



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 273, s. 2025

28 APR 2025

**ACCEPTANCE OF APPLICATION FOR DIVISION FOCAL PERSON FOR
SCHOOL SPORTS PROGRAM-COS (CONTRACT OF SERVICE)
TECHNICAL ASSISTANT (TA) I**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Division Focal Person for School Sports Program-COS Technical Assistant (TA) I**.

2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Thursday May 08, 2025** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.

3. The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRM-PSB) in the evaluation of applicants:

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

4. Applicants shall submit one (1) copy of the following documentary requirements:

- a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

ANSELMO R. ALUDINO
Schools Division Superintendent
Schools Division of the City of Batac

Thru: Jadley Mel P. Piso
Administrative Officer IV
Human Resource Management Officer

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;



SDCB RECORDS UNIT

2506587



DepEd Batac City



Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

batac.city@deped.gov.ph



www.csdbatac.com

- c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation and post-graduate units/degrees, if available;
- d. Photocopy of Certificate/s of Training, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- f. Police and Barangay Clearance;
- g. 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 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/5dx77m6c>, notarized by authorized official.
5. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU (sdcbhrunit@deped.gov.ph), subject to the submission of the hard copy for purposes of verification.
6. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
7. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.
8. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
10. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
11. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
12. Immediate and widespread dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/Submission of Application for Technical Assistant (TA) I- COS
0036/April 25, 2025