



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 319, s. 2025

19 MAY 2025

**HIRING OF TECHNICAL ASSISTANTS AND ADMINISTRATIVE SUPPORT II
UNDER CONTRACT OF SERVICE (COS) IN THE DEPED REGIONAL OFFICE I**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
All Others Concerned**

1. This office hereby disseminates Regional Memorandum No. 653 s. 2025: Hiring of Technical Assistants and Administrative Support II under Contract of Service (COS) in the DepEd Regional Office I.
2. Attached is the Regional Memorandum for reference.
3. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 653, s. 2025
To be included in the Perpetual Index
Under the following subject:

Job Vacancy Announcement

OSDS HRMU FDA/Hiring of Technical Assistants and Administrative Support II (COS) in the Regional Office I
2507517/044/May 16, 2025



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REGIONAL MEMORANDUM

No. 653 s. 2025

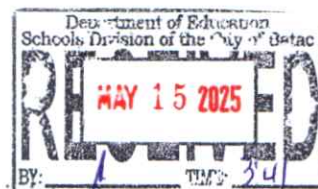
**HIRING OF TECHNICAL ASSISTANTS AND ADMINISTRATIVE SUPPORT II UNDER
 CONTRACT OF SERVICE (COS) IN THE
 DEPED REGIONAL OFFICE I**



SDCB RECORDS UNIT

2507517

To: Assistant Regional Director
 Schools Division Superintendents
 DepEd ROI Chiefs
 All Others Concerned



1. This Office announces the hiring of Technical Assistants and Administrative Support II under Contract of Service and invitation to apply:

Vacancy/ Particulars Position Title/Monthly Salary/Area of Assignment	Minimum Qualifications				Competencies
	Education	Training	Experience	Eligibility	
Technical Assistant II (Contract of Service)/ 38000 + 10% premium pay/ Office of the Regional Director – Legal Unit	Bachelor's degree holder of Business Administration/ Management, Public Administration, Information Technology (IT) or any related course, and preferably with law background, at least nine (9) units, but not required	None Required	At least one (1) year of relevant experience in data management, land titling, property management, and/or work in government agencies	None Required	1.Strong organizational and data management skills 2.Familiarity with land titling processes and legal documentation 3. Effective communication and coordination skills with government offices and other stakeholders 4. Possess flexibility and adaptability 5. Willing to conduct ocular inspection and validation 6. Proficiency in Microsoft office suite and



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					database management software 7. Outstanding technical writing skills
Technical Assistant I (Contract of Service)/ 28000 + 10% premium pay/ Education Support Services Division	Bachelor's Degree relevant to the job	None Required	None Required	None Required	N/A
Administrative Support II (Disaster Preparedness and Response Program) (Contract of Service)/ 20000 + 10% premium pay/ Education Support Services Division	Completion of at least two years in college; or Senior High School Graduate with relevant specialization	8 hours of relevant training	One (1) year of relevant experience	None Required	N/A

2. The Department of Education Regional Office No. I affords **equal employment opportunities** to all qualified and interested applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation, and any other characteristics protected by law. Applicants should signify their interest in writing and submit one (1) copy of the following documents not later than **May 23, 2025**.

- Letter of intent addressed to the Regional Director, TOLENTINO G. AQUINO, or to the highest Human Resource Office designated by the Head of Office;
- Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture, complete with signature, photo, thumb mark, and duly sworn and subscribed (CSC Form No. 212, Revised 2017), strictly following the CSC Memorandum Circular (MC) Nos. 11 and 16 s. 2017 and the "Guide in Filling Up the Personal Data Sheet" and Work Experience Sheet, which can be downloaded at www.csc.gov.ph, if applicable;
- Photocopy of valid and updated PRC License/ ID, if applicable;
- Photocopy of Certificate of Eligibility/ Report of Rating, if applicable;
- Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;



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Enclosure No. 1
Terms of Reference/Scope of Work

1. Technical Assistant II – Office of the Regional Director – Legal Unit

- Geotag DepEd school sites location in the region using geographic information of Google maps.
- Conduct field visit to verify ownership status of DepEd school sites.
- Establish a regional database inventory for public-school site ownership.
- Assist the SDOs in securing ownership of school sites titling.
- Assist the Legal Office in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO.
- Identify school sites with adverse claims and those already filed court, as well as data of school site cases with the DepEd deputized lawyer.
- Coordinate with the division lawyer/ focal person in SDO for school site issues and concerns within their respective division.
- Consolidate and prepare periodic reports regarding status of school sites.
- Update other school sites data inventory, namely:
 - a. Agricultural Land;
 - b. Ancestral Domain;
 - c. Timberland;
 - d. Forestland;
 - e. With Informal Settlers;
 - f. Handled by the Office of the Solicitor General;
 - g. Within Critical Areas;
 - h. With Congested Areas;
 - i. With Idle land;
 - j. Within Military Reservation/ Air Station of the Philippine Air Force;
 - k. Within Protected Areas; and
 - l. With Adverse claim.

2. Technical Assistant I – Education Support Services Division

1. Administrative Support:

- Provide general administrative assistance to the Partnerships Office.
- Maintain and organize office records, files, and databases related to partnerships.
- Schedule and coordinate meetings, workshops, and events.

2. Partnership Management Support:

- Assist in drafting partnership proposals, agreements, and reports.
- Maintain communication with external partners and stakeholders.
- Support the monitoring and evaluation of ongoing partnership activities.

3. Research and Documentation:

- Conduct research on potential partners, funding opportunities, and industry trends.
- Prepare briefing notes, presentations, and summaries for internal and external use.
- Document meeting minutes and follow up on action items.

4. Data Analysis and Reporting:

- Collect and analyze data relevant to partnerships and collaborations.
- Generate regular reports on partnership performance and impact.
- Contribute to the preparation of strategic plans and progress reports.



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5. Event Coordination:

- Support the planning and execution of partnership-related events and initiatives.
- Coordinate logistics, invitations, and promotional materials for events.

6. Technical Support

- Assist in maintaining partnership management systems and tools.
- Provide technical assistance to the partnerships Office team as required.

7. Other Duties:

- Perform other tasks and responsibilities as assigned by the Partnerships Office.
- Proactively contribute ideas and recommendations to improve partnership process.

3. Administrative Support II – Education Support Services Division

- Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures.