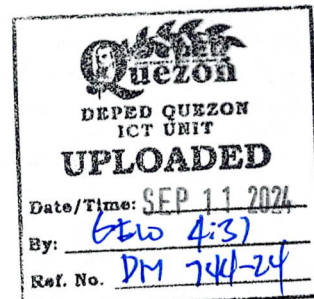




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 September 2024

DIVISION MEMORANDUM
DM No. 744, s. 2024

**ANNOUNCEMENT OF VACANCIES IN SDO QUEZON FOR ONE (1)
TECHNICAL ASSISTANT I FOR SCHOOL SPORTS DIVISION
PROGRAM UNDER CONTRACT OF SERVICE (COS)**

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
All Others Concerned

1. Pursuant to Department of Education (DepEd) Office of the Undersecretary for Operations Memorandum, with reference **OM-OUOPS-2024-10-01973**, or the "Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service," this office announces a **vacancy in the Department of Education – Schools Division of Quezon for one (1) Technical Assistant I under Contract of Service (COS)**. (See attached enclosure for the Qualification Standards). All interested applicants who meet the qualifications for the position are encouraged to apply, regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested and qualified applicants must place their documents in a **folder** with "ear tag" and submit **directly to the School Division Office (in charge of the Sports Program)** where they wish to apply, on or before **September 20, 2024 (Friday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- a. Curriculum Vitae (CV);
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
- c. Transcript of Records (TOR); and
- d. Other hiring documents needed.

DEPEDQUEZON-TM-SDS-04-009-003



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3. **The School Division Office (in charge of the Sports Program)** must conduct the assessment process for qualified applicants, which includes reviewing CVs, conducting interviews, and other necessary procedures. They must also evaluate the results of assessment process and prepare the following pertinent documents:
 - a. Authority to Hire;
 - b. Accomplished Terms of Reference (TOR);
 - c. Contract; and
 - d. Other hiring documents needed.
4. Attached is the Quick Guide on the Hiring of one (1) Technical Assistant under Contract of Service (COS).
5. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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Inclosure 1 to Division Memorandum No. 744 s. 2024

**QUALIFICATION STANDARDS OF THE TECHNICAL ASSISTANT I
UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL
DIVISION OFFICE UNDER SPORTS PROGRAM**

General:

The Technical Assistant I shall provide assistance to the School Division Office in delivering prompt and quality administrative and technical support, in accordance with the Department's policies and procedures. The position will be under the direct supervision of the in charge of the Sports Program.

Funds for the Salary of the SSD-COS:

Period of Service	Base Salary	Premium
October 2024 to May 2025	Php 25,000.00	Php 2,500.00

Minimum Qualification/s:

- 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);
- Completion of at least eight (8) hours of relevant training;
- Possess a maximum of six (6) months of relevant work experience ;
- Experience in Sports and PE, particularly teaching and coaching Sports is a plus factor ;
- Proficiency in written and oral communication skills;
- Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
- Ability to work effectively with minimal supervision;
- Familiarity with office software like Google Docs, Sheets, and Forms;
- Knowledge of web conferencing tools such as Zoom, Google Meet, and Microsoft Teams is an advantage

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Duties and Responsibilities:

- Facilitate the implementation of School Division Programs and projects in the School Division Office, and monitor their execution 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 Regional Focal Person with the close monitoring of SSD activities and 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.
- All other concern officials may give assignment to the COS personnel through his/her immediate supervisor.

SUGGESTED TIMELINE ON THE HIRING OF A TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS)

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none"> • Post job vacancy on one (1) Technical Assistant I 	SDO-HRMO	September 12 - 20, 2024 9 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none"> • Conduct assessment process for qualified applicants such as review of CV, interviews, etc. • Evaluate the results of assessment process. • Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents. <p><i>Inform the recommended COS that their application is still subject for approval of the SDS.</i></p>	Schools Division Office (In charge of Sports Program)	September 23- 25, 2024 3 DAYS

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3. HIRING OF COS <ul style="list-style-type: none">Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.	Schools Division Office (In charge of Sports Program)	September 26-30, 2024
<ul style="list-style-type: none">Evaluation and signing of contract by the appointed authority. <p>Note: The COS shall be responsible for the notarized contract.</p>	SUPERINTENDENT	
4. REPORTING TO DUTY <ul style="list-style-type: none">monitoring and provision of Technical Assistance, if necessary.	Schools Division Office (In charge of Sports Program)	October 1, 2024

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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