



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

May 13, 2025

**DIVISION MEMORANDUM**

No. 224, s. 2025

**CALL FOR APPLICANTS FOR THE HIRING OF THE TECHNICAL ASSISTANT I/SCHOOL SPORTS DIVISION PERSONNEL UNDER CONTRACT OF SERVICE (CoS) FOR THE SCHOOLS DIVISION OFFICE UNDER SCHOOL GOVERNANCE OPERATIONS DIVISION (SGOD)**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. This Office through the School Governance and Operations Division (SGOD) hereby informs all interested applicants that the Recruitment, Evaluation, Selection, and Appointment (RESA) of the Technical Assistant I/School Sports Division Personnel under Contract of Service (CoS) for the Schools Division Office under SGOD shall now commence.

2. Interested applicants are required to submit the following documents (properly fastened in a folder with tabbing) to the Division Records Section **on or before 5:00pm of May 23, 2025, to wit:**

Position	Documents
Technical Assistant I/School Sports Division Personnel under Contract of Service (CoS)	a. Letter of intent addressed to the Head of Office/SDS through SGOD-Chief
	b. Duly accomplished Form 212 (Personal Data Sheet Revised 2017)
	c. Photocopy of the Transcript of Records
	d. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	e. Photocopy of the Performance Rating for the last 3 rating periods

	covering one (1) year of performance before the assessment, if applicable
	f. Photocopy of certificates of relevant trainings/seminars attended
	g. Photocopy of certificate of recognition as coach/assistant coach of a sporting event

3. To qualify for the position, applicants must meet the following qualification standards per OM-OUOPS-2025-09-01512 re: Implementing Guidelines for the Hiring of City Schools Division Office Focal Persons/Technical Assistant I under Contract of Service (CoS):

- Holds a bachelor's degree in education, physical education, sports, or any related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
- Completion of at least eight (8) hours of relevant trainings;
- Possess a minimum of six (6) months of relevant work experience;
- 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.

4. The proposed CoS to be hired shall have the following terms of reference:

- 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 the schools;
- Draft memoranda, endorsements, and other similar communications to SSD;
- Assist the SGOD in close monitoring of SSD activities and other concerns;
- Assist the SSD in disseminating announcements and other relevant information to the school level;
- Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership;



- g. 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 RO and CO;
- h. Prepare consolidated reports on School Sport Club (SSC) implementation status, such as membership, sports offered, and equipment status, for submission to the RO; and
- i. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.

5. Applicants shall be evaluated using the following criteria:

Criteria	Breakdown of Points
Non-Teaching Position	SG 10-22 and 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100%</b>

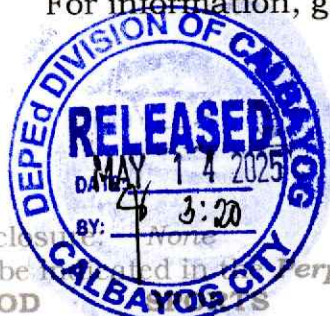
6. As per OM-OUOPS-2025-09-01512, the CoS to be hired shall report to SDO under the direct supervision of the SGOD-Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects.

7. The perusal, interview, and confirmation of points shall be done on the following dates:

Activities	Dates
Perusal of Documents	June 2-3, 2025
Orientation and Written Examination	June 4, 2025
Interview and Confirmation of Points	June 5, 2025

8. The CoS for the aforesaid position shall be hired for a period of nine (9) months with a monthly basic salary of Php28,000.00 and a premium of Php2,800.00.

9. For information, guidance, and compliance of those concerned.



**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC- Schools Division Superintendent

Enclosure  
To be filed in the  
SGOD

Perpetual Index Under the following subjects:  
**SCHOOL SPORTS DIVISION CoS PERSONNEL**



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM:**

**OM-OUOPS-2025-09 - 01/72**

**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**

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.



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:

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

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 15<sup>th</sup> and 30<sup>th</sup> 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;

- The implementation of School Sports clubs in all Public Schools.
- Ensuring effective utilization of Program Support intended for the target recipients.
- Gathering of concerns from the field to enhance program effectiveness.
- 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.





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Central Office

SUB-ALLOTMENT RELEASE ORDER  
Fiscal Year 2025

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA201 200000100001000 - Continuing Appropriations Physical Fitness and School Sports		<b>REFERENCE:</b> FY 2024 GAAAO dated 01/02/2024	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-B-25-02293
<b>FUND CODE:</b> 01102101		<b>ORGANIZATION CODE:</b> 070010100000	<b>LEGAL BASIS:</b> FY 2024 GAA   R.A. No. 11975 (Continuing Appropriations)
<b>PURPOSE:</b> Transfer of Program Support Fund (PSF) for the Renewal/Hiring of Province/City SDO Focal Persons (Salary) under Contract of Service (CoS) and Operational Expenses		<b>DATE:</b> 09-Apr-25	<b>FISCAL YEAR:</b> FY 2025
<b>To:</b> The Schools Division Superintendent Schools Division of Calbayog City DepEd - Region VIII 070010808009			<b>Region :</b> 8
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units		MOOE 5021408000	317,200.00
<b>AMOUNT IN WORDS:</b> *** Three Hundred Seventeen Thousand Two Hundred Pesos Only ***		<b>Total:</b>	<u>317,200.00</u>
<b>NOTE:</b> The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

CHOLITA F. TIONG  
Chief Administrative Officer  
Budget Division

Approval for Transfer/Downloading of Funds:

ATTY. EDSON BYRON K. SY  
Assistant Secretary for Finance  
OIC, Office of the Undersecretary for Finance