



Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

MAY 05 2025

No.: 239 s. 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Education Program Supervisors  
All Public Elementary and Secondary School Heads  
Other Concerned Personnel

FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

SUBJECT **HIRING OF CITY DIVISION FOCAL PERSON UNDER CONTRACT OF SERVICE (COS) FOR SCHOOL SPORTS PROGRAM**

DATE May 5, 2025

**Particulars**

1. The Schools Division Office (SDO) is pleased to announce the **hiring of a City Division Focal Person under a Contract of Service (CoS) for the School Sports Program.**
2. This hiring initiative is in accordance with **DepEd Memorandum OM-OUOPS-2025-09-01512**, which outlines the **Implementing Guidelines for the Hiring of City Schools Division Office Focal Persons/Technical Assistant I under Contract of Service (CoS).** The goal is to enhance the manpower complement of the Bureau of Learners Support Services-School Sports Division (BLSS-SSD) in managing the School Sports programs and related activities of the Division.
3. The qualifications for the Contract of Service (COS) position are as follows:
  - 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. Demonstrate 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;
  - i. Knowledge of web conferencing tools such as Zoom, Google Meet, Microsoft Teams is an advantage.
4. Interested applicants are invited to submit their letter of intent along with the following pertinent documents:
- Curriculum Vitae
  - Photocopy of Academic Certifications (Diploma, Official Transcript of Records
  - Photocopy of Certificates of relevant trainings
  - Other pertinent documents
3. **Submit your application** to the **Schools Division Superintendent on or before May 7, 2025.**
4. For your information, guidance, and compliance.



**SHEILA MARIE A. PRIMICIAS, CESO-VI**  
Schools Division Superintendent