



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

**Office of the Schools Division  
Superintendent**

January 29, 2026

DIVISION MEMORANDUM  
No. 096 , 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 Curriculum and Learning Management Division (CLMD) and Education Support Service 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.

For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

  
**AQUILINO T. MILAR JR. PhD, JD**  
Administrative Officer V

WDB/JAAL/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>



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

00000001

1-27-26

23 JAN 2026

Office of the Regional Director

**DEPED TAGBILARAN CITY DIVISION**  
**SDS OFFICE**  
**DOWNLOADED**  
 BY [Signature] DATE: 1-27-26

**REGIONAL MEMORANDUM**

No. 0069 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-Curriculum and Learning Management Division (CLMD) and Education Support Service Division with the following qualifications:

Position Title	No. of Vacant Position	Education	Training	Experience	Place of Assignment
Technical Assistant III  Base Salary: P 48,000.00  Premium:  P 4,800.00	1	Bachelor's degree relevant to the job	24 hours of relevant training	2 years relevant experience	DepEd Regional Office VII-CLMD
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)

<p>Technical Assistant I</p> <p>Base Salary: P 28,000.00</p> <p>Premium: P 2,800.00</p>	<p>1</p>	<p>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)</p>	<p>At least 8 hours of relevant training</p>	<p>At least 6 months of relevant experience</p> <p>Note: Experience in Sports and PE particularly teaching and coaching sports is a plus</p> <p>Competencies:</p> <ol style="list-style-type: none"> <li>1. Excellent written and oral communication skills.</li> <li>2. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities.</li> <li>3. Work efficiently requires minimal supervision.</li> <li>4. Familiar with various office software like Google Docs, Sheets and Forms and</li> <li>5. Working knowledge on various web conferencing software such as zoom, Google Meet and Microsoft Teams is an advantage.</li> </ol>
---	----------	---	--	--

**Terms of Reference for TA III (LS) position:**

1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the regional level,



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: (032) 256-9466/639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph



using trackers provided by the Office of the Undersecretary for Learning Systems (OULS).

2. Consolidate budget utilization reports from regional and school division programs implementers for submission to OULS and the Finance Strand.
3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement strands.
4. Maintain updated trackers/dashboards of regional LS procurement milestones (eg. Purchase Requests, Requests for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries).
5. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand.
6. Coordinate with program focals, BAC Secretariat, and finance/ procurement focals to validate and reconcile monitoring data.
7. Submit every 10<sup>th</sup> of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and
8. Perform other functions as may be assigned by supervisor.

**TA II position (Mental Health):**

1. 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.
2. Ensure integration and streamlining of mental health policies and programs in the region.
3. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region.
4. Manage network of resources for mental health promotion and basic services provision.
5. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects and activities.
6. 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.
7. Draft letters, memoranda, and other types of communications.
8. 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.
9. Attend meetings as assigned; and
10. Perform other functions as may be deemed necessary.

**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.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: (032) 256-9466/639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph



- 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.
2. 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 February 2, 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;
3. The DepEd RO7 in coordination with the Administrative Division-Personnel Section will conduct a behavioral event interview and written test with the shortlisted qualified applicants. The Human Resource Management Officer will communicate via email or SMS to the shortlisted qualified applicants relative to the conduct of interview.
4. For the information and guidance of all concerned.

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

STJ/FYA/ASD/IFC/arc



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: (032) 256-9466/639773295904 local 700

 DepEd Tayo Region VII

 [region7.deped.gov.ph](http://region7.deped.gov.ph)

