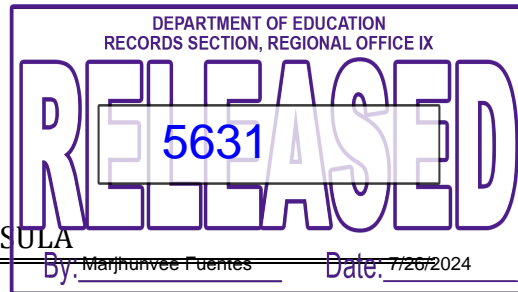




Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX- ZAMBOANGA PENINSULA



Office of the Regional Director

ANNOUNCEMENT:

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
 INVITES QUALIFIED APPLICANTS TO (1) TECHNICAL ASSISTANT I FOCAL
 PERSON UNDER CONTRACT OF SERVICE (COS) FOR SCHOOL SPORTS
 PROGRAM IN THE REGIONAL OFFICE**

| DIVISION/UNIT | EDUCATION SUPPORT SERVICES DIVISION | |
|---|---------------------------------------|--|
| POSITION PROFILE | | |
| POSITION: TECHNICAL ASSISTANT I (CONTRACT OF SERVICE) | Base Salary: 25,000 Premium: 2,500 | |
| TERMS OF REFERENCE: | | |
| 1. Facilitate the implementation of School Sports Division Programs and Projects in the Regional Office and monitor its implementation at the Schools Division Office; 2. Draft memoranda, endorsement, and other similar communications related to SSD; 3. Coordinate with, and gather information from the Schools Division Office relative to the SSD reports/concerns; 4. Assist the ESSD-SPPS with the close monitoring of SSD activities and concerns at the school division level; 5. Assist the SSD in disseminating announcements and other relevant information to the school division level; 6. Provide technical assistance in capacity building, monitoring, research, policy, advocacy, and partnership; 7. Consolidates the prepared list of schools in need of technical assistance, such as capacity building for sports skills, to be submitted to the Central Office; 8. Prepare consolidated reports on the status of SSC implementation, such as status of membership, sports offered, status of sports supplies and equipment and other programs implementation of SSD; 9. All other concern officials may give assignment to the COS personnel through his/her immediate supervisor. | | |
| QUALIFICATIONS: | | |
| 1. Bachelor's degree graduate (courses related to Education, Physical Education and Sports, such as BEED, BSED in PE and Sports, BPE or its equivalent is a plus); 2. Must have at least eight (8) hours of relevant training; 3. At least six (6) months of relevant experience; 4. Experience in Sports and PE particularly teaching and coaching Sports is a plus; 5. Excellent written and oral communication skills; 6. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities; 7. Work efficiently and requires minimal supervision; 8. Familiar with various office software like Google Docs, Sheets, and Forms; and 9. Working knowledge on various web conferencing software such as zoom, Google meet, and Microsoft Teams is an advantage | | |

APPLICATION PROCEDURE:

1. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position** are requested to submit the following documentary requirements in a clean, unmarked brown envelop to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before August 7, 2024.
 - a. Letter of intent (addressed to the Head of Office)



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- b. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212 Revised 2017) and work experience which can be downloaded at www.csc.gov.ph;
 - c. Curriculum vitae
 - d. Photocopy of Transcript of Records
 - e. Photocopy of valid and updated PRC License/ID, if applicable
 - f. Photocopy of Certificate of Eligibility/Rating, if applicable
 - g. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - h. Certificates of relevant seminars/trainings attended
 - i. Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled
2. Applicants are expected to:
- a. Bring all original documents for verification purposes.

NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE

DR. RUTH L. FUENTES, CESO IV
Regional Director

DATE: **July 26, 2024**

ASD/RMD/PGL/Tr
040/July 25, 2024