



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 24, 2025

DIVISION MEMORANDUM

No. **361**, s. 2025

HIRING OF TECHNICAL ASSISTANT I (TA) STAFF UNDER CONTRACT OF SERVICE (COS) FOR SCHOOL SPORTS PROGRAM

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

1. Pursuant to MEMORANDUM OM-OUOPS-2024-10-01973 dated June 7, 2024 with subject "GUIDELINES FOR THE HIRING OF REGIONAL AND SCHOOLS DIVISION OFFICE FOCAL PERSONS UNDER CONTRACT OF SERVICE (COS)", this Office announces the hiring of Schools Division Office SSD-CoS Technical Assistant I for School Sports Program with salary rate of P25,000.00 per month. **Interested applicants shall submit the following documents to the Division Office c/o Records Unit on or before July 31, 2025, until 5:00 PM only:**
 - 1.1. Application letter addressed to the Schools Division Superintendent;
 - 1.2. Accomplished CSC Form 212 or the Personal Data Sheet (PDS) or Resume/Curriculum Vitae (CV);
 - 1.3. Transcript of Records;
 - 1.4. Certificate of relevant training/s;
 - 1.5. Certificate of award/s (if applicable); and
 - 1.6. Certificate of employment.
2. Listed below are the Terms of Reference of the Schools Division Office SSD-CoS Technical Assistant I:
 - 2.1. Facilitate the implementation of School Sports Division Programs and projects in the Schools Division Office and monitor its implementation at the School level;
 - 2.2. Facilitate the collection and consolidation of SSD reports/data from Schools;
 - 2.3. Draft memoranda, endorsements, and other similar communications to SSD;
 - 2.4. Assist the Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level;
 - 2.5. Assist the SSD in disseminating announcements and other relevant information to the school level;



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

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- 2.6. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership;
 - 2.7. 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;
 - 2.8. Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office;
 - 2.9. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor
3. To the above-mentioned terms of reference, the COS shall have the following qualifications:
- 3.1. Holds 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);
 - 3.2. Completion of at least eight (8) hours of relevant training;
 - 3.3. Possess a minimum of six (6) months of relevant work experience;
 - 3.4. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
 - 3.5. Proficient in written and oral communication skills;
 - 3.6. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
 - 3.7. Ability to work efficiently with minimal supervision;
 - 3.8. Familiarity with various office software like Google Docs, Sheets and Forms;
 - 3.9. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.
4. **It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Recruitment, Selection and Placement on account of age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances to run counter to the principles of equal opportunity.**
5. Immediate and wide dissemination of this Memorandum is highly enjoined.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Reference: As stated
Encl.: as stated
To be indicated in the Perpetual Index
under the following subjects:

RDP/mtb

EMPLOYMENT

HIRING

RECRUITMENT

POLICY



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