



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



17 Jun 2025

DIVISION MEMORANDUM

No. 223, s. 2025

ACCEPTANCE OF APPLICATION FOR TECHNICAL ASSISTANT I (CONTRACT OF SERVICE)

TO: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
EPSs and PSDSs
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of application for Technical Assistant I (CoS) under the School Governance and Operations Division (SGOD) detailed to Curriculum Implementation Division under MAPEH.
2. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
3. The minimum qualification for the vacant position are as follows:


BASE SALARY	P28,000.00 per month
PREMIUM	P2,800.00 per month
OPERATIONAL EXPENSES	P40,000.00
EDUCATION:	Bachelor's Degree in Education, Physical Education, Sports, or a related field (e.g. <i>BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous</i>)
TRAINING:	Eight (8) hours of relevant training
EXPERIENCE:	Six (6) months of relevant work experience
ELIGIBILITY:	None
PLACE OF ASSIGNMENT:	DEPED- Division of Lucena City

4. Below are the duties and responsibilities of the abovementioned position:

POSITION	JOB SUMMARY
Technical Assistant I (CoS)	<ul style="list-style-type: none">• 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 school• Draft memoranda, endorsements, and other similar communication 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.

5. All interested applicants shall submit the application documents fastened in long folder with name in front to the Personnel Unit.
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. CSC Form 212 (revised 2017) Personal Data Sheet in two copies with the latest passport size ID picture with signature over printed name;

- c. Photocopy of scholastic/academic record/Transcript of Records (TOR) and Diploma.
 - d. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - e. NBI Clearance
 - f. Other documents as may be required
6. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicants. Any false and fraudulent document submitted shall be grounds for disqualification.
7. All interested applicants shall submit the application documents in hard copy to the Records Unit on or before **June 18, 2025 to June 20, 2025, 5:00 pm only.**
8. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent
