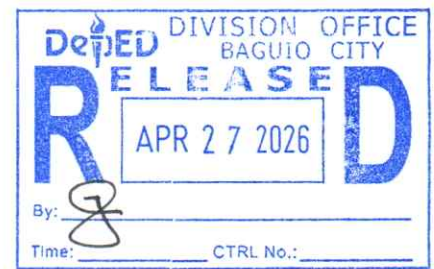




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



April 27, 2026

DIVISION MEMORANDUM

No. 290-2026

HIRING OF DIVISION PFSS TECHNICAL ASSISTANT I FOR THE SCHOOLS DIVISION OFFICE 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:		Division PFSS 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 Science and Exercise, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous)	None required	None required	<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. • Proficient in MS Office Suite and Google Workplace. • Knowledge of web conferencing software such as Zoom, Google meet, and Microsoft Teams is an advantage. • Ability to work efficiently with minimal supervision.
Terms of Reference:			
<ol style="list-style-type: none"> 1. Facilitate the implementation of BLSS-SSD policies, programs and projects in the Schools Division Office and monitor their implementation at the school level; 2. Assist in the drafting and issuance of localized/contextualized guidelines in accordance with BLSS-SSD policies and other related issuances; 3. Facilitate the collection and consolidation of BLSS-SSD reports/data from Schools; 4. Provide technical assistance to schools in relation to BLSS-SSD's policy, capacity building, monitoring, advocacy and partnership; 			





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

5. Assist the SDO-SGOD in close monitoring of BLSS-SSD activities and other concerns at the school level;
6. Prepare consolidated reports on the status of SSC implementation, including but not limited to, status of membership, sports offered, status of sports supplies and equipment, and other programs implementation of BLSS-SSD;
7. Consolidate the list of schools in need of technical assistance, such as capacity building for sports skills, to be submitted to the Regional Office
8. Prepare and submit a monthly accomplishment report detailing assistance provided to activities, progress, and outcomes of the School Sports Clubs and other programs implemented by the BLSS-SSD;
9. Accomplish an annual Individual Performance Commitment and Review Form (IPCRF) signed by the immediate supervisor and submit a scanned copy to BLSS-SSD;
10. Assist in coordinating and disseminating announcements and other relevant information to the school level; and
11. Comply with all other assigned tasks related to the implementation, coordination, and support of BLSS-SSD programs.

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 V

Schools Division Superintendent
DepEd-Division of Baguio City
#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) 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 11, 2026 not later than 5:00 PM.**
4. For information and dissemination.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.com>

