



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

**Office of the Schools Division
Superintendent**

January 6, 2026

DIVISION MEMORANDUM

No. 016 , s. 2026

**ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR THE HIRING
OF CONTRACT OF SERVICE POSITIONS IN THE DEPARTMENT OF EDUCATION
REGIONAL OFFICE VII**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the announcement on the acceptance of application documents for the hiring of Contract of Service to augment the staffing complement of the DepEd RO7 Education Support Services Division (ESSD) with the attached specific qualifications and terms of reference for the positions.
2. For interested applicants, please see attached Regional Memorandum No. 0005, s. 2026 for your reference.
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



Office of the Regional Director

REGIONAL MEMORANDUM

No. 0005 s. 2026

ANNOUNCING THE ACCEPTANCE OF APPLICATION DOCUMENTS FOR 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 acceptance of application documents for the hiring of Contract of Service positions to augment the staffing complement of the DepEd RO7 Education Support Services Division (ESSD), with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Place of Assignment
Technical Assistant II Contract of Service Base Salary: P 38,000.00 Premium: P 3,800.00	1	Bachelor's degree relevant to the job (e.g. Psychology, social work, allied health) License in psychology, guidance and counseling, or social work is an advantage.	eight (8) hours of relevant training	At least one (1) year of relevant experience	DepEd Regional Office VII-ESSD (Mental Health)
Technical Assistant I Base Salary: P 28,000.00 Premium: P 2,800.00	1	Bachelor's degree relevant to the job (e.g. Psychology, social work, allied health)	None required	None required	DepEd Regional Office VII (Mental Health)

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		License in psychology, guidance and counseling, or social work is an advantage.			
Technical Assistant I Base Salary: P 28,000.00 Premium: P 2,800.00	1	Bachelor's degree relevant to the job	None required	None required Note: Internships or volunteer experiences in related areas are advantageous	DepEd Regional Office VII-ESSD (Learner Formation Program)
Technical Assistant I Base Salary: P 28,000.00 Premium: P 2,800.00	1	Bachelor's degree relevant to the job	None required	None required	DepEd Regional Office VII-ESSD (Partnership)
Administrative Support II Contract of Service Base Salary: P 22,000.00 Premium: P 2,200.00	Completion of at least two years in college; or Senior High School graduate with relevant specialization	8 hours relevant training	1 year relevant experience		DepEd Regional Office VII-ESSD (DRRM)
Technical Assistant I Base Salary: P 28,000.00 Premium: P 2,800.00	1	Bachelor's degree graduate (courses related to Education, Physical Education and Sports, such as BEED, BSED in PE and Sports,	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	DepEd Regional Office VII-ESSD (Sports Program)



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		BPE or its equivalent is a plus)		<p>communication skills.</p> <p>2. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities.</p> <p>3. Work efficiently 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 such as zoom, Google Meet and Microsoft Teams is an advantage.</p>	
<p>Technical Assistant II</p> <p>Contract of Service</p> <p>Base Salary: P 38,000.00</p> <p>Premium: P 3,800.00</p>	1	<p>Bachelor's degree relevant to the job (e.g nutritionist-dietitian, allied health)</p> <p>Graduate of Nutrition and Dietetics is an advantage</p>	None required	None required	<p>DepEd Regional Office VII-ESSD (School-Based Feeding Program)</p>

2. Terms of Reference for the COS positions:

TA II position (Mental Health):

- a. Together with the permanent personnel designated as the School Mental Health Program Coordinator, they serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education.
- b. Ensure integration and streamlining of mental health policies and programs in the region.
- c. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region.
- d. Manage network of resources for mental health promotion and basic services provision.
- e. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects and activities.
- f. Prepare 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.
- g. Draft letters, memoranda, and other types of communications.
- h. Coordinate and collaborate 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.
- i. Attend meetings as assigned; and
- j. Perform other functions as may be deemed necessary.

TA I (Mental Health Program) position:

- a. Assist in the integration and streamlining of mental health policies and programs in the region.
- b. Assist in the provision of technical assistance in the implementation of various mental health programs, projects and activities in the region.
- c. Assist in the management of network of resources for mental health promotion and basic services provision.
- d. Assist in the monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects and activities.
- e. 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.
- f. Assist in drafting letters, memoranda, and other types of communications.

TA I (Learner Formation Program) position:

- a. Assist the Regional Youth/ Learner Formation Coordinator by aiding in data collection analysis, as well as contributing to monitoring and evaluation efforts to develop comprehensive reports.
- b. Assist in the provision of technical assistance in the implementation of various learner formation programs, projects, and activities in the region.
- c. Assist in the coordination with Division field counterparts in the dissemination of all information required.



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- d. Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations related to learner formation programs, projects, and activities in the region.
- e. Assist drafting learner-related letters, memoranda, and other types of communications.
- f. Assist in the coordination with various offices in the Department, other concerned government agencies, partners, and experts involved in the implementation of learner formation-related programs, projects, and activities.
- g. Attend meetings as assigned to provide technical support and gather pertinent information.
- h. Perform other functions as may be deemed necessary.

TA I (Partnership) position:

- a. Provide general administrative assistance to the Partnerships Office.
- b. Maintain and organize office records, files and databases related to partnerships.
- c. Schedule and coordinate meetings, workshops, and events.
- d. Assist in drafting partnership proposals, agreements, and reports.
- e. Maintain communication with external partners and stakeholders.
- f. Support the monitoring and evaluation of ongoing partnership activities.
- g. Conduct research on potential partners, funding opportunities, and industry trends.
- h. Prepare briefing notes, presentations, and summaries for internal and external use.
- i. Document meeting minutes and follow-up on action items.
- j. Collect and analyze data relevant to partnerships and collaborations.
- k. Generate regular reports on partnership performance and impact.
- l. Contribute to the preparation of strategic plans and progress reports.

Administrative Support II (DRRM) position:

- a. 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.

TA I (Sports Program) position:

- a. Facilitate the implementation of School Sports Division Programs and projects in the Schools Division Office 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 Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level.
- 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 need technical assistance such as capacity 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 be give assignments to the COS personnel through his/her immediate supervisor.

TA II (School-Based Feeding Program) position:


- a. Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools).
- b. Assist in the integration and harmonization of SBFP policies and programs and related programs and activities in the region.
- c. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities.
- d. Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports, and presentations among others regarding SBFP and related programs and activities in the region.
- e. Assists in drafting letters, memoranda, and other types of communications.
- f. Assists in the conduct of meetings, seminars, workshops, and training of SBFP and related programs and activities.
- g. Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition experts in the implementation of SBFP and related programs and activities as well as in the delivery of nutrition services and interventions.
- h. Maintains database of SBFP and related programs and activities,
- i. Attend meetings as assigned; and
- j. Performs other functions as may be deemed necessary.

3. All interested qualified applicants are required to submit through the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City one copy of the following documents on or before **5:00 PM of January 9, 2026:**

- 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. All applicants shortlisted as one of the qualified applicants for the position applied for shall be informed through email. Only qualified applicants may proceed to the next phase of the selection process, which is the written exam and behavioral event interview.

5. For the information and guidance of all concerned.


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

SEJ/FYA/ASD/IFC/arc



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