



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



June 2, 2025

DIVISION MEMORANDUM

No. 294, s. 2025

**SUBMISSION OF APPLICATION FOR THE POSITION OF CITY SCHOOLS DIVISION
OFFICE FOCAL PERSON/TECHNICAL ASSISTANT I UNDER CONTRACT OF
SERVICE FOR SPORTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Escalante City hereby invites interested and qualified applicants to submit their application documents for the position of City Schools Division Office Focal Person/Technical Assistant I under a Contract of Service (CoS) for Sports.

2. Interested individuals are encouraged to read the attached **DepEd Memorandum OM-OUOPS-2025-09-01512** dated March 3, 2025, for the details of the position including the monthly salary, terms of reference, and qualifications.

3. Qualified and interested individuals are invited to submit their applications, including one (1) complete application folder with clear copies of the required documents to the Records Section of our office, attention to **PETER JULIUS B. PELLOTAS**, Administrative Officer IV - HRMO II, **not later than 5:00 PM on June 16, 2025**. The following are the required documents:

a. (Original) Letter of intent **indicating the position(s) applied for** addressed to:

PETER J. GALIMBA

OIC, Schools Division Superintendent

- b. Notarized CSC Form 212 (Revised 2017) with the latest prescribed photo (Original)
- c. Latest 1 year performance rating (for those with work experience)
- d. Service Record/Certificate of Employment (for those with work experience) (Photocopy)
- e. Transcript of Records and Diploma (Photocopy)
- f. Certificate/s of specialized training (Photocopy)
- g. Documents to support outstanding accomplishments, application of education, application of learning and development. **(Please refer to DepEd Order No. 007, s. 2023)**
- h. Clearance from the previous employer (if available) (Photocopy)
- i. Other documents as may be required for comparative assessment (MOVs) (Photocopy)



Barangay Hacienda Fe, Escalante City, Negros Occidental

Telephone Nos. (034) 445-9704/445-2686

Email Add: escalante.city001@dep.gov.ph

DepEd Tayo Escalante City



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- j. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Original)
4. Please ensure that the documents are properly tabbed and labeled for clarity.
5. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.
6. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000," which provides that "electronic documents shall have the legal effect, validity, or enforceability as any other document or legal writing and where 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 to be usable for subsequent reference," online submission of electronic copies of the above-enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification. Clear scanned copies of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
7. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this office highly encourages qualified person to apply and open to those with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation.
8. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER S. GALIMBA
Schools Division Superintendent

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

SPORTS CONTRACT OF SERVICE NON-TEACHING HIRING



Deped Tayo Escalante City



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph
deped.escalantecity.weebly.com



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM:
OM-OUOPS-2025 01-01572

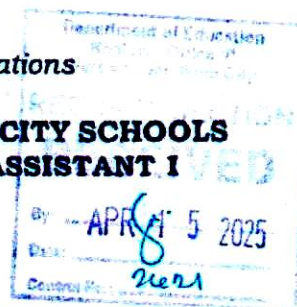
FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**
Assistant Secretary for Operations
Officer-In-Charge, Office of the Undersecretary for Operations

SUBJECT : **IMPLEMENTING GUIDELINES FOR THE HIRING OF CITY SCHOOLS**
DIVISION OFFICE FOCAL PERSONS/ TECHNICAL ASSISTANT I
UNDER CONTRACT OF SERVICE (CoS)

DATE : **MARCH 03, 2025**

Approved & Notarized by OUDPS
THE UNDERSECRETARY
RELEASE
3/18/25
MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations



This has reference to the hiring of Contract of Service (CoS) personnel for the Regional Offices (ROs) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) in handling the School Sports programs and other activities of the Division.

When the Bureau of Physical Education and School Sports (BPSS) responsible for Physical Education, Sports, and Facilities of then Department of Education Culture and Sports (DECS) was abolished by Republic Act 9155, the management of sports competitions was transferred to the Philippine Sports Commission while retaining the programs for school sports, physical fitness and physical education in the Department of Education (DepEd)

Previously, BPSS had manpower complement in the Regional Offices (Ros) and Schools Division Offices (SDOs) but since its abolition, sports functions are now integrated into the functions of Offices such as Education Supports Services Division (ESSD) at the RO, and School Governance and Operations Division (SGOD) at the SDO.

The BLSS-SSD programs focuses on after-school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and engaging in the different sports events. It is noteworthy that only seven (7) percent of the learner-population participate in the Palarong Pambansa



Room 101, R 2a Building, DepEd Complex, Meralco Avenue, Pasig City 1600



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Telephone Nos (02) 8633 5313, (02) 8631 8492

Email Address oure@deped.gov.ph | Website www.deped.gov.ph



The program aims to establish the School Sports Club (SSC) in all public Schools. School Sports Club shall be the avenue for learners to explore and develop skills in their chosen sports and/or for recreation to achieve physical fitness for the holistic development of the learners.

Due to the insufficient workforce of the BLSS-School Sports Division and limited number of plantilla personnel in the ESSD and SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the City Schools Division Offices. Therefore, we are requesting to hire CoS to be stationed in the said offices. Further, hiring of said CoS personnel shall be done locally.

I. Financial Aspect

a. Funds for the Salary of the SSD-CoS

For the initial implementation of the proposed hiring of CoS personnel, BLSS-SSD shall allocate funds from the FY 2024 Physical Fitness and School Sports (PFSS) continuing fund (R.A. 11975) amounting to Forty-four Million Four Hundred Eight Thousand pesos (Php 44,408,000.00). This amount shall be downloaded to the City Schools Division Offices (SDOs).

For the sustainability of the program, the BLSS-SSD shall allocate funds to all ROs and SDOs for the FY 2026 and years after.

Below is the budget estimates for the initial implementation:

Budget for Technical Assistant I CoS in the SDO Cities			
Monthly Compensation Items	April to December 2025	No of SDO Cities	Total Amount for Hiring COS
Base Salary: Php 28,000.00	Php 252,000	140	Php 35,280,000
Premium: Php 2,800.00	Php 25,200		Php 3,528,000
Operational Expenses <i>intended for traveling expenses and other related school sports club activities</i>	Php 40,000	140	Php 5,600,000
Grand Total (monthly compensation + operational expenses)			Php 44,408,000

Please note that the downloaded PSF is charged to the FY 2024 PFSS Continuing Fund and will lapse on December 31, 2025. Any expected balances/unutilized amount due to the delay or non-hiring of CoS personnel for FY 2025 in the field offices for the months specified in these guidelines, the School Division Superintendent (SDS) concerned may use the unutilized amount and other Physical Fitness and School Sports activities within its validity.

b. Process of Hiring and Downloading funds

The hiring of proposed CoS shall be done by the Schools Division Office (SDO) following the qualification stated hereunder. Thus, the payment for monthly compensation of CoS personnel for nine (9) months shall be downloaded to SDOs concerned.

II. Hiring of School Sports Division CoS Personnel for the Schools Division Office under School Governance Operations Division (SGOD)

a. Place of Assignment for CoS Personnel to be hired for the SDO

The CoS personnel to be hired for the SDO shall report to the SDO under the direct supervision of the SGOD -Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects in SDO.

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.

c. Qualifications

To the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Hold a 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);
2. Completion of at least eight (8) hours of relevant training;
3. Possess a minimum of Six (6) months of relevant work experience;

4. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
5. Proficient in written and oral communication skills;
6. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
7. Ability to work efficiently with minimal supervision;
8. Familiarity with various office software like Google Docs, Sheets, and Forms;
9. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Schools Division Office SSD-CoS

The Schools Division Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guidelines of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

Additionally, it is emphasized that salaries for non-working and regular holidays, as well as for work suspensions declared by the respective local government units (LGUs), shall be duly compensated.

III. Supervision of SSD-CoS

- a. The SDO-SSD-CoS shall be supervised by the SGOD Chief at the SDO level
- b. The Task of SDO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office, and the Regional Office to the Schools Division Office. The SDO shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month, and submit the same to the Regional Office. Further, the accomplishment reports reviewed and approved by the Schools Division Superintendent or their designated Official shall submit to the Regional Office. The regional office shall consolidate the reports submitted to BLSS-SSD every month.

IV. Roles and Responsibilities

a. Roles and Responsibilities of BLSS-SSD (Central Office)

The BLSS-SSD shall be responsible for the following;

- a. Download the funds to the ROs and SDOs to cover the salaries for eight (8) months;
- b. Conduct Orientation for the SSD-CoS about the activities; programs, and policies relative to the School Sports Division;
- c. Collect the monthly accomplishment report of the SSD-CoS; and
- d. Participate in the conduct of Screening of applicants for SSD-CoS in the region.

b. Roles and Responsibilities of the Schools Division Office

The Schools Division Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (see Enclosure 1);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

V. Justification for Hiring

The Bureau of Learner Supports Services- Schools Sports Division (BLSS-SSD) shall establish Sports Clubs in all public schools. The School Sports Club (SSC) shall offer a platform to enhance their learning and growth through the after-school sports program. As defined by the United Nations, sports are all forms of physical activity that contribute to physical fitness, mental well-being, and social interaction, such as play, recreation, organized or competitive sports, indigenous sports, and Philippine games.

The Proposed hiring of Contract of Service for the Schools Division Offices is necessary to significantly improve the implementation of BLSS-SSD Programs. The scale of the program in target schools exceeds the staffing capacity of SSD at the Central office. Currently, there are no counterparts in the city Schools Division Offices to support monitoring programs and activities effectively.

The hiring of COS personnel will not only benefit the BLSS-SSD in performing its function efficiently and enable the Schools Division Offices to implement the BLSS-SSD programs and activities effectively because they have closer access to the schools and the learners. Moreover, the BLSS-SSD COS will serve to assist the Schools Division Offices to closely monitor the following;

- a. The implementation of School Sports clubs in all Public Schools.
- b. Ensuring effective utilization of Program Support intended for the target recipients.
- c. Gathering of concerns from the field to enhance program effectiveness.
- d. Collecting data from the field to further improve the programs.

With the BLSS-SSD-CoS handling matters in the Division Offices, the Central Office can address closely in developing and implementing programs and policies to improve the School Sports Club for Public Schools Program and other related projects.

For immediate implementation and wide dissemination.