



Republic of the Philippines

Department of Education  
Schools Division of Benguet

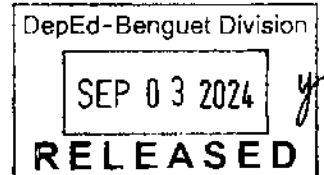
03 Sept 2024

**DIVISION MEMORANDUM**

No. 308 s. 2024

**HIRING OF ONE (1) FOCAL UNDER CONTRACT OF SERVICE (COS)  
FOR SPORTS PROGRAM**

To: Chief Education Program Supervisors - CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned



1. This is to inform all interested applicants of vacant position in the Schools Division Office of Benguet:

PARTICULARS		
<b>Position Title:</b>	Focal for Sports Program	
<b>Basic Monthly Salary:</b>	Php. 22,000.00	
<b>Place of Assignment:</b>	School Governance and Operations Division	
<b>Qualifications:</b>		
<b>Education</b>	<b>Training</b>	<b>Experience</b>
Preferably a MAPEH major or Diploma in Physical Education, excellent in both oral and written communications, and can work with minimal supervision.	8 hours relevant training	One (1) year relevant experience
<b>Terms of Reference:</b>		
Provide assistance in the implementation of Sports programs and activities, in accordance to the Department's policies and procedures.		

2. All interested applicants, including persons with disabilities (PWDs), members of indigenous communities, and those from any sexual orientation, gender identities, and gender expressions (SGOIE), are highly encouraged to apply. Submit the following documents in three copies on or before September 9, 2024:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form 212, revised 2017), with Work Experience Sheet;
- c. Photocopy of valid and updated PRC license/ID, if applicable;
- d. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR), and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed service record, whichever is applicable; and
- f. Photocopy of performance rating in the last rating period (s), covering one (1) year performance in the in the current/latest position prior to the deadline of submission, if applicable.



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