



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-145

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS) FOR SCHOOLS DIVISION OFFICE (SDO)-SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

Date : May 15, 2025

This Office announces the acceptance of applications for Contract of Service position in the Schools Division Office of Digos City. The qualification standards are as follows:

POSITION TITLE	MINIMUM QUALIFICATION/S
TECHNICAL ASSISTANT I (Contract of Service)	<ul style="list-style-type: none">• Education: 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)• Training: Completion of at least eight (8) hours of relevant training• Experience: 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• Demonstration 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



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

	<ul style="list-style-type: none"> • Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage
<p>Salary: ₱ 28,000.00/ month</p> <p>Source of Fund: PFSS Downloaded Funds Sub-Aro No. OSEC-11-25-02331</p> <p>No. of Vacancy/ies: 1</p> <p>Place of Assignment: SCHOOLS DIVISION OFFICE (SDO)-SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)</p> <p>GENERAL FUNCTION: Establish and implement the Bureau of Learners Support Services (BLSS)-School Sports Division (SSD) School Sports Program for the City Schools Division of Digos City.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Facilitate the implementation of School Sports Division (SSD) programs and projects in the Schools Division Office and monitors 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; • Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership; • 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. • Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office; and • All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor. 	

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **SCHOOLS DIVISION OFFICE – RECORDS SECTION**.



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Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- 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. Resume/Curriculum Vitae;
- d. Transcript of Records;
- e. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: <https://bit.ly/ChecklistCOS2>*), **notarized by the authorized official**; and
- f. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to e) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB does not exclude them from the pool of official applicants.

A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscitey.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

The deadline for the submission of the applications for interested applicants to the School Division Office is on **May 25, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
May 15, 2025 – May 25, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face



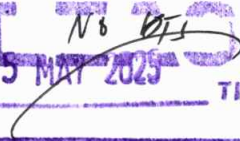
Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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May 26, 2025– May 27, 2025	Conduct assessment process for qualified applicants & Evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
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This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.


MELANIE P. ESTACIO, Ph.D, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: 15 MAY 2025 TIME: 3:16
 BY: 

OSDS/ADMIN/HR/bpp



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Resume/Curriculum Vitae;			
d.	Transcript of Records;			
e.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C or you may download the file on this link: https://bit.ly/ChecklistCOS2), notarized by the authorized official; and			
f.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

Sir Jude



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 254

To : Assistant Schools Division Superintendent
Chief, SGOD
Division Sports Officer
Administrative Officer V
AO IV-HRMO
All Others Concerned

Subject : **GUIDELINES IN THE HIRING OF THE CONTRACT OF SERVICE (CoS) PERSONNEL (TECHNICAL ASSISTANT I) FOR SCHOOL SPORTS**

Date : May 6, 2025


Attached is Memorandum No. OM-OUPS-2025-09-01512 and Regional Memorandum No. ESSD-2025-109 regarding Implementing Guidelines for the Hiring of City Schools Division Office Focal Persons/Technical Assistant I under Contract of Service (CoS) for the augmentation of manpower to complement the Bureau of Learners Support Service – School Sports Division (BLSS-SSD) in handling the School Sports programs and other activities of the Division.

In view of the foregoing, the Human Resource Management Office is hereby directed to commence the selection and hiring process for the CoS to utilize the allotted funds downloaded to the Schools Division for this purpose.

The qualifications of the CoS to be hired are included in the guidelines (item c. qualifications).

The hired CoS personnel shall be under the supervision of the Chief of the School Governance and Operations Division (SGOD), through the Senior Education Program Specialist for Social Mobilization/Division Sports Officer.

For information, guidance, and compliance of all concerned.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Republic of the Philippines
Department of Education
DAVAO REGION

April 8, 2025

REGIONAL MEMORANDUM
ESSD-2025-109

**DISSEMINATION OF MEMORANDUM NO. OM-OUOPS-2025-09-01512 ON
HIRING OF CoS FOR SPORTS FOR CITY SCHOOLS DIVISION OFFICES
(SDOs) AND RENEWAL OF CoS ASSIGNED IN RO-XI AND PROVINCE-SDOs**

To : Schools Division Superintendents

1. Attached is MEMORANDUM OM-OUOPS-2025-09-01512 entitled *Implementing Guidelines for the Hiring of City Schools Division Office Focal Person / Technical Assistant I under Contract of Services (CoS), and Renewal of Service Agreements for Contract of Service (CoS) Personnel Assigned in the Regions and Province Schools Division*, which is self-explanatory.
2. In view thereof, the Divisions of Davao City, Digos City, Island Garden City of Samal, Panabo City, Tagum City and Mati City should immediately start the selection and hiring process to maximize the use of allotted funds.
3. Immediate dissemination of this Memorandum to all concerned is required.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROE2 ajm



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@depd.gov.ph
Website: www.depdexi.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM:

OM-OUOPS-2025-01 - 0174

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED**

FROM : MALCOLM S. GARMA
*Assistant Secretary for Operations,
Officer-In-Charge, Office of the Undersecretary for Operations*

**SUBJECT : IMPLEMENTING GUIDELINES FOR THE HIRING OF CITY SCHOOLS
DIVISION OFFICE FOCAL PERSONS/ TECHNICAL ASSISTANT I
UNDER CONTRACT OF SERVICE (CoS)**

DATE : MARCH 03, 2025

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 (BPES) responsible for Physical Education, Sports, and Facilities of the 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, BPES 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 Support 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 engaging in the different sports events. It is noteworthy that only seven (7) percent of the learner-population participate in the Palarong Pambansa.



Doc. Ref. Code	Rev.	Page
DepEd-SSD-0174	1	1

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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 in the ESSD and SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the City Schools 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 Physical Fitness and School Sports (PFSS) continuing fund (R.A. 11975) amounting to Forty-four Million Four Hundred Eight Thousand pesos (Php 44,408,000.00). This amount shall be downloaded to the City Schools Division Offices (SDOs).

For the sustainability of the program, the BLSS-SSD shall allocate funds to all ROs and SDOs for the FY 2026 and years after.

Below is the budget estimates for the initial implementation:

Budget for Technical Assistant I CoS in the SDO Cities			
Monthly Compensation Items	April to December 2025	No of SDO Cities	Total Amount for Hiring COS
<u>Base Salary:</u> Php 28,000.00	Php 252,000	140	Php 35,280,000
<u>Premium:</u> Php 2,800.00	Php 25,200		Php 3,528,000
Operational Expenses <i>intended for traveling expenses and other related school sports club activities</i>	Php 40,000	140	Php 5,600,000
Grand Total (monthly compensation + operational expenses)			Php 44,408,000

Please note that the downloaded PSF is charged to the FY 2024 PFSS Continuing Fund and will lapse on December 31, 2025. Any expected balances/unutilized amount due to the delay or non-hiring of CoS personnel for FY 2025 in the field offices for the months specified in these guidelines, the School Division Superintendent (SDS) concerned may use the unutilized amount and other Physical Fitness and School Sports activities within its validity.

b. Process of Hiring and Downloading funds

The hiring of proposed CoS shall be done by the Schools Division Office (SDO) following the qualification stated hereunder. Thus, the payment for monthly compensation of CoS personnel for nine (9) months shall be downloaded to SDOs concerned.

II. Hiring of School Sports Division CoS Personnel for the Schools Division Office under School Governance Operations Division (SGOD)

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 SDO.

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 (SDOs) shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division (SSD) 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 SDO-SGOD in close monitoring of SSD activities and other 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 Guidelines of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

Additionally, it is emphasized that salaries for non-working and regular holidays, as well as for work suspensions declared by the respective local government units (LGUs), shall be duly compensated.

III. Supervision of SSD-CoS

- a. The SDO-SSD-CoS shall be supervised by the SGOD Chief at the SDO level
- b. 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.

IV. 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 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.

V. 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 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 city 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 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 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 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.



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

PROJECT PROPOSAL

Program	Physical Fitness and School Sports			
Activity Title	Hiring of Contract of Service (Technical Assistant I)			
General Objective	Establish and implement the Bureau of Learners Support Services (BLSS) – School Sports Division (SSD) School Sports Program for the City Schools Division of Digos City			
Specific Objectives	<ul style="list-style-type: none">• Establish physical fitness activities and school sports• Organize School Sports Programs through the organizing of schools sports clubs.• Hire Contract of Service (CoS) who shall function as Focal Person in School Sports Program for the City Schools Division			
Proposed Date	April to December 2025			
Amount	P 28,000.00/ month + 2,800.00 (10% premium) x 9 months = Php 277,200.00 P 40,000 Operational Expense TOTAL: P 317,200.00			
Source of Funds	PFSS Downloaded Funds Sub-Aro No. OSEC-11-25-02331			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
COS (Technical Assistant I)	1	Php 28,000.00/ month + 2,800.00 (10% premium) x 9 months	Php 277,200.00	PFSS Downloaded Funds Sub-Aro No. OSEC-11-25-02331
Operational Expense (Travel, Supplies, Communication)			P 40,000.00	

Total			Php 317,200.00
Rationale	<p>The Bureau of Learners Support Services – School Sports Division is the unit incharge of school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and engaging in the different sports events.</p> <p>This is noted in the light of the statistics that only seven (7) percent of students participate in the Palarong Pambansa.</p> <p>In the Regional Office Level, the Office incharge for the monitoring and implementation of the School Sports Program shall be the Educational Support Services Division (ESSD). In the Division Level, it shall be the School Governance and Operations Division (SGOD).</p> <p>It shall be the responsibility of the SGOD to ensure that learners, both male and female, shall have an equal opportunity to engage in Physical Fitness and Sports Activities of their choice.</p> <p>The focal person incharge of the program shall be the Division Sports Officer with assistance by the Contract of Service which shall be hired.</p> <p>The hiring of the CoS shall be based on OM-OUPS-2025-09-0/5/2 which established the qualifications of the personnel to be hired.</p> <p>The Terms of Reference shall be followed based on the guidelines by the Program Support Funds for PFSS.</p>		
General Methodology	<ol style="list-style-type: none"> Hiring of Contract of Service Selection through the Administrative Office Report to assigned unit Conduct of orientation of activities, programs and policies relative to PFSS and other related programs. 		


Prepared by:


PETER-JASON C. SENARILLOS
 SEPS–Division Sports Officer

Recommending Approval:


MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent


Noted:


SOLLIE B. OLIVER, JR., MATE
 Chief ES, SGOD

Funds Available: **₱ 317,200**


NEPTUNE L. TAMBILAWAN
 AO-V – Budget Officer

Approved by:


MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF Digos City

GAD Checklist for Project Identification and Designing

NAME OF THE PROGRAM Physical Fitness and Sports BUDGET: P317,200.00

NAME OF THE PROGRAM OWNER Peter-Jason C. Senarillos

SCHOOL/OFFICE: SGOD

DURATION April to December 2025

DESCRIPTION Hiring of Contract of Service (Technical Assistant I)

Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
Project Identification and Planning					
1.0 Involvement of women and men (max score: 2; for each item, 1)				2.00	
1.1 Participation of women and men in beneficiary groups in problem identification (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)				2.00	
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1.0	
Project Design					
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0) Does the project have clearly-stated gender equality goals, objectives, outcomes or outputs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)				2.00	
6.1. Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.2. Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.3. Has the project included strategies for avoiding or minimizing negative impacts on women's status and welfare? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	



Republic of the Philippines
Department of Education
REGION XI

Element and Item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
9.0 Resources (max score: 2; for each item, 1)				2.0	
9.1. Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
9.2. Does the project have the expertise to promote gender equality and women's empowerment? OR, is the project committing itself to invest project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)				1.33	
10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.33	
10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.33	
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
TOTAL GAD SCORE – PROJECT IDENTIFICATION AND DESIGN STAGES (Add the score for each of the 10 elements, or the figures in the thickly bordered cells.)				19.33	Gender-responsive
Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget				97%	

Annual Budget Program	<u>₱317,200.00</u>
HGDG Percentage	<u>97%</u>
Amount Attributable to GAD	<u>₱306,573.80</u>

Assessed by:


JANICE S. ALQUIZAR
 EPS-II/Division GAD Coordinator/April 28, 2025



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office

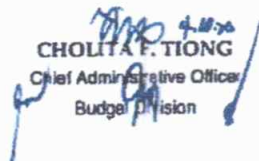
SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA201 200000100001000 - Continuing Appropriations Physical Fitness and School Sports		REFERENCE: FY 2024 GAAAO dated 01/02/2024	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-11-25-02331
FUND CODE: 01102101		LEGAL BASIS: FY 2024 GAA R.A. No. 11975 (Continuing Appropriations)	DATE: 09-Apr-25
ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2025	
PURPOSE: Transfer of Program Support Fund (PSF) for the Renewal/Hiring of Province/City SDO Focal Persons (Salary) under Contract of Service (CoS) and Operational Expenses.			
To: The Schools Division Superintendent Schools Division of Digos City DepEd - Region XI 070010811006			Region : 11
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	317,200.00
AMOUNT IN WORDS: *** Three Hundred Seventeen Thousand Two Hundred Pesos Only ***			Total: <u>317,200.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

Approval for Transfer/Downloading of Funds:


ATTY. EDSON-BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance