



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 13, 2024

REGIONAL MEMORANDUM

AD-2024- **926**

**GUIDELINES FOR THE HIRING OF REGIONAL AND SCHOOLS DIVISION
OFFICE FOCAL PERSONS UNDER CONTRACT OF SERVICE**

To: Schools Division Superintendents } Divisions of Biliran, Eastern Samar,
Leyte, Northern Samar, Samar,
Southern Leyte

All Others Concerned

1. Attached is Memorandum OM-OUOPS-2024-10-01973 with the subject: **Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service.**
2. The Schools Division Superintendents of the six (6) provincial divisions shall facilitate the immediate hiring of one (1) Technical Assistant I under Contract of Service to augment the manpower complement of the SDO in handling the School Sports programs and other activities of the division.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

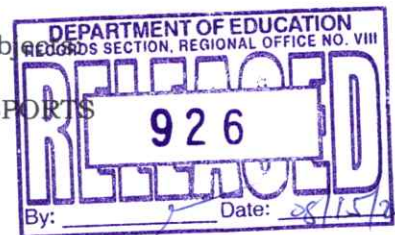
Reference: As stated

To be indicated in the Perpetual Index under the following subject:

CONTRACT OF SERVICE

HIRING

SPORTS



AD-PS-EDR



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUPS-2024-P-0193

TO : Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents

FROM : *Escobedo*
ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

WILFREDO E. CABRAL
 Regional Director
 Officer-in-Charge Office of the Undersecretary
 for Human Resource and Organizational Development

SUBJECT : Guidelines for the Hiring of Regional and Schools Division
 Office Focal Persons under Contract of Service

DATE : June 7, 2024

This has reference to the hiring of Contract of Service (COS) personnel for the Regional Offices (ROs) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) in handling the School Sports programs and other activities of the Division.

When the Bureau of Physical Education and School Sports (BPSS) responsible for Physical Education, Sports, and Facilities of then Department of Education Culture and Sports (DECS) was abolished by Republic Act 9155, the management of sports competitions was transferred to the Philippine Sports Commission while retaining the programs for school sports, physical fitness and physical education in the Department of Education (DepEd)

Previously, BPSS had manpower complement in the Regional Offices (Ros) and Schools Division Offices (SDOs) but since its abolition, sports functions are now integrated into the functions of Offices such as Education Supports Services Division (ESSD) at the RO, and School Governance and Operations Division (SGOD) at the SDO.

The BLSS-SSD programs focuses on after-school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and



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engaging in the different sports events. It is noteworthy that only 1% of the learner-population participate in the Palarong Pambansa.

The program aims to establish the School Sports Club (SSC) in all public Schools. School Sports Club shall be the avenue for learners to explore and develop skills in their chosen sports and/or for recreation to achieve physical fitness for the holistic development of the learners.

Due to the insufficient workforce of the BLSS-School Sports Division and limited number of plantilla personnel the the ESSD and SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the Regional and School Division Offices. Therefore, we are requesting to hire CoS to be stationed in the said offices. Further, hiring of said CoS personnel shall be done locally.

I. Financial Aspect

a. Funds for the Salary of the SSD-CoS

For the initial implementation of the proposed hiring of CoS personnel, BLSS-SSD shall allocate funds from the FY 2024 (R.A. 11975) Physical Fitness and School Sports Program amounting to Php20,680,000.00. This amount shall be downloaded to the RO and selected SDO.

For the sustainability of the program, the BLSS-SSD shall allocate funds to be downloaded to all ROs and select SDOs for the FY 2025 and years after.

Below is the budget estimate for the initial implementation:

Budget for Technical Assistant I CoS in the Regional Office			
Compensation Items	May to December 2024	No of Regions	Total Amount for Hiring COS
Base Salary: Php 25,000.00	Php 200,000.00	16	Php 3,200,000.00
Premium: 2,500.00	Php 20,000.00		Php 320,000.00
		Total	Php 3,520,000.00

Budget for Technical Assistant II CoS in the SDO Provinces			
Compensation Items	May to December 2024	No of SDO Provinces	Total Amount for Hiring COS
Base Salary: Php 25,000.00	Php 200,000.00	78	Php 15,600,000.00
Premium: Php 2,500.00	Php 20,000.00		Php 1,560,000.00
		Total	Php 17,160,000.00



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Grand total	Php 20,680,000.00
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Any excess from the downloaded funds due to non-hiring in the field offices for FY 2024, the Regional Director and School Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2025 and other Physical Fitness and School Sports activities.

b. Process of Hiring and Downloading funds

The hiring of proposed CoS shall be done by the Regional Office for the Region CoS while the Schools Division Office shall be done by SDOs following the qualification stated hereunder. Thus, the payment for compensation of CoS personnel shall be downloaded ROs and SDOs Concerned.

II. Hiring of School Sports Division CoS Personnel for the Regional Office under ESSD Special Programs and Project Section (SPPS)

a. Place of Assignment for the COS Personnel to be hired for the RO

The CoS personnel hired for the RO shall report at the regional office under the direct supervision of the PDO IV, BSSD-Special Programs and Projects Section (SPPS) to assist the latter in the implementation and monitoring of BLSS-SSD Programs and Projects in the Region.

b. Terms of Reference of the Regional SSD-CoS-Technical Assistant I

The proposed CoS to be hired for the regional offices shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division Programs and Projects in the Regional Office and monitor its implementation at the Schools Division Offices;
2. Draft memoranda, endorsement, and other similar communications related to SSD;
3. Coordinate with, and gather information from the Schools Division Office relative to the SSD reports/concerns;
4. Assist the ESSD-SPPS 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 division level;
6. Provide technical assistance in capacity building, monitoring, research, policy, advocacy, and partnership;
7. Consolidates the Prepared list of schools in need of technical assistance, such as capacity building for sports skills, to be submitted to the Central Office.
8. Prepare consolidated reports on the status of SSC implementation, such as status of membership, sports offered, status of sports supplies and equipment and other programs implementation of SSD.
9. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.

c. Qualifications

To the above-mentioned terms of reference, the CoS shall have the following qualifications:

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);
2. Must have at least eight (8) hours of relevant training;
3. At least six (6) months of relevant experience;
4. Experience in Sports and PE particularly teaching and coaching Sports is a plus;
5. Excellent written and oral communication skills;
6. ~~Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;~~
7. Work efficiently and requires minimal supervision;
8. Familiar with various office software like Google Docs, Sheets, and Forms; and
9. Working knowledge on various web conferencing software such as zoom, Google meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Regional SSD-CoS

The Regional Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guideline of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

III. Hiring of School Sports Division CoS Personnel for the Schools Division Office under SGOD - Education Program Supervisor

a. Place of Assignment for CoS Personnel to be hired for the SDO

The CoS personnel to be hired for the SDO shall report to the SDO under the direct supervision of the SGOD -Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects in Schools Division Office.

b. Terms of Reference of the Schools Division Office SSD-COS Technical Assistant I

The proposed CoS to be hired for the Schools Division Offices shall have the following terms of reference:

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 are in need of 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 concern officials may give assignment to the CoS personnel through his/her immediate supervisor

c. Qualifications

~~To the above-mentioned terms of reference, the COS shall have the following qualifications:~~

1. 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);
2. Completion of at least eight (8) hours of relevant training;
3. Possess a minimum of Six (6) months of relevant work experience;
4. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
5. Proficient in written and oral communication skills;
6. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
7. Ability to work efficiently with minimal supervision;
8. Familiarity with various office software like Google Docs, Sheets, and Forms;
9. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Schools Division Office SSD-CoS

The Schools Division Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guideline of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

IV. Supervision of SSD-CoS

- a. The RO-SSD-CoS shall be supervised by the ESSD PDO IV of ESSD-SPPS at the RO level.
- b. The Task of RO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office and the latter shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Regional Director or their designated Official shall be submitted to the BLSS-SSD every month.
- c. The SDO-SSD-CoS shall be supervised by the SGOD Education Program Supervisor at the SDO level



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- d. The Task of SDO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office, and the Regional Office to the Schools Division Office. The SDO shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month, and submit the same to the Regional Office. Further, the accomplishment reports reviewed and approved by the Schools Division Superintendent or their designated Official shall submit to the Regional Office. The regional office shall consolidate the reports submitted to BLSS-SSD every month.

V. Roles and Responsibilities

a. Roles and Responsibilities of BLSS-SSD (Central Office)

The BLSS-SSD shall be responsible for the following;

- a. Download the funds to the Ros and SDOs to cover the salaries for eight (8) months;
- b. Conduct Orientation for the SSD-CoS about the activities; programs, and policies relative to the School Sports Division;
- c. Collect the monthly accomplishment report of the SSD-CoS; and
- d. Participate in the conduct of Screening of applicants for SSD-CoS in the region.

b. Roles and Responsibilities of the Regional Office

The Regional Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (see Enclosure 1);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

c. Roles and Responsibilities of the Schools Division Office

The Schools Division Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (see Enclosure 1);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

VI. Justification for Hiring

The Bureau of Learner Supports Services- Schools Sports Division (BLSS-SSD) shall establish Sports Clubs in all public schools. The School Sports Club (SSC) shall offer a platform to enhance their learning and growth through the after-school sports program. As defined by the United Nations, sports are all forms of physical activity that contribute to physical fitness, mental well-being, and social interaction, such as play, recreation, organized or competitive sports, indigenous sports, and Philippine games.

The Proposed hiring of Contract of Service for the Regional and Schools Division Offices is necessary to significantly improve the implementation of BLSS-SSD Programs. The scale of the program in target schools exceeds the staffing capacity of SSD at the Central office. Currently, there are no counterparts in the field of Regional Offices and Schools Division Offices to support monitoring programs and activities effectively.

The hiring of COS personnel will not only benefit the BLSS-SSD in performing its function efficiently and enable the Regional and Schools Division Offices to implement the BLSS-SSD programs and activities effectively because they have closer access to the schools and the learners. Moreover, the BLSS-SSD COS will serve to assist the Regional and Schools Division Offices to closely monitor the following;

- a. The implementation of School Sports clubs in all Public Schools.
- b. Ensuring effective utilization of Program Support intended for the target recipients.
- c. Gathering of concerns from the field to enhance program effectiveness.
- d. Collecting data from the field to further improve the programs.

With the BLSS-SSD-CoS handling matters in the Region and Division Offices, the Central Office can address closely in developing and implementing programs and policies to improve the School Sports Club for Public Schools Program and other related projects.

For immediate implementation and wide dissemination.

**SUMMARY OF REGIONS and PROVINCE SDOs ALLOCATION OF PROGRAM SUPPORT FUND (PSF)
HIRING OF REGIONAL AND PROVINCE SCHOOLS DIVISION FOCAL PERSONS
FOR SCHOOL SPORTS PROGRAM UNDER CONTRACT OF SERVICE**


REGIONS	Total No. of COS to be Hired			Total Amount of PSF per Region	Total Amount of PSF for SDOs	Grand Total
	Regional Office	Province SDOs	Total			
I (Ilocos Region)	1	5	6	220,000	1,100,000	1,320,000
II (Cagayan Valley)	1	5	6	220,000	1,100,000	1,320,000
III (Central Luzon)	1	7	8	220,000	1,540,000	1,760,000
IV-A (CALABARZON)	1	5	6	220,000	1,100,000	1,320,000
MIMAROPA Region	1	5	6	220,000	1,100,000	1,320,000
V (Bicol Region)	1	6	7	220,000	1,320,000	1,540,000
VI (Western Visayas)	1	6	7	220,000	1,320,000	1,540,000
VII (Central Visayas)	1	4	5	220,000	880,000	1,100,000
VIII (Eastern Visayas)	1	6	7	220,000	1,320,000	1,540,000
IX (Zamboanga Peninsula)	1	3	4	220,000	660,000	880,000
X (Northern Mindanao)	1	5	6	220,000	1,100,000	1,320,000
XI (Davao Region)	1	5	6	220,000	1,100,000	1,320,000
XII (SOCCSKSARGEN)	1	4	5	220,000	880,000	1,100,000
CARAGA	1	6	7	220,000	1,320,000	1,540,000
CAR	1	6	7	220,000	1,320,000	1,540,000
NCR	1	0	1	220,000	-	220,000
TOTAL	16	78	94	3,520,000	17,160,000	20,680,000

Note: Hiring of Technical Assistant I in the Regional Offices (ROs) and Province School Division Offices (SDOs)

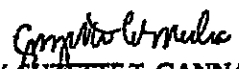
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