to establish the School Sports Club (SSC) in all public Schools. School Sports Club shall be the avenue for learners to explore and develop skills in their chosen sports and/or for recreation to achieve physical fitness for the holistic development of the learners.

Due to the insufficient workforce of the BLSS-School Sports Division and limited number of plantilla personnel in the ESSD and SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the City Schools Division Offices. Therefore, we are requesting to hire CoS to be stationed in the said offices. Further, hiring of said CoS personnel shall be done locally.

I. Financial Aspect

a. Funds for the Salary of the SSD-CoS

For the initial implementation of the proposed hiring of CoS personnel, BLSS-SSD shall allocate funds from the FY 2024 Physical Fitness and School Sports (PFSS) continuing fund (R.A. 11975) amounting to Forty-four Million Four Hundred Eight Thousand pesos (Php 44,408,000.00). This amount shall be downloaded to the City Schools Division Offices (SDOs).

For the sustainability of the program, the BLSS-SSD shall allocate funds to all ROs and SDOs for the FY 2026 and years after.

Below is the budget estimates for the initial implementation:

Budget for Technical Assistant I CoS in the SDO Cities			
Monthly Compensation Items	April to December 2025	No of SDO Cities	Total Amount for Hiring COS
Base Salary: Php 28,000.00	Php 252,000	140	Php 35,280,000
Premium: Php 2,800.00	Php 25,200		Php 3,528,000
Operational Expenses <i>intended for traveling expenses and other related school sports club activities</i>	Php 40,000	140	Php 5,600,000
Grand Total (monthly compensation + operational expenses)			Php 44,408,000

Please note that the downloaded PSF is charged to the FY 2024 PFSS Continuing Fund and will lapse on December 31, 2025. Any expected balances/unutilized amount due to the delay or non-hiring of CoS personnel for FY 2025 in the field offices for the months specified in these guidelines, the School Division Superintendent (SDS) concerned may use the unutilized amount and other Physical Fitness and School Sports activities within its validity.

b. Process of Hiring and Downloading funds

The hiring of proposed CoS shall be done by the Schools Division Office (SDO) following the qualification stated hereunder. Thus, the payment for monthly compensation of CoS personnel for nine (9) months shall be downloaded to SDOs concerned.

II. Hiring of School Sports Division CoS Personnel for the Schools Division Office under School Governance Operations Division (SGOD)

a. Place of Assignment for CoS Personnel to be hired for the SDO

The CoS personnel to be hired for the SDO 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 SDO.

b. Terms of Reference of the Schools Division Office SSD-COS Technical Assistant I

The proposed CoS to be hired for the Schools Division Offices (SDOs) shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division Office and monitor its implementation at the School level.
2. Facilitate the collection and consolidation of SSD reports/data from Schools.
3. Draft memoranda, endorsements, and other similar communications to SSD.
4. Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level.
5. Assist the SSD in disseminating announcements and other relevant information to the school level.
6. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
7. 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.
8. Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.
9. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.

c. Qualifications

To the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSSED in PE and Sports, BPE, or its equivalent is advantageous);
2. Completion of at least eight (8) hours of relevant training;
3. Possess a minimum of Six (6) months of relevant work experience;

4. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
5. Proficient in written and oral communication skills;
6. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
7. Ability to work efficiently with minimal supervision;
8. Familiarity with various office software like Google Docs, Sheets, and Forms;
9. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Schools Division Office SSD-CoS

The Schools Division Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guidelines of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

Additionally, it is emphasized that salaries for non-working and regular holidays, as well as for work suspensions declared by the respective local government units (LGUs), shall be duly compensated.

III. Supervision of SSD-CoS

- a. The SDO-SSD-CoS shall be supervised by the SGOD Chief at the SDO level
- b. The Task of SDO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office, and the Regional Office to the Schools Division Office. The SDO shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month, and submit the same to the Regional Office. Further, the accomplishment reports reviewed and approved by the Schools Division Superintendent or their designated Official shall submit to the Regional Office. The regional office shall consolidate the reports submitted to BLSS-SSD every month.

IV. Roles and Responsibilities

a. Roles and Responsibilities of BLSS-SSD (Central Office)

The BLSS-SSD shall be responsible for the following;

- a. Download the funds to the ROs and SDOs to cover the salaries for eight (8) months;
- b. Conduct Orientation for the SSD-CoS about the activities; programs, and policies relative to the School Sports Division;
- c. Collect the monthly accomplishment report of the SSD-CoS; and
- d. Participate in the conduct of Screening of applicants for SSD-CoS in the region.

b. Roles and Responsibilities of the Schools Division Office

The Schools Division Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (**see Enclosure 1**);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

V. Justification for Hiring

The Bureau of Learner Supports Services- Schools Sports Division (BLSS-SSD) shall establish Sports Clubs in all public schools. The School Sports Club (SSC) shall offer a platform to enhance their learning and growth through the after-school sports program. As defined by the United Nations, sports are all forms of physical activity that contribute to physical fitness, mental well-being, and social interaction, such as play, recreation, organized or competitive sports, indigenous sports, and Philippine games.

The Proposed hiring of Contract of Service for the Schools Division Offices is necessary to significantly improve the implementation of BLSS-SSD Programs. The scale of the program in target schools exceeds the staffing capacity of SSD at the Central office. Currently, there are no counterparts in the city Schools Division Offices to support monitoring programs and activities effectively.

The hiring of COS personnel will not only benefit the BLSS-SSD in performing its function efficiently and enable the Schools Division Offices to implement the BLSS-SSD programs and activities effectively because they have closer access to the schools and the learners. Moreover, the BLSS-SSD COS will serve to assist the Schools Division Offices to closely monitor the following;

- a. The implementation of School Sports clubs in all Public Schools.
- b. Ensuring effective utilization of Program Support intended for the target recipients.
- c. Gathering of concerns from the field to enhance program effectiveness.
- d. Collecting data from the field to further improve the programs.

With the BLSS-SSD-CoS handling matters in the Division Offices, the Central Office can address closely in developing and implementing programs and policies to improve the School Sports Club for Public Schools Program and other related projects.

For immediate implementation and wide dissemination.

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PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA201 200000100001000 - Continuing Appropriations Physical Fitness and School Sports		REFERENCE: FY 2024 GAAAO dated 01/02/2024	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-10-25-02318
		LEGAL BASIS: FY 2024 GAA R.A. No. 11975 (Continuing Appropriations)	DATE: 09-Apr-25
FUND CODE: 01102101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2025
PURPOSE: Transfer of Program Support Fund (PSF) for the Renewal/Hiring of Province/City SDO Focal Persons (Salary) under Contract of Service (CoS) and Operational Expenses.			
To: The Schools Division Superintendent Schools Division of Ozamis City DepEd - Region X 070010810012			Region : 10
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	317,200.00
AMOUNT IN WORDS: *** Three Hundred Seventeen Thousand Two Hundred Pesos Only ***			Total: <u>317,200.00</u>
NOTE: The MOOE or CO allotment herein sub-alloted are valid for obligation until December 31, 2025.			



Search

