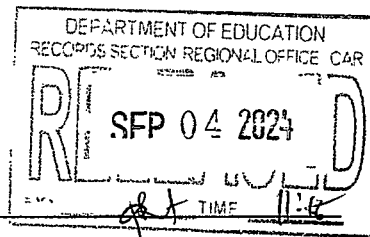




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



**REGIONAL MEMORANDUM**  
 No. 589-2024

**HIRING OF TECHNICAL ASSISTANT I (SCHOOL SPORTS FOCAL PERSON)  
 AT THE REGIONAL OFFICE UNDER CONTRACT OF SERVICE**

To: Schools Division Superintendents  
 Chiefs of Divisions  
 All Others Concerned

1. This is to inform all interested applicants of the vacant positions in the Regional Office:

**VACANCY/ PARTICULARS**

<b>Position Title:</b>	<b>Technical Assistant I (School Sports Focal Person)</b>		
<b>Basic Monthly Salary.:</b>	<b>P 25,000.00 plus 10% premium</b>		
<b>Place of Assignment:</b>	<b>Education Support Services Division (ESSD)</b>		
<b>Qualifications:</b>			
	<b>Education</b>	<b>Training</b>	<b>Experience</b>
	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 a plus)	8 hours of relevant training	At least 6 months of relevant work experience
<b>Other requirements:</b>			
<ul style="list-style-type: none"> <li>• With excellent written and oral communication skills;</li> <li>• Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;</li> <li>• Work efficiently and requires minimal supervision;</li> <li>• With experience in Sports and PE particularly teaching and coaching sports;</li> <li>• Familiar with various office software like Google Docs, Sheets, and Forms; and,</li> <li>• With working knowledge on various web conferencing software such as zoom, Google Meet, and Microsoft Teams</li> </ul>			
<b>General Job Description:</b>			
<ul style="list-style-type: none"> <li>• Facilitates the implementation of school sports programs in the Regional Office and monitor its implementation at the Schools Division Offices;</li> <li>• Provides technical and administrative support in delivering efficient and effective plans and activities of School Sports and related programs and activities; and,</li> <li>• Assists in the preparation of communications, reports, technical documents, and monitoring and evaluation of the implementation of School Sports and related programs and activities in the region.</li> </ul>			



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 – 1318  
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP-CMS 24-93-0192

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to apply. Submit the following documents in **one copy** to the records section on or before **September 12, 2024**:


- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
- c. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- d. Photocopy of Certificate/s of trainings, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

3. Qualified applicants are advised to upload their applications and documents to the online job application system through **<https://depedcar.ph/jobs/online-application>**, or hand in/send through courier their application to:

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director  
DepED-CAR Regional Office  
Wangal, La Trinidad, Benguet

4. For information and dissemination.

  
ESTELA P. LEON-CARIÑO  
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**ESTELA P. LEON-CARIÑO EdD, CESO III**  
/Director IV/Regional Director 