



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

09 June 2026

DIVISION MEMORANDUM
No. 387 s. 2026

**HIRING OF SCHOOL SPORTS DIVISION CONTRACT OF SERVICE (COS)
PERSONNEL - TECHNICAL ASSISTANT I FOR THE
SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to **DepEd 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 (CoS)**, this Office announces the hiring of **Technical Assistant I** under School Governance and Operations Division.

Position Title	Base Salary	Premium	No. of Positions	Place of Assignment
Technical Assistant I	Php 28,000.00	Php 2,800.00	1	School Governance and Operations Division

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **Annex A** at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **June 16, 2026 until 5:00 o'clock in the afternoon**. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

5. The qualification standards and competency requirements of the said position are as follows:

Prescribed Qualifications			
Education	Trainings	Experience	Competency Requirement
Bachelor's Degree in Education major in Physical Education, Sports or a related field (e.g. BSED in PE and Sports, BPE, or its equivalent)	8 hours of relevant training	6 months of relevant work experience	<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; • Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

6. Applicants who submit their applications and meet the prescribed qualifications will be included in the shortlist from which the appointing officer will select the most qualified candidate. Should there be a need to conduct additional evaluative assessments, such as a Behavioral Event Interview (BEI), Written Examination, or Work/Skills Sample Test, applicants will be notified through email.

7. Wide and immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
 Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum OM-OUOPS-2025-09-01512

DepEd Order 007, s. 2023

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

RSP
TECHNICAL ASSISTANT I

OSDS Personnel Unit – hiring of school sports division contract of service (cos) personnel - technical assistant i for the schools division office
PERQB5T0-002745/June 8, 2026

Annex A

CHECKLIST OF REQUIREMENTS

1. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2025) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

3. Photocopy of the updated PRC ID License;

4. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree;

5. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

5.1. Masteral Degree (if any);

5.2. Doctoral Degree (if any);

6. Certificate of Training/s attended in the last five years reckoned from the date/deadline of submission, if applicable;

6.1. Additional Means of Verification (MOVs) for trainings attended

7. Updated Service Record;

8. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;

Annex 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.