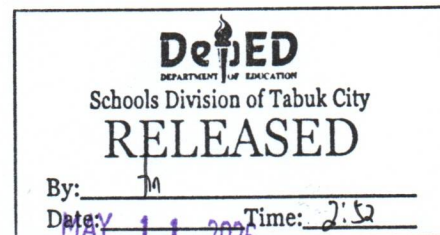




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **203** Series 2026

To: Assistant Schools Division Superintendent
 Members of the HRMPSB
 All Interested Qualified Applicants
 All Others Concerned

DATE: **May 11, 2026**

SUBJECT: **HIRING OF SCHOOL SPORTS DIVISION (SSD) CONTRACT OF SERVICE (COS) PERSONNEL**

1. Pursuant to Memorandum from the Office of the Undersecretary for Human Resource and Development and Office of the Undersecretary for Operations, the proposed hiring is necessary to significantly improve the implementation of Bureau of Learners Supports Services – Schools Sports Division (BLSS-SSD) Programs.
2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application for the Contract of Service in the Schools Division of Tabuk City:

Position	Minimum Qualification Standards			Salary
	Education	Training	Experience	
Technical Assistant I	Bachelor's degree in education, Physical Education, Sports, or a related field	Completion of at least eight (8) hours of relevant training	Minimum of Six (6) months relevant work experience	Base: P28,000.00 Premium: P2,800.00

3. The COS to be hired is expected to perform the following duties and responsibilities:
 - a. Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division and monitor its implementation at the School level.
 - b. Facilitate the collection and consolidation of SSD reports/data from Schools.
 - c. Draft memoranda, endorsements, and other similar communications to SSD.
 - d. Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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- e. Assist the SSD in disseminating announcements and other relevant information to the school level.
 - f. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
 - g. Prepare the list of schools that are in need of technical assistance such as capability building for sports skills and the likes to be submitted to the Central Office.
 - h. Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.
 - i. All other concerned officials may give assignment to the CoS personnel through his/her immediate superior.
4. Application is open to all interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI). All applicants must register and obtain their application code through this link: tinyurl.com/sdotccodeapp-2. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**
5. Submit at least one (1) copy of application folder, properly labeled consistent with the order of the documentary requirements stated in the memorandum.
6. The place of submission of all applications is at the Records Section of the Schools Division of Tabuk City **not later than 3:00 p.m. of May 21, 2026** with the following documentary requirements:
- a. Letter of Intent address to:
CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent
Schools Division of Tabuk City
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Sworn Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the Form provided by the HR office,
 - c. Complete and duly accomplished Personal Data Sheet (*CS Form No. 212, Revised 2025*) with Work Experience Sheet,
 - d. Valid and updated PRC License or Certificate of Eligibility, if applicable,
 - e. Diploma or Transcript of Records of earned Bachelor's Degree, and if applicable Means of Verification for earned post-graduate units or degrees,
 - f. Certification of Training, if applicable,
 - g. Duly signed Service Records or Certificate of Employment or Contract of Service, if applicable,



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7. Individuals who failed to submit on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.
8. Enclosure 5 of DepEd Order No. 007, s. 2023 or the Criteria and Point System for Hiring and Promotion to Non-Teaching Positions will be used as reference and scoring mechanism in the comparative assessment of the qualified pool of applicants for the vacant position/s stated in this Memorandum.
9. Immediate dissemination of and compliance to this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent 



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