



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

October 23, 2024

DIVISION MEMORANDUM

No. 741 , s. 2024

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE POSITIONS IN THE
DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: OIC Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Regional Memorandum No. 974, s. 2024, titled “Announcing the Hiring of Contract of Service Positions in the Department of Education Regional Office VII”, which is self-explanatory.
2. All interested qualified applicants are required to submit the enumerated documentary requirements therein through the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before **5:00 p.m. of October 24, 2024**. For details, please see attached Memorandum.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

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 DATE 10/21/2024

Office of the Regional Director

REGIONAL MEMORANDUM

No. 377 s. 2024

21 OCT 2024

**ANNOUNCING THE HIRING OF CONTRACT OF SERVICE POSITIONS IN THE
 DEPARTMENT OF EDUCATION REGIONAL OFFICE VII**

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. This Office is hereby disseminating the hiring of the positions enumerated below under Contract of Service to augment the staffing complement of the Education Support Services Division (ESSD) with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Place of Assignment
Technical Assistant I Base Salary: P 25,000.00 Premium: P 2,500.00	1	Bachelor's degree relevant to the job (eg. Psychology, social work, allied health (BS in Nursing))	None required	None required	DepEd Regional Office VII-ESSD (Mental Health Program)
Technical Assistant I Base Salary: P 25,000.00 Premium: P 2,500.00	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)	At least 8 hours of relevant training	At least 6 months of relevant experience Note: Experience in Sports and PE particularly teaching and coaching sports Competencies: 1. Excellent written and oral communication skills. 2. Demonstrated success in planning, organizing, implementing, monitoring and evaluating	DepEd Regional Office VII-ESSD (Sports Program)



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DepEd Tayo Region VII



region7.deped.gov.ph



				<p>systems, programs, projects, and activities.</p> <p>3. Work efficiently and requires minimal supervision.</p> <p>4. Familiar with various office software like Google Docs, Sheets and Forms and</p> <p>5. Working knowledge on various web conferencing software as zoom, Google Meet and Microsoft Teams is an advantage.</p>	
<p>Administrative Support II</p> <p>Contract of Service</p> <p>Base Salary: P 20,000.00</p> <p>Premium: P 2,000.00</p>	<p>Completion of at least two years in college; or Senior High School graduate with relevant specialization</p>	<p>8 hours relevant training</p>	<p>1 year relevant experience</p>		<p>DepEd Regional Office VII-ESSD (DRRM)</p>

2. Terms of Reference for TA I (Mental Health Program) position:

1. Assist in the integration and streamlining of mental health policies and programs in the region.
2. Assist in the provision of technical assistance in the implementation of various mental health programs, projects and activities in the region.
3. Assist in the management of network of resources for mental health promotion and basic services provision.
4. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, project and activities.
5. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region.
6. Assist in drafting letters, memoranda, and other types of communications.

7. Assist in the coordination with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions.
8. Attend meetings as assigned; and
9. Perform other functions as may be deemed necessary.

Terms of Reference for TA I (Sports Program) position:

1. Facilitate the implementation of School Sports Division Programs and projects in the Schools Division Office and monitor its implementation at the School Level.
2. Facilitate the collection and consolidation of SSD reports/data from Schools.
3. Draft memoranda, endorsements, and other similar communications to SSD.
4. Assist the Regional Focal Person 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 level.
6. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
7. Prepare the list of schools that need 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 concerned officials may be give assignment to the COS personnel through his/her immediate supervisor.

Terms of Reference for Administrative Support II (DRRM) position:

1. Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.
3. All interested qualified applicants are required to submit one copy of the following through the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City on or before **5:00 PM of October 24, 2024**:
 - a. Letter of intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017);
 - c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - d. Photocopy of Certificate/s of Training, if applicable;
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
4. The Education Support Services Division (ESSD) in coordination with the Personnel Section will conduct a behavioral event interview and written test with the shortlisted applicants on **October 28, 2024 at 9:30 AM** at the ESSD Office, DepEd Region VII, Sudlon, Lahug, Cebu City. The Human Resource Management

Officer will communicate via email to shortlisted applicants relative to the conduct of interview.

5. For the information and guidance of all concerned.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ASD/IPC/arc