



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

MAY 16 2025

DIVISION MEMORANDUM

No. 307, s. 2025

RECRUITMENT OF APPLICANTS FOR TECHNICAL ASSISTANT I – SCHOOL SPORTS
DIVISION UNDER CONTRACT OF SERVICE (COS) STATUS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)s
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the Technical Assistant I position under Contract of Service (COS) status for the School Sports Division (SSD).
2. This Office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring. Thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.
3. Interested applicants are invited to hand in their applications addressed to the Schools Division Superintendent and enclose **2 sets** of clear photocopied/printed pertinent documents to this division, Attention to the Division HRMO, and register and upload electronic copies of documents in .pdf file format on the online application system using this link: <https://bit.ly/SDOSagayHRMPSB> not later than **May 26, 2025**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.
4. The required qualification standards, duties and responsibilities, place of assignment, list of documentary requirements, and indicative timeline of the recruitment process for the abovementioned position are attached as Enclosures.
5. Immediate, wide dissemination, and compliance of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages : 4

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

HIRING

RECRUITMENT

SELECTION

FN: WEN-HRPERSONNEL/ MEMOS



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Enclosure No. 1 to Division Memorandum No. 307, s. 2025

**INDICATIVE TIMELINE FOR THE RECRUITMENT, EVALUATION, AND SELECTION PROCESS FOR
THE TECHNICAL ASSISTANT I – SCHOOL SPORTS DIVISION
UNDER CONTRACT OF SERVICE (COS)**

Activity	Venue / Personnel Responsible	Schedule	Remarks
Receiving of applications with complete documents	Records Section	May 15 – 26, 2025	-
Initial evaluation of applicants vis-à-vis the qualification standards	HRMO	May 27 – 28, 2025	-
Conduct of Assessment for qualified applicants and selection of recommended COS	HRMPSB / Schools Division Superintendent	May 29 – 30, 2025	Assessment of qualified applicants include: <ul style="list-style-type: none">- Evaluation of application documents submitted- Interviews- Other evaluation mechanisms as needed
Preparation of the Authority to Hire, Contract, Terms of Reference, and other hiring documents	HRMO	June 2, 2025	The recommended COS for hiring should sign the Contract before submission to the SDO. However, the recommended COS worker must be informed that their application/contract is still subject for approval of the SDS.
Processing, evaluation and signing of contract by the appointing authority	Schools Division Superintendent	June 3, 2025	The COS worker shall be in-charge of having the signed contract notarized and thereafter submitted to the HRMO.



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Enclosure No. 2 to Division Memorandum No. 307, s. 2025

MINIMUM QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, PLACE OF ASSIGNMENT,
SALARY DOCUMENTARY REQUIREMENTS & CRITERIA FOR EVALUATION

A. Minimum Qualifications, Duties and Responsibilities, Place of Assignment, and Salary

Position / No. of Vacant Positions	Technical Assistant I - School Sports Division (SSD) One (1) position under COS
Minimum Qualifications	<ul style="list-style-type: none">▪ Bachelor's Degree preferably in fields of Education, Physical Education, or Sports▪ At least eight (8) hours of relevant training▪ At least six (6) months of relevant work experience, preferably in Sports and PE (e.g. teaching and coaching; planning, organizing and implementation of projects, programs, and activities)▪ Proficient in written and oral communication skills▪ Knowledgeable with various office software like Google Docs, Sheets, and Forms▪ Knowledgeable with web conferencing software such as Zoom, Google Meet, and Microsoft Teams
Duties and Responsibilities	<ul style="list-style-type: none">▪ Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division Office and monitor its implementation at the School level.▪ Facilitate the collection and consolidation of SSD reports/data from Schools.▪ Draft memoranda, endorsements, and other similar communications to SSD.▪ Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level.▪ Assist the SSD in disseminating announcements and other relevant information to the school level.▪ Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.▪ 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.▪ Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.▪ All other concern officials may give assignment to the COS personnel through his/her immediate supervisor.
Place of Assignment	Schools Division Office of Sagay City - SGOD
Salary	Php 28,000.00 per month (Base Salary) Php 2,800.00 per month (Premium)

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo and with Work Experience Sheet, if applicable;
- c. Certificate of License/Eligibility; if applicable
- d. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Certificate/s of Training attended and acquired within the last five (5) years;



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- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- h. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.
- i. Photocopy of Birth Certificate issued by the Philippine Statistics Authority
- j. Photocopy of BIR Tax Identification Number (Photocopy of BIR TIN ID)

C. Criteria for Evaluation

Evaluation of applicants shall be based or adopted from the criteria stipulated in DepEd Order No. 7, s. 2023 “Guidelines on Recruitment, Selection, Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions” broken down as follows:

CRITERIA	POINTS
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential	20
Total	100