



Republic of the Philippines
Department of Education
 REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



30 Apr 2025

DIVISION MEMORANDUM
 NO. 145, s. 2025

CALL FOR APPLICATION FOR SDO TECHNICAL ASSISTANT I FOR SCHOOL SPORTS DIVISION (SSD) UNDER CONTACT OF SERVICE (COS)

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

1. Relative to the Memorandum OM-OUOPS-2025-09-01512 or the "Implementing Guidelines for the Hiring of City Schools Division Office Focal Persons/Technical Assistant I Under Contract of Service, this Office announces the Call for Application for SDO Technical Assistant I for School Sports Division (SSD) under contract of service.

2. The minimum qualifications and terms of reference of the said position are stated below:

POSITION PROFILE	
Position Title: Technical Assistant I (May to December 31, 2025)	Salary: P28,000.00 Premium Cost: P2,800.00
Station of Deployment: SGOD – Division of Angeles City	
JOB SUMMARY : The Technical Assistant I 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.	
MINIMUM QUALIFICATIONS:	
<ul style="list-style-type: none"> •Education: Bachelor's Degree in Education major in Physical Education or a related field •Training: 8 hrs. of relevant training •Experience: 6 months relevant work experience 	
Other qualifications:	
<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; • Ability to work efficiently with minimal supervision; • Familiarity with various office software like Google Docs, Sheets, and Forms; 	



Jesus St., Brgy. Pulungbulu, Angeles City [2009
\(045\) 901-9498/angeles.city@deped.gov.ph](http://2009(045)901-9498/angeles.city@deped.gov.ph)



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- Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

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 Schools.
- Draft memoranda, endorsements, and other similar communications to SSD.
- Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level.
- 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.
- 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.
- Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.
- All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.

3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit, this Division, on/before **May 9, 2025**. Bring the original documents during the scheduled screening/interview for verification purposes. All submitted documents will no longer be returned to the applicant;

- 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 PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including of graduate and post-graduate units/degrees, if available;
- d) Photocopy of Certificate/s of Training, if any;
- e) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if any;
- f) Photocopy of the Performance Rating from current or previous employer, if any;
- g) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.



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- k) Other documents as may be required by the HRMPSB for comparative assessment.
4. The evaluative assessment on the applicant's competencies and interview shall be conducted by the HRMPSB of the Schools Division Office.
5. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. **No additional documents shall be accepted beyond the prescribed deadline.**
6. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.
7. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Reference: OM-OUOPS-2025-09-01512
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
HIRING
RECRUITMENT

CLM/AOIV/April 30, 2025



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