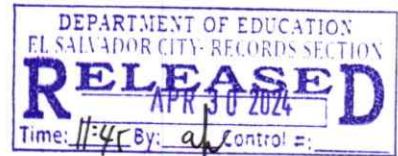




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



29 Apr 2025

DIVISION MEMORANDUM

No. 139 s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
TECHNICAL ASSISTANT I (CONTRACT OF SERVICE) UNDER THE
SGOD-SCHOOL SPORTS (9 MONTHS DURATION)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
All Elementary & Secondary Schools
All Others Concerned
This Division

1. This Office calls for the submission of Applications for the Technical Assistant I position under Contract of Service (CoS), in the Division Office, on or before **May 13, 2025, 5:00 PM**. The ranking shall adopt the selection criteria stipulated in DepEd Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection and Appointment in the Department of Education."
2. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

POSITION	MONTHLY RENUMERATION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PLACE OF ASSIGNMENT	DURATION OF SERVICE
Technical Assistant I	28,000.00 + 10% premium pay + operational expense	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)	Completion of at least eight (8) hours of relevant training	Possess a minimum of six (6) month of relevant work experience Note: Experience in Sports and PE, particularly teaching and coaching Sports is a plus factor	None required	DepEd El Salvador City - SGOD	9 months only



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
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3. Additional Qualification/ Competency:
 - a. Proficient in written and oral communication skills;
 - b. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects and activities;
 - c. Ability to work efficiently with minimal supervision;
 - d. Familiarity with various office software like Google Docs, Sheets and Forms;
 - e. Knowledge of web conferencing software such as Zoom, Google Meet and Microsoft Teams is an advantage.
4. Attached are the Terms of Reference (ToR) for the position, to serve as reference to interested applicants and/or to serve as basis in the evaluation and selection of applicants.
5. All Applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (all listed from 'a to j' in Annex C of DepEd Order No. 7, s. 2023) shall not be included in the official pools of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared.
6. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Role	Name
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, <i>Chief - SGOD</i>
	Jeffrey M. Martinez, <i>Admin Officer V</i>
	Felanie Marie A. Lim, <i>HRMO II</i>
	Analyn G. Fabria, <i>EPSvr</i>
	Eleonor R. Isiderio, <i>Admin Officer IV</i>
	Alan T. Saculungan, <i>Supply Officer III</i>
Secretariat	Randy Rhys U. Capistrano, <i>ADAS III</i>

7. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
8. For information and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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



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Enclosure No. ____ to DM No. _____ s. 2025

Terms of Reference

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.



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Basic Documentary Requirement		Status of Submission (To be filled-out by the client; Check if submitted)
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	
b.	Duly accomplished Personal Data Sheet (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/Report of Rating, if applicable	
e.	Photocopy of 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 available	
f.	Photocopy of Certificate/s of Training, if applicable	
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	
h.	Photocopy of latest appointment, if applicable	
i.	Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, 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	
k.	Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment	
A. Outstanding Employee Award a. Any issuance, memorandum or document showing the Criteria for the Search; b. Certificate of Recognition/Merit <i>*both MOVs should be present for point/s to be credited</i>		
B. Research and Innovation a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers/ (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research <i>*at least MOV A should be present for point/s to be credited</i>		
C. Subject Matter Expert/Membership in National TWGs or Committees a. Issuance or Memorandum showing the membership in NTWG or Committees; b. Certificate of Participation or Attendance; c. Output/ Adoption by the organization/DepEd <i>*At least MOVs A & B should be present for point/s to be credited</i>		
D. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/Invitation/Training Matrix b. Certificate of Recognition/ Merit/ Commendation/ Appreciation; c. Slide deck/s used and/or Session guide/s <i>*All MOVs should be present for point/s to be credited</i>		

E. NEAP Accredited Learning Facilitator a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office <i>*Either of the MOV may be credited point/s</i>	
Application of Education a. Action Plan approved by the Head of Office b. Accomplishment Report verified by the Head of Office c. Certification of the utilization/adoption signed by the Head of Office <i>*At least MOV A should be present for point/s to be credited; That relevant to the position applied for will earn more score</i>	
Application of Learning and Development (L&D) a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level <i>*At least MOVs A & B should be present for point/s to be credited; That relevant to the position applied for will earn more score</i>	
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled	