



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 7, 2025

DIVISION MEMORANDUM

NO. 259 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR DIVISION OFFICE FOCAL PERSONS/TECHNICAL ASSISTANT I (COS)

To: Asst. Schools Division Superintendent  
Chief, CID  
Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principal/TIC  
All Others Concerned  
This Division

2. Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **Requirements**:

Vacant Position : **TECHNICAL ASSISTANT I**  
Item Number : N/A  
Salary : P28, 000.00 plus P2,800.00 premium

**QUALIFICATIONS:**

- Hold a bachelor's degree in education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
- Completion of at least eight (8) hours of relevant training;
- Possess a minimum of Six (6) months of relevant work experience;
- Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
- Proficient in written and oral communication skills;
- Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
- Ability to work efficiently with minimal supervision;
- Familiarity with various office software like Google Docs, Sheets, and Forms;
- Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

**JOB DESCRIPTION:**

- Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division Office and monitor its implementation at the School level.
- Facilitate the collection and consolidation of SSD reports/data from Schools.
- Draft memoranda, endorsements, and other similar communications to SSD.
- Assist the SDO-SGOD in close monitoring of SSD activities and other concerns at the school division level.
- Assist the SSD in disseminating announcements and other relevant information to the school level.



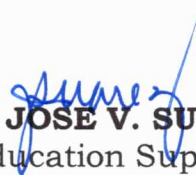


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- f. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
  - g. Prepare the list of schools that are in need of technical assistance such as capacity building for sports skills and 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 concern officials may give assignment to the CoS personnel through his/her immediate supervisor.
3. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **MAY 20, 2025, 5:00 PM.**
- a. Letter of intent (addressed to the Schools Division Superintendent)
  - b. Curriculum Vitae (CV)
  - c. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
  - d. 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 applicable
  - e. Other hiring documents needed.
4. **Applicants are expected to :**
- **Bring all original documents for verification purposes.**
  - **Submit one set of documents for every position he/she is applying for.**
5. For applicants who opt to send their application through email, you may send your application to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com), in a PDF file using this sample format: **DELACRUZ, JUAN\_AOII.**
6. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.

For the Schools Division Superintendent:

  
**VICENTE JOSE V. SUAREZ II, EMD**  
Chief Education Supervisor, CID  
Officer-in-Charge  
Office of the Schools Division Superintendent

