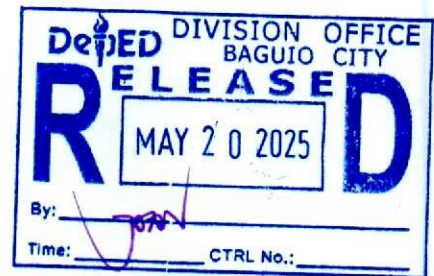




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 20, 2025

DIVISION MEMORANDUM

No. 308-2025

HIRING OF CITY SCHOOLS DIVISION OFFICE FOCAL PERSONS/TECHNICAL ASSISTANT I UNDER
CONTRACT OF SERVICE (CoS)

To: Schools Division Superintendent
Chiefs of Division
All Others Concerned

1. This is to inform all interested applicants of the vacant position in the Division Office:

VACANCY/PARTICULARS

Position Title:		Technical Assistant I	
Basic Monthly Salary:		P 28,000 plus 10% premium	
Place of Assignment:		School Governance and Operations Division (SGOD)	
Qualifications:			
Education	Training	Experience	Competency (Other qualifications)
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)	Eight (8) hours of relevant training	Six (6) months of relevant work experience	<ul style="list-style-type: none">• Experience in Sports and PE particularly teaching and coaching sports is 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.
Terms of Reference:			
<ol 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.			



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- e. Assist the SSD in disseminating announcements and other relevant information to the school level.
- f. Provide technical assistance in the areas of capability building monitoring, research, policy, advocacy, and partnership.
- g. Prepare the list of schools that need technical assistance such as capacity building for sports skills and the likes to be submitted to the Central Office.
- h. Prepare consolidated reports on SSD 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; and,
- j. Perform other functions as may be deemed necessary.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:

- a. Letter of intent addressed to the Head of Office;

SORAYA T. FACULO PhD, CESO VI

Schools Division Superintendent

DepEd-Division of Baguio City

#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of 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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section on or before **May 30, 2025, not later than 5:00 PM.**
4. For information and dissemination.

SORAYA T. FACULO PhD, CESO VI

Schools Division Superintendent