



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

CRITERIA/POINT SYSTEM

EDUCATION (20 points)

| Point | Range | |
|-------|--|---|
| | From | To |
| 20 | Master's Degree or higher | |
| 15 | 39 units earned towards the completion of Master's Degree | Complete Academic Requirement completed towards a Master's Degree |
| 10 | 30 units earned towards the completion of Master's Degree | Less than 39 units earned towards the completion of Master's Degree |
| 5 | 15 units earned towards the completion of Master's Degree | Less than 30 units earned towards the completion of Master's Degree |
| 1 | Bachelor's Degree in Elementary Education/ Secondary Education major in PE & Sports/ Physical Education, or its equivalent | Less than 15 units earned towards the completion of Master's Degree |

TRAINING (20 points)

| Point | Range | |
|-------|--------------------|--------------------|
| | From | To |
| 20 | More than 40 hours | |
| 15 | 32 hours | 40 hours |
| 10 | 24 hours | Less than 32 hours |
| 5 | 16 hours | Less than 24 hours |
| 1 | 8 hours | Less than 16 hours |

EXPERIENCE (35 points)

| Point | Range | |
|--------------------|---|------------------------------|
| | From | To |
| 30 | More than 3 years & 6 months | |
| 25 | 3 years | 3 years & 6 months |
| 20 | 2 years & 6 months | Less than 3 years |
| 15 | 2 years | Less than 2 years & 6 months |
| 10 | 1 year & 6 months | Less than 2 years |
| 5 | 1 year | Less than 1 year & 6 months |
| 1 | 6 months | Less than 1 year |
| PLUS FACTOR | | |
| + 5 | With experience in Sports and PE particularly teaching and coaching Sports (1 year & 6 months to 2 years or more) | |
| + 3 | With experience in Sports and PE particularly teaching and coaching Sports (1 year to 1 year & 5 months) | |
| + 1 | With experience in Sports and PE particularly teaching and coaching Sports (6 months to 11 months) | |

WRITTEN TEST (15 points)

BEHAVIORAL EVENT INTERVIEW (10 points)





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Enclosure No. 1 to Division Memorandum No. ____ s. 2024

| | | |
|---|---|---|
| Position Title | TECHNICAL ASSISTANT I (School Sports Focal Person) | |
| Basic Monthly Salary | Php25,000.00 plus 10% premium | |
| Place of Assignment | School Governance and Operations Division | |
| Qualifications: | | |
| Education | Training | Experience |
| Bachelor's degree in Education, Physical Education, Sports, or a related field (e.g. BEED, BSED in PE and Sports, BPE, or its equivalent | Eight (8) hours of relevant training | <ul style="list-style-type: none"> • Minimum of six (6) months of relevant work experience • Experience in Sports and PE particularly teaching and coaching Sports is a plus factor |
| Other requirements: | | |
| <ul style="list-style-type: none"> • 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. | | |
| Terms of Reference: | | |
| <ul style="list-style-type: none"> • 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 Regional Focal Person with the close monitoring of SSD activities and 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. • All other concern officials may give assignment to the Contract of Service personnel through his/her immediate supervisor | | |



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SCHEDULE OF ACTIVITIES

| Date and Time | Activities | Venue | Person/s Committee Responsible | Participants |
|-------------------------------------|--|-------------------|--------------------------------|-----------------------|
| November 4, 2024 (8:00AM-5:00PM) | Deadline of submission of application letter with relevant documents | Records Section | Records Officer | Interested Applicants |
| November 5-6, 2024 | Initial evaluation of documents | Personnel Section | HRMO | |
| November 7, 2024 | Written Test | SDO-Terrace | HRMPSB Secretariat | Interested Applicants |
| November 9, 2024 | Document Evaluation and Interview | SDO Terrace | HRMPSB | Interested Applicants |