



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

20 Apr 2025

DIVISION MEMORANDUM  
OSDS No. **055**, s. 2024

NOTICE OF VACANCY TECHNICAL ASSISTANT I- COS

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors/Principal In-charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the following vacant positions”

**a. Position Title:** TECHNICAL ASSISTANT I

**b. Position Details**

Position Title	No.	Process of Hiring	Place of Assignment
Technical Assistant I	1	Contract of Service	SGOD- EPS

**c. CSC Qualification Standards**

Position Title	Basic Monthly Salary	Education	Experience	Training
Technical Assistant I	Php 25,000.00	Bachelor's degree in education, Physical Education, Sports or a related field (e.g. BEED, BSED in PE and Sports, BP or its equivalent is advantageous	Experience in Sports and PE particularly teaching and coaching Sports is a plus factor  *Posses a minimum of six (6) months of relevant work experience	Completion of at least eight (8) hours of relevant training



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**d. Terms of reference of the Schools Division Office SSD-COS Technical Assistant I**

The proposed COS to be hired for the Schools Division Offices shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division Programs and projects in the Schools Division Office and monitoring its implementation at the School level.
2. Facilitate the collection and consolidation of SSD reports/data from Schools.
3. Draft memorandum, endorsements, and other similar communications to SSD.
4. Assist the Regional Focal Person with the close monitoring of SSD activities and concern 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 concerns officials may give assignment to the CoS personnel through his/her immediate supervisor

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and sent to the address below:

**e. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Ratings;
- iv. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- v. Photocopy of Certificate of Relevant Trainings ;
- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- viii. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order OO7, s. 2023; Annex C; and
- ix. Other documents that can use as means of verification on the following:
  1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
  2. Application of Education
  3. Application of Learning and Development; and
  4. Photocopy of the Performance Rating obtained from the relevant work experience; if performance rating in Item d (viii) is not relevant to the position.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, "**Guidelines on Recruitment, Selection, and Appointment in the Department of Education**" enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Positions: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

1. The deadline for submission of pertinent documents shall be on **May 2, 2025** at the Division Office. No pertinent papers shall be accepted thereafter.
2. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
3. Applicants are advised to submit One (1) Set of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.
4. This division practices Equal Employment Opportunity Principle thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
5. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
6. For any inquiries, please refer to Ma. Luz E. Estember, Administrative Officer IV or email through [maluz.estember001@deped.gov.ph](mailto:maluz.estember001@deped.gov.ph) or at the Office of the Assistant Schools Division Superintendent.
7. Immediate dissemination of this memorandum is desired.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl: None  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects



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EMPLOYMENT	HIRING
RECRUITMENT	SELECTION

MLE/DM- notice of vacancy for Technical Assistant I- CoS  
0000/April 20, 2025



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