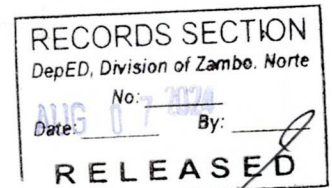




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 07, 2024

DIVISION MEMORANDUM

No. 429 s. 2024

**CALL FOR APPLICANTS AND GUIDELINES FOR THE HIRING OF SCHOOL SPORTS
DIVISION CONTRACT OF SERVICE (CoS) PERSONNEL FOR THE SCHOOLS
DIVISION OF ZAMBOANGA DEL NORTE UNDER SCHOOL GOVERNANCE
AND OPERATIONS DIVISION – EDUCATION PROGRAM SUPERVISOR**

To: Assistant Schools Division Superintendents
Chief, Education Supervisors
Division Human Resource Management Office
All Others Concerned

1. In compliance with the Memorandum OM-OUOPS-2024-1001973 issued by the Office of the Undersecretary for Operations, re: *Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service*, this Office hereby announces the **Call for Applicants for the Hiring of School Sports Division Contract of Service (CoS) Personnel-Technical Assistant I for the Schools Division Office under School Governance and Operations Division (SGOD) – Education Program Supervisor.**
2. DepEd Zamboanga del Norte shall provide equal opportunity for employment for all interested qualified applicants, irrespective of age, race, ethnicity, religious affiliations and gender preference.
3. Interested applicants for **Technical Assistant I** must meet the following *Qualification Standards*:
 - a. 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);
 - b. Completion of at least eight (8) hours of relevant training;
 - c. Possess a minimum of Six (6) months of relevant work experience;
 - d. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
 - e. Proficient in written and oral communication skills;
 - f. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
 - g. Ability to work efficiently with minimal supervision;
 - h. Familiarity with various office software like Google Docs, Sheets, and Forms;
 - i. Knowledge of web conferencing software such as Zoom, Goggle Meet, and Micro Teams is an advantage.
4. The Contract of Service (CoS) for **Technical Assistant I** shall be hired for a period of **not more than eight (8) months** with an authorized Base Salary of Twenty-five thousand(P25,000.00) pesos and a Premium of Two Thousand Five hundred (P2,500.00) per month, which may be renewed, subject to fund allocation for the Fiscal Years after



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5. Interested applicants shall submit to the Office of the Schools Division Superintendent, thru the Division Human Resource Management Office two (2) copies of the following documentary requirements: one (1) original/authenticated and one(1) photocopied from the original/authenticated completely and properly arranged in the following order: (**Deadline will be on or before August 21, 2024**)
 - a. Application Letter addressed to the Office of the Schools Division Superintendent **ROY C. TUBALLA EMD, JD, CESO V**, Schools Division Superintendent, Schools Division of Zamboanga del Norte, Capitol Drive, Estaka, Dipolog City, 7100.
 - b. Duly accomplished CSC Form 212 or the Personal Data Sheet (PDS)
 - c. Resume/Curriculum Vitae (CV)
 - d. Transcript of Records (TOR)
6. Incomplete and late submission of application requirements shall **NO LONGER BE ENTERTAINED AFTER THE DEADLINE** set by this Memorandum to observe fairness and equity, and to promote merit and fitness.
7. Interested applicants shall attend and participate in the assessment process, i.e. interview, job demonstration, etc., that to be scheduled and announced in a separate issuance.
8. Immediate dissemination and strict compliance with this Memorandum are desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Enclosed: As stated
Reference: Memorandum OM-OUOPS-2024-10-01973



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