



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-271

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 11, 2026

Attached is Memorandum No. OM-OUPS-2026-09-0600, 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 CoS's qualifications for hire are included in the guidelines.

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.

1ed Schools Division of Digos City
RECORDS SECTION

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

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DATE: 11 MAY 2026 TIME: 3:45P
BY: *[Signature]*



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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

IMPLEMENTING GUIDELINES FOR THE PROCESS AND TERMS OF REFERENCE FOR THE HIRING OF THE PFSS TECHNICAL ASSISTANT I (CONTRACT OF SERVICE)

I. RATIONALE

The Bureau of Learner Support Services – School Sports Division (BLSS-SSD) is mandated to plan, develop, and implement programs and activities that promote physical fitness, sports participation, and the holistic development of learners. In pursuit of this mandate, the BLSS-SSD implements after-school sports programs designed to provide meaningful opportunities for learners, particularly those who are not engaged in elite competitions such as the Palarong Pambansa, to participate in organized sports and recreational activities that foster lifelong fitness, discipline, teamwork, and overall well-being.

In line with DepEd Order No. 22, s.2025, which institutionalizes the establishment of School Sports Clubs (SSCs) in all public schools, the Department is strengthening the implementation of after-school sports programs nationwide. The policy highlights the importance of inclusive, accessible, and learner-centered sports opportunities beyond formal Physical Education classes and elite competitive pathways. Through SSCs, learners are provided structured and sustainable platforms to explore their interests, develop fundamental and advanced skills, and engage regularly in sports and physical activities that support their physical, mental, and social development. The SSCs serve as a key mechanism for broadening learner participation and promoting holistic development.

Historically, the Bureau of Physical Education and School Sports (BPES) under the former Department of Education, Culture, and Sports (DECS) maintained dedicated manpower at the Regional Offices (ROs) and Schools Division Offices (SDOs) to oversee school sports and physical education programs. Following the abolition of BPES pursuant to Republic Act No. 9155, the management of sports competitions was transferred to the Philippine Sports Commission, while the responsibility for school sports, physical fitness, and physical education remained with the Department of Education (DepEd). Consequently, sports-related functions were integrated into existing offices such as the Education Support Services Division (ESSD) at the regional level and the School Governance and Operations Division (SGOD) at the division level, without a corresponding increase in plantilla positions or dedicated personnel.

At present, the BLSS-SSD operates with a limited workforce, and the ESSD and SGOD likewise have constrained personnel complements. This gap creates significant challenges in planning, implementing, monitoring, and evaluating school sports programs, particularly the nationwide rollout of SSCs and other after-school sports initiatives. The lack of dedicated personnel at the field level hampers program coordination, technical assistance to schools, systematic data gathering, and timely reporting, affecting the quality, consistency, and reach of programs.

In view of the foregoing, there is a critical need to augment manpower at the Regional Offices and Schools Division Offices through the hiring of Focal Persons/Technical Assistants I under Contract of Service (COS). These personnel shall provide direct operational and technical support to the BLSS-SSD by coordinating the implementation of SSCs and after-school sports programs, assisting schools in organizing and sustaining activities, facilitating monitoring and evaluation, consolidating data and reports, and providing timely technical guidance to school heads and teachers. Stationing Technical Assistants I in the ROs and SDOs, and hiring them locally, is therefore necessary to ensure the effective and efficient delivery of school sports programs, promote wider and more inclusive learner participation, and advance the Department's commitment to the holistic development of all learners.

II. PROCESS OF HIRING AND DOWNLOADING FUNDS

The hiring and renewal of PFSS Technical Assistants shall be done by the Regional Office (RO) and the Schools Division Office (SDO), following the qualifications stated below. Thus, the payment for the monthly compensation and ancillary benefits of the PFSS Technical Assistants I for a period of twelve (12) months with operational expenses, shall be downloaded to the ROs and SDOs concerned.

A. Hiring of Regional PFSS Technical Assistant I for the Regional Office under the Education Support Services Division (ESSD)

a. Place of Assignment of the Regional PFSS Technical Assistant I

The Regional PFSS Technical Assistant I shall report to the RO under the direct supervision of the ESSD Chief to assist in the implementation and monitoring of BLSS - SSD Programs and Projects in the RO.

b. Terms of Reference of the Regional PFSS Technical Assistant I

The proposed COS to be hired for the Regional Offices (ROs) shall have the following terms of reference:

1. Facilitate the implementation of BLSS – SSD policies, program, and projects in the Regional Office and monitor their implementation at the Schools Division Offices;
2. Assist in the drafting and issuance of localized/contextualized guidelines in accordance with BLSS – SSD policies and other related issuances;
3. Provide technical assistance to SDOs in relation to BLSS-SSD's policy, capacity building, monitoring, advocacy, and partnership;
4. Assist the RO-ESSD with the close monitoring of BLSS - SSD activities and concerns at the school division level;
5. Prepare consolidated reports on the status of SSC implementation, including but not limited to, status of membership, sports offered, status of sports supplies and equipment, and other programs implementation of BLSS – SSD;
6. Consolidate the list of schools in need of technical assistance from SDO PFSS TA-I, such as capacity building for sports skills, to be submitted to the Central Office;
7. Prepare and submit a monthly accomplishment report detailing assistance provided to the activities, progress, and outcomes of the SSC and other programs implemented by the BLSS – SSD;

8. Accomplish an annual Individual Performance Commitment and Review Form (IPCRF) (*Enclosure 5*) signed by the immediate supervisor and submit a scanned copy to BLSS – SSD;
9. Assist in coordinating and disseminating announcements and other relevant information to the school division level.; and
10. Comply with all other assigned tasks related to the implementation, coordination, and support of BLSS- SSD programs.

B. Hiring of Division PFSS Technical Assistant I for the Schools Division Office under the School Governance and Operations Division (SGOD)

a. Place of Assignment of the Division PFSS Technical Assistant I

The Division PFSS Technical Assistant I shall report to the SDO under the direct supervision of the SGOD Chief to assist in the implementation and monitoring of BLSS - SSD Programs and Projects in the SDO.

b. Terms of Reference of the Division PFSS Technical Assistant I

The Division PFSS Technical Assistant I to be hired for the Schools Division Offices (SDOs) shall have the following terms of reference:

1. Facilitate the implementation of BLSS - SSD policies, programs, and projects in the Schools Division Office and monitor their implementation at the school level;
2. Assist in the drafting and issuance of localized/contextualized guidelines in accordance with BLSS – SSD policies and other related issuances;
3. Facilitate the collection and consolidation of BLSS - SSD reports/data from Schools;
4. Provide technical assistance to schools in relation to BLSS-SSD's policy, capacity building, monitoring, advocacy, and partnership;
5. Assist the SDO-SGOD in close monitoring of BLSS - SSD activities and other concerns at the school level;
6. Prepare consolidated reports on the status of SSC implementation, including but not limited to, status of membership, sports offered, status of sports supplies and equipment, and other programs implementation of BLSS – SSD;
7. Consolidate the list of schools in need of technical assistance, such as capacity building for sports skills, to be submitted to the Regional Office;
8. Prepare and submit a monthly accomplishment report detailing assistance provided to activities, progress, and outcomes of the School Sports Clubs and other programs implemented by the BLSS – SSD;
9. Accomplish an annual Individual Performance Commitment and Review Form (IPCRF) (*Enclosure 5*) signed by the immediate supervisor and submit a scanned copy to BLSS – SSD;
10. Assist in coordinating and disseminating announcements and other relevant information to the school level; and
11. Comply with all other assigned tasks related to the implementation, coordination, and support of BLSS- SSD programs.

C. Qualifications

The PFSS Technical Assistant I shall have the following qualifications, in accordance with Office Order OO-OSEC-2024-306 titled "*Amendments to Office Order OO-OSEC-2023-023*":

1. Hold a bachelor's degree in education, Physical Education, Sports Science and Exercise, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent is advantageous);
2. No relevant training is required.
3. No relevant experience is required, but experience in Sports and PE, teaching, and coaching sports is a plus factor.
4. Proficient written and oral communication skills;
5. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
6. Proficient in MS Office Suite and Google Workspace;
7. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.
8. Ability to work efficiently with minimal supervision;

D. Issuance of Contract/Service Agreement for the PFSS Technical Assistant I

The Regional Office (RO) and School Division Office (SDO) shall issue the Service Agreement (*Enclosure 4*) of the PFSS Technical Assistant I 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".

In line with OO-OSEC-2024-306, the duration of the Service Agreement for the PFSS Technical Assistants I who have previously rendered at least three (3) months of continuous service shall be effective for one (1) year or twelve (12) months (01 January to 31 Dec). Newly hired PFSS TA-I shall have their Service Agreements valid only for six (6) months (01 January to 30 June / 01 July to 31 December).

The following official communications shall be submitted by the Regional Offices and School Division Offices to the BLSS – SSD in case of the following:

1. For newly hired PFSS TA-I, a Memorandum/Letter informing of the PFSS TA-I's contact information and the effective contract period;
2. For non-renewal of contract or termination of the PFSS TA-I, a Memorandum/Letter explaining the decision and signifying the RO/SDO's intent to hire a new PFSS TA-I; and
3. For resignation of the PFSS TA-I, submit a copy of their Resignation Letter indicating the reasons and effective date.

E. Payment of Services and Ancillary Benefits of the PFSS Technical Assistant I

In accordance with CSC-COA-DBM-JC-1-S-2025 "Revised Rules and Regulations on the Engagement of COS and JO in the Government", the Regional and Division PFSS TA-I shall be entitled to:

1. Monthly compensation/Service Fee (Php 28,000) and a premium payment of at least 10% of their base pay;
2. Overtime pay for services rendered beyond official working hours or on rest days/holidays/non-working days;
3. Reimbursement of expenses for official local travels to be charged to operational expenses given (Php 30,000 to SDO Focals; Php 50,000 to Regional Focal);
4. Payment on work suspensions declared through supporting documentation/s and other applicable legal bases, which shall not be

- treated as absences and deduction/s from the Service Fee/monthly compensation;
5. Payment for non-working holidays, provided that they rendered at least eight (8) working hours on the day immediately before or after the declared non-working holiday/s;
 6. Flexible Work Arrangement (FWA) in consideration of their functions and tasks; and
 7. Additional ancillary benefits, subject to the availability of funds and compliance with existing relevant laws, rules, and regulations.

III. ROLES AND RESPONSIBILITIES

A. Central Office (Bureau of Learner Support Services – School Sports Division)

The BLSS-SSD shall be responsible for the following;

- a. Download the funds to the ROs and SDOs to cover the salaries for twelve (12) months;
- b. Conduct capacity-building for the PFSS Technical Assistants I about the policies, activities, and programs relative to the BLSS-SSD;
- c. Consolidate the submitted reportorial requirements of the PFSS Technical Assistants I; and
- d. Participate in the conduct of the screening of applicants for the PFSS Technical Assistant in the Region.

B. Regional Office (Education Support Services Division)

The Regional Office shall be responsible for the following:

- a. Participate in the conduct of Screening of applicants for PFSS Technical Assistant in the Region;
- b. Supervise the Regional PFSS Technical Assistant I in performing the tasks given by the BLSS-SSD;
- c. Review and approve the consolidated BLSS-SSD related reports prepared by the Regional PFSS Technical Assistant I; and
- d. Oversee and ensure the monthly compensation and ancillary benefits of the Regional Technical Assistant I.

C. Schools Division Office (School Governance and Operations Division)

The Schools Division Office shall be responsible for the following:

- a. Conduct screening of the applicants for Division PFSS Technical Assistant I;
- b. Supervise the Division PFSS Technical Assistant I in performing the tasks given by the BLSS-SSD;
- c. Review and approve the consolidated BLSS-SSD related reports prepared by the Division PFSS Technical Assistant I; and
- d. Oversee and ensure the monthly compensation and ancillary benefits of the Division Technical Assistant I.

IV. Downloading of Funds

The funds shall be downloaded to the Regional Office (RO), and shall be downloaded to the Schools Division Office (SDO) and/or to the recipient school, through the issuance of Special Allotment Release Order (SARO). The receiving of downloaded funds at the Regional Offices and downloaded in the Schools Division Offices shall be consistent with the established procedures.

Any excess amount or resulting balance may be utilized to support expenses directly related to the implementation, enhancement, and sustainability of the Physical Fitness and School Sports Program, provided that such utilization is consistent with the objectives of this issuance. The use of these funds shall prioritize activities, materials, and operational requirements necessary to strengthen program delivery at the school, division, or regional levels.

All expenditures charged against the excess amount or resulting balance shall be subject to existing government budgeting, accounting, auditing, and procurement laws, rules, and regulations, and shall be properly authorized, documented, and reported in accordance with applicable policies and financial management standards.

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 its 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 BLSS - 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 functions efficiently, but also enable the Schools Division Offices to implement BLSS-SSD programs and activities effectively, as they have closer access to the schools and 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.