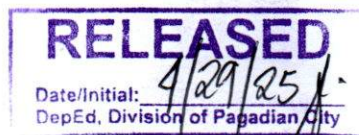




Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
DIVISION OF PAGADIAN CITY



Office of the Schools Division Superintendent

April 28, 2025

**DIVISION MEMORANDUM**

No. 105 s. 2025

**CALL FOR APPLICANTS AND GUIDELINES FOR THE HIRING OF SCHOOL SPORTS  
DIVISION (SSD) CONTRACT OF SERVICE (CoS) TECHNICAL ASSISTANT 1**

TO Assistant Schools Division Superintendent  
Chief Education Supervisor (CID, SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/School Heads, Public and Private Schools (Elem. & Sec.)  
Human Resource Management Office  
All others concerned  
This Division

1. In compliance to Memorandum OM-OUUPS-2025 titled Renewal of Service Agreements for Contract of Service (CoS) Personnel Assigned in the Regions and Province Schools Division and corollary to Memorandum OM-OUOPS-2024-10-01973 issued by the Office of the Undersecretary for Operations, titled *Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service*, this Office announces the **call for applicants** for the hiring of a **School Sports Division (SSD) Contract of Service (CoS) Technical Assistant 1** personnel.
2. This initiative aims to augment the manpower complement of the Bureau of Learner Support Services - School Sports Division (BLSS-SSD) in managing sports programs and related activities within the Division.
3. The CoS personnel shall be directly supervised by the SGOD-Education Program Supervisor and shall assist in the implementation and monitoring of SSD programs and projects in the Schools Division Office.

**Terms of Reference**

The Technical Assistant to be hired shall perform the following duties and responsibilities:

1. Facilitate the implementation of School Sports Division programs and projects in the SDO.
2. Collect and consolidate SSD reports and data from schools.
3. Draft memoranda, endorsements, and similar communications related to SSD.
4. Assist the Regional Focal Person in closely monitoring SSD activities and concerns at the division level.
5. Disseminate SSD announcements and other relevant information to the schools.
6. Provide technical assistance in the areas of capacity building, monitoring, research, policy development, advocacy, and partnerships.



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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7. Prepare a list of schools needing technical assistance in areas such as sports skill development, to be submitted to the Central Office.
8. Prepare and submit consolidated reports on SSD implementation (e.g., membership, sports offered, equipment status) to the Regional Office.
9. Carry out other tasks assigned by authorized officials (e.g., Division Sports Officer, Sports Coordinators) through the immediate supervisor.

### Qualifications

- a. Applicants must meet the following minimum qualifications:
  - b. Bachelor's degree in education, Physical Education, Sports, or any related field (e.g., BEED, BESD in PE and Sports, BPE, or its equivalent is preferred).
  - c. At least eight (8) hours of relevant training.
  - d. Minimum of six (6) months of relevant work experience.
  - e. Experience in teaching or coaching sports is an advantage.
  - f. Proficient in both oral and written communication.
  - g. Demonstrated ability in planning, organizing, implementing, monitoring, and evaluating programs and activities.
  - h. Able to work efficiently with minimal supervision.
  - i. Familiarity with productivity tools such as Google Docs, Sheets, and Forms.
  - j. Knowledge in web conferencing platforms (Zoom, Google Meet, MS Teams) is an advantage.
4. The contract of service (CoS) for Technical Assistant 1 shall be hired for not more than nine (9) months with the authorized Monthly Salary of twenty-eight thousand (28, 000.00).

### Application Requirements

Interested applicants must submit **two (2) copies** of the following documents—**one (1) original/authenticated** and **one (1) photocopy**, arranged in the following order:

1. Application Letter addressed to the Schools Division Superintendent.
2. Duly accomplished Personal Data Sheet (PDS) using CSC Form 212 (Revised 2017).
3. Resume/Curriculum Vitae.
4. Transcript of Records.

### Deadline for Submission

All application documents must be submitted to the **Office of the Schools Division Superintendent**, through the **Human Resource Management Office**, on or before **May 7, 2025**. Late submissions will **not** be entertained.

5. The Schools Division Office upholds equal opportunity for employment to all qualified applicants, regardless of age, race, ethnicity, religious affiliation, or gender identity.
6. Immediate and wide dissemination of this memorandum is desired.

  
**DANNY B. CORDOVA, EdD, CESO V**  
 Schools Division Superintendent

Reference: Memorandum OM-OUOPS-2024-10-01973  
 Memorandum OM-OUOPS-2025-09-01512

SANAS\_EPS/SGOD  
 /April 28, 2025



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