

Re: OM-OUOPS-2024-10-01973 Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service

School Sports Division <blss.ssd@deped.gov.ph>

Tue 7/30/2024 9:55 AM

To:DEPED I ILOCOS REGION <region1@deped.gov.ph>;DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>;DEPED III CENTRAL LUZON <region3@deped.gov.ph>;DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>;DEPED V BICOL REGION <region5@deped.gov.ph>;DepEd VI Western Visayas <region6@deped.gov.ph>;DepEd Region VII Central Visayas <region7@deped.gov.ph>;REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>;DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>;DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>;DEPED XI DAVAO REGION <region11@deped.gov.ph>;DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>;DEPED REGION XIII CARAGA <caraga@deped.gov.ph>;MIMAROPA REGION <mimaropa.region@deped.gov.ph>;DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>;DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>

1 attachments (1 MB)

2024-SUB ARO-4577 TO 4591-PSF-COS-Regional & Schools Division Focal Persons-School Sports Program.pdf

DepEd Regional Office No. 02



DOCS ID No:
080224049

Created by: Records
Date Created: 08/02/2024

Greetings from BLSS-School Sports Division!

Attached to this email is the Sub-ARO document, as promised. This document contains the Sub-ARO details for all regions. Please ensure that you print only the page relevant to your region.

As a reminder, funds are downloaded at the regional level, so each region will issue the Sub-ARO to the respective Provinces SDO.

If you have any questions or need further assistance, please let me know.

Best regards,



SCHOOL SPORTS DIVISION
Bureau of Learner Support Services
Tel. No.: (02) 8 632-0260
Email Address: blss.ssd@deped.gov.ph

DEPARTMENT OF EDUCATION
DepEd Complex, MERALCO Avenue, Pasig City
www.deped.gov.ph



On Wed, Jun 26, 2024 at 2:37 PM School Sports Division <blss.ssd@deped.gov.ph> wrote:

Greetings from BLSS-School Sports Division!

I hope this email finds you well. Attached to this email is the **Guidelines for Hiring of Regional and School Division Office Focal Persons under Contract of Service (CoS)**.

The purpose of the hiring is due to the insufficient workforce in the BLSS-School Sports Division and the limited number of plantilla personnel in ESSD and SGOD, there is a need for additional staff in the Regional and School Division Offices to effectively oversee the implementation of our programs and projects.

Please note that program support funds (PSF) for this purpose will be directly downloaded to the Regional Offices (ROs) through the issuance of Sub-AROs, and the ROs will subsequently issue these Sub-AROs to the respective Province SDOs.

The next email you will receive will contain the approved Sub-AROs from DepEd-Central Office Budget Division. Kindly prepare the necessary requirements for the

hiring process and inform the concerned divisions accordingly.

Best regards,



SCHOOL SPORTS DIVISION
Bureau of Learner Support Services
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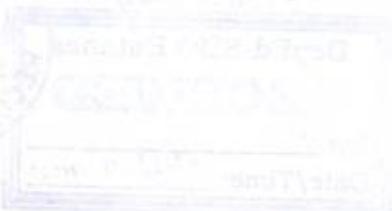
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August 9, 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
Batanes, Cagayan, Isabela, Quirino, Nueva Vizcaya

Greetings!

For your information, guidance and appropriate action.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 08-12-24
BY:
RECORDS SECTION



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2024

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA200 200000100001000 - Current Appropriations Physical Fitness and School Sports		REFERENCE: FY 2024 GAAAO dated 01/02/2024	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-2-24-4578
		LEGAL BASIS: Republic Act No. 11975 - FY 2024 GAA	DATE: 04-Jul-24
FUND CODE: 01101101	ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2024
PURPOSE: <i>Transfer of Program Support Funds for the hiring Contract of Service (COS) of Regional and Schools Division Focal Persons for School Sports Program.</i>			
To: The Regional Director Regional Office - II Carig, Tuguegarao City, Cagayan 070010300002			Region : 2
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	1,320,000.00
AMOUNT IN WORDS: *** One Million Three Hundred Twenty Thousand Pesos Only ***			Total: <u>1,320,000.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:


ANNA LYN M. SEVILLA
Undersecretary for Finance



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

MEMORANDUM

TO :	CHOLITA F. TIONG Chief Administrative Officer FS.Budget Division
FROM :	ATTY. SUZETTE T. GANNABAN-MEDINA OIC-Director IV Bureau of Learner Support Services (BLSS) and Learner Rights and Protection Office (LRPO)
SUBJECT :	REQUEST TO DOWNLOAD PROGRAM SUPPORT FUNDS (PSF) FOR THE HIRING OF REGIONAL AND PROVINCE DIVISION FOCAL PERSONS FOR SCHOOL SPORTS PROGRAM UNDER CONTRACT OF SERVICE
DATE :	21 June 2024

Per attached approved Authority To Conduct (ATC) with number ATC-2024-CO-00383, may we request your good Office to facilitate the downloading of program support funds (PSF) to **16 Regional Offices (ROs)** and **78 Province Schools Division Offices (SDOs)** intended for the Hiring of Focal Persons for School Sports Program under Contract of Service (Technical Assistant I) with corresponding amount to be downloaded:

Particular	No. of Focal Persons	Amount to be downloaded
Program Support Fund to Regional Offices for the Hiring of Regional Focal Persons (Technical Assistant I)	16 ROs	P 3,520,000
Program Support Fund to Province SDOs for the Hiring of Division Focal Persons (Technical Assistant I)	78 Province SDOs	P 17,160,000
Total Amount to be Downloaded		<u>P 20,680,000</u>

The total amount of **Twenty Million Six Hundred Eighty Thousand pesos (Php 20,680,000.00)** will be downloaded through Sub-ARO chargeable against **FY 2024 Physical Fitness and School Sports (PFSS) current fund**, subject to usual accounting and auditing rules and regulations.

Attached herewith are the approved Implementing Guidelines for the Hiring of Regional and Province Division Focal Persons under Contract of Service, and Authority to Conduct (ATC).

For your consideration.



Republic of the Philippines
Department of Education

April 15, 2024

ATC No: **ATC-2024-CO-00383**

FOR : **ATTY. REVSEE A. ESCOBEDO**
 Undersecretary for Operations

THRU : **DR. DEYTER A. GALBAN**
 Assistant Secretary for Operations

FROM : **ATTY. SUZETTE T. GANNABAN-MEDINA**
 Officer-In-Charge, Director IV
 Bureau of Learner Support Services (BLSS) and
 Learner Rights and Protection Office (LRPO)

SUBJECT : **DOWNLOADING OF PROGRAM SUPPORT FUND (PSF) FOR THE
 HIRING OF REGIONAL AND PROVINCE DIVISION FOCAL
 PERSONS FOR SCHOOL SPORTS PROGRAM UNDER CONTRACT
 OF SERVICE**

AC-24-BLSS-SSD-PFSS-011-2152
 2,000,000/1000/1000 - 20,680,000-
 ALLOTMENT AVAILABLE (PCN-843)

CHOLITA F. HONORABLE
 Chief Administrative Officer
 Budget Division

NAME OF PROGRAM(S)/ PROJECT(S)	Learner Support Services Development Program		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-24-BLSS-SSD-PFSS-011	Hired Regional and Division Focal Persons under CoS to handle School Sports Program	94
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-24-BLSS-SSD-PFSS-020	Downloading of Program Support Fund for the Hiring of Regional and Division Focal Persons for school sports program under Contract of Service	
ACTIVITY/IES WITH DOWNLOADING	All 16 Regional Offices and 78 Province Schools Division Offices will be given program support fund (PSF) for the Hiring of Regional and SDOs Focal Persons for School Sports Program under Contract of Service for 8 months		



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-10 - 01933

TO : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : *Escobedo*
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

WILFREDO E. CABRAL
Regional Director
Officer-in-Charge Office of the Undersecretary
for Human Resource and Organizational Development

SUBJECT : **Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service**

DATE : **June 7, 2024**

This has reference to the hiring of Contract of Service (COS) personnel for the Regional Offices (ROs) and Schools Division Offices (SDOs) in order to augment the manpower complement of the Bureau of Learners Support Services - School Sports Division (BLSS-SSD) in handling the School Sports programs and other activities of the Division.

When the Bureau of Physical Education and School Sports (BPSS) responsible for Physical Education, Sports, and Facilities of then Department of Education Culture and Sports (DECS) was abolished by Republic Act 9155, the management of sports competitions was transferred to the Philippine Sports Commission while retaining the programs for school sports, physical fitness and physical education in the Department of Education (DepEd)

Previously, BPSS had manpower complement in the Regional Offices (Ros) and Schools Division Offices (SDOs) but since its abolition, sports functions are now integrated into the functions of Offices such as Education Supports Services Division (ESSD) at the RO, and School Governance and Operations Division (SGOD) at the SDO.

The BLSS-SSD programs focuses on after-school sports programs for all learners who are not part of the Palarong Pambansa but are interested in learning and

Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600



Code	OM-OUOPS	Rev	01
Activity	03.23.23	Page	1 of 7

Telephone Nos.: (02) 8633-5313; (02) 8631-8492
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph



engaging in the different sports events. It is noteworthy that only 1% of the learner-population participate in the Palarong Pambansa.

The program aims to establish the School Sports Club (SSC) in all public Schools. School Sports Club shall be the avenue for learners to explore and develop skills in their chosen sports and/or for recreation to achieve physical fitness for the holistic development of the learners.

Due to the insufficient workforce of the BLSS-School Sports Division and limited number of plantilla personnel the the ESSD and SGOD, to effectively oversee the implementation of its programs and projects, there is a need for additional staff in the Regional and School Division Offices. Therefore, we are requesting to hire CoS to be stationed in the said offices. Further, hiring of said CoS personnel shall be done locally.

I. Financial Aspect

a. Funds for the Salary of the SSD-CoS

For the initial implementation of the proposed hiring of CoS personnel, BLSS-SSD shall allocate funds from the FY 2024 (R.A. 11975) Physical Fitness and School Sports Program amounting to Php20,680,000.00. This amount shall be downloaded to the RO and selected SDO.

For the sustainability of the program, the BLSS-SSD shall allocate funds to be downloaded to all ROs and select SDOs for the FY 2025 and years after.

Below is the budget estimate for the initial implementation:

Budget for Technical Assistant I - CoS in the Regional Office			
Compensation Items	May to December 2024	No of Regions	Total Amount for Hiring COS
<u>Base Salary:</u> Php 25,000.00	Php 200,000.00	16	Php 3,200,000.00
<u>Premium:</u> 2,500.00	Php 20,000.00		Php 320,000.00
		Total	Php 3,520,000.00

Budget for Technical Assistant I CoS in the SDO Provinces			
Compensation Items	May to December 2024	No of SDO Provinces	Total Amount for Hiring COS
<u>Base Salary:</u> Php 25,000.00	Php 200,000.00	78	Php 15,600,000.00
<u>Premium:</u> Php 2,500.00	Php 20,000.00		Php 1,560,000.00
		Total	Php 17,160,000.00

Grand total	Php 20,680,000.00
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Any excess from the downloaded funds due to non-hiring in the field offices for FY 2024, the Regional Director and School Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2025 and other Physical Fitness and School Sports activities.

b. Process of Hiring and Downloading funds

The hiring of proposed CoS shall be done by the Regional Office for the Region CoS while the Schools Division Office shall be done by SDOs following the qualification stated hereunder. Thus, the payment for compensation of CoS personnel shall be downloaded ROs and SDOs Concerned.

II. Hiring of School Sports Division CoS Personnel for the Regional Office under ESSD Special Programs and Project Section (SPPS)

a. Place of Assignment for the COS Personnel to be hired for the RO

The CoS personnel hired for the RO shall report at the regional office under the direct supervision of the PDO IV, ESSD-Special Programs and Projects Section (SPPS) to assist the latter in the implementation and monitoring of BLSS-SSD Programs and Projects in the Region.

b. Terms of Reference of the Regional SSD-CoS-Technical Assistant I

The proposed CoS to be hired for the regional offices shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division Programs and Projects in the Regional Office and monitor its implementation at the Schools Division Offices;
2. Draft memoranda, endorsement, and other similar communications related to SSD;
3. Coordinate with, and gather information from the Schools Division Office relative to the SSD reports/concerns;
4. Assist the ESSD-SPPS with the close monitoring of SSD activities and concerns at the school division level;
5. Assist the SSD in disseminating announcements and other relevant information to the school division level;
6. Provide technical assistance in capacity building, monitoring, research, policy, advocacy, and partnership;
7. Consolidates the Prepared list of schools in need of technical assistance, such as capacity building for sports skills, to be submitted to the Central Office.
8. Prepare consolidated reports on the status of SSC implementation, such as status of membership, sports offered, status of sports supplies and equipment and other programs implementation of SSD.
9. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor.

c. Qualifications

To the above-mentioned terms of reference, the CoS shall have the following qualifications:

1. Bachelor's degree graduate (courses related to Education, Physical Education and Sports, such as BEED, BSED in PE and Sports, BPE or its equivalent is a plus);
2. Must have at least eight (8) hours of relevant training;
3. At least six (6) months of relevant experience;
4. Experience in Sports and PE particularly teaching and coaching Sports is a plus;
5. Excellent written and oral communication skills;
6. Demonstrated success in planning, organizing, implementing, monitoring and evaluating systems, programs, projects, and activities;
7. Work efficiently and requires minimal supervision;
8. Familiar with various office software like Google Docs, Sheets, and Forms; and
9. Working knowledge on various web conferencing software such as zoom, Google meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Regional SSD-CoS

The Regional Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guideline of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

III. Hiring of School Sports Division CoS Personnel for the Schools Division Office under SGOD - Education Program Supervisor

a. Place of Assignment for CoS Personnel to be hired for the SDO

The CoS personnel to be hired for the SDO shall report to the SDO under the direct supervision of the SGOD -Education Program Supervisor to assist in the implementation and monitoring of SSD Programs and Projects in Schools Division Office.

b. Terms of Reference of the Schools Division Office SSD-COS Technical Assistant I

The proposed CoS to be hired for the Schools Division Offices shall have the following terms of reference:

1. Facilitate the implementation of School Sports Division Programs and projects in the Schools Division Office and monitor its implementation at the School level.
2. Facilitate the collection and consolidation of SSD reports/data from Schools.
3. Draft memoranda, endorsements, and other similar communications to SSD.
4. Assist the Regional Focal Person with the close monitoring of SSD activities and concerns at the school division level.
5. Assist the SSD in disseminating announcements and other relevant information to the school level.

6. Provide technical assistance in the areas of capacity building, monitoring, research, policy, advocacy, and partnership.
7. 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.
8. Prepare consolidated reports on SSC implementation status, such as membership, sports offered, and equipment status, for submission to the Regional Office.
9. All other concern officials may give assignment to the CoS personnel through his/her immediate supervisor

c. Qualifications

To the above-mentioned terms of reference, the COS shall have the following qualifications:

1. 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);
2. Completion of at least eight (8) hours of relevant training;
3. Possess a minimum of Six (6) months of relevant work experience;
4. Experience in Sports and PE particularly teaching and coaching Sports is a plus factor;
5. Proficient in written and oral communication skills;
6. Demonstrated success in planning, organizing, implementing, monitoring, and evaluating systems, programs, projects, and activities;
7. Ability to work efficiently with minimal supervision;
8. Familiarity with various office software like Google Docs, Sheets, and Forms;
9. Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.

d. Issuance of Contract for Schools Division Office SSD-CoS

The Schools Division Offices shall issue the contract of the CoS personnel to be hired and execute the same in accordance with OO-OSEC-2023-023 or the "Updated implementing Guideline of the Hiring and Renewal of Contract of Service Workers in the Department of Education Central office".

IV. Supervision of SSD-CoS

- a. The RO-SSD-CoS shall be supervised by the ESSD PDO IV of ESSD-SPPS at the RO level.
- b. The Task of RO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office and the latter shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Regional Director or their designated Official shall be submitted to the BLSS-SSD every month.
- c. The SDO-SSD-CoS shall be supervised by the SGOD Education Program Supervisor at the SDO level

- d. The Task of SDO-SSD-CoS shall be communicated by BLSS-SSD to the Regional Office, and the Regional Office to the Schools Division Office. The SDO shall ensure that the SSD-CoS completes and performs the task given by BLSS-SSD through the submission of an accomplishment report every 15th and 30th day of the month, and submit the same to the Regional Office. Further, the accomplishment reports reviewed and approved by the Schools Division Superintendent or their designated Official shall submit to the Regional Office. The regional office shall consolidate the reports submitted to BLSS-SSD every month.

V. Roles and Responsibilities

a. Roles and Responsibilities of BLSS-SSD (Central Office)

The BLSS-SSD shall be responsible for the following;

- a. Download the funds to the Ros and SDOs to cover the salaries for eight (8) months;
- b. Conduct Orientation for the SSD-CoS about the activities; programs, and policies relative to the School Sports Division;
- c. Collect the monthly accomplishment report of the SSD-CoS; and
- d. Participate in the conduct of Screening of applicants for SSD-CoS in the region.

b. Roles and Responsibilities of the Regional Office

The Regional Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (**see Enclosure 1**);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

c. Roles and Responsibilities of the Schools Division Office

The Schools Division Office shall be responsible for the following:

1. Conduct screening of the applicant for SSD-CoS;
2. Prepare and manage the contract of the SSD-CoS, following the prescribed contract of the BLSS-SSD, (**see Enclosure 1**);
3. Supervise the SSD-CoS in performing the task given by the BLSS-SSD; and
4. Review and approve the accomplishment report of the SSD-CoS.
5. Administer and oversee SSD-CoS salary preparations and facilitation.

VI. Justification for Hiring

The Bureau of Learner Supports Services- Schools Sports Division (BLSS-SSD) shall establish Sports Clubs in all public schools. The School Sports Club (SSC) shall offer a platform to enhance their learning and growth through the after-school sports program. As defined by the United Nations, sports are all forms of physical activity that contribute to physical fitness, mental well-being, and social interaction, such as play, recreation, organized or competitive sports, indigenous sports, and Philippine games.

The Proposed hiring of Contract of Service for the Regional and Schools Division Offices is necessary to significantly improve the implementation of BLSS-SSD Programs. The scale of the program in target schools exceeds the staffing capacity of SSD at the Central office. Currently, there are no counterparts in the field of Regional Offices and Schools Division Offices to support monitoring programs and activities effectively.

The hiring of COS personnel will not only benefit the BLSS-SSD in performing its function efficiently and enable the Regional and Schools Division Offices to implement the BLSS-SSD programs and activities effectively because they have closer access to the schools and the learners. Moreover, the BLSS-SSD COS will serve to assist the Regional and Schools Division Offices to closely monitor the following;

- a. The implementation of School Sports clubs in all Public Schools.
- b. Ensuring effective utilization of Program Support intended for the target recipients.
- c. Gathering of concerns from the field to enhance program effectiveness.
- d. Collecting data from the field to further improve the programs.

With the BLSS-SSD-CoS handling matters in the Region and Division Offices, the Central Office can address closely in developing and implementing programs and policies to improve the School Sports Club for Public Schools Program and other related projects.

For immediate implementation and wide dissemination.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Code	OM-OUOPS	Rev	01
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Republic of the Philippines
DEPARTMENT OF EDUCATION

JUSTIFICATIONS FOR LATE DOWNLOADING OF FUNDS

This tool aims to explain the delay in downloading funds to the field offices and provides the action plan for the Program Team/Bureau/Services to ensure that funds will be downloaded promptly in the future.

This explanation shall be attached to the request for downloading of funds to be submitted to the Office of the Undersecretary for Finance through the Finance Service - Budget Division.

#	PROGRAM/ACTIVITY/ PROJECT (PAP)	Hiring of Regional and Province Division Focal Persons for School Sports under Contract of Service (CoS)		
1	PAP Owner Details	Office BLSS-SCHOOL SPORTS DIVISION	Contact # / Email Address 8632-0260/ blss.ssd@deped.gov.ph	
2	Original Target Date of Downloading	<input type="text"/> <input type="text"/> <input type="text"/> MM DD YY	Total Amount to be Downloaded	Funding Source
				<input checked="" type="checkbox"/> FY 2024 Current <input type="checkbox"/> FY _____ Continuing
3	Date Submitted to Budget Division for Download	<input type="text"/> <input type="text"/> <input type="text"/> YY	P20,680,00.00	Recipient Offices
				<input checked="" type="checkbox"/> Regional Offices <input checked="" type="checkbox"/> School Division Offices
4	REASONS FOR THE DELAY OF THE PROCESS <i>(Kindly provide detailed explanation)</i>	<p>This is to respectfully justify the late downloading of funds to recipient-regional and province division offices re: Guidelines for the Hiring of Regional and Schools Division Office Focal Persons under Contract of Service. For easy reference, please note the following:</p> <ol style="list-style-type: none"> The BLSS - School Sports Division programs focuses on after-school programs for all learners who are not part of the Palarong Pambansa but are interested in learning and engaging in the different sports events. It is noteworthy that only 1% of the learner-population participate in the Palarong Pambansa. The program aims to establish the School Sports Club (SSC) in all public Schools. School Sports Club shall be the avenue for learners to explore and develop skills in their chosen sports and/or for recreation to achieve physical fitness for the holistic development of the learners. Due to the insufficient workforce of the BLSS-School Sports Division and limited number of plantilla personnel in the ESSD and SGOD, to effectively oversee and assist the implementation of its programs and projects, there is a need for additional staff in the Regional and School Division Offices. Therefore, we are requesting to hire CoS to be stationed in the said offices. The BLSS-SSD has started processing the request to hire CoS personnel last March 05, 2024. The hiring of Regional and Schools Division Office Focal Persons under Contract of Service faced delays due to several procedural challenges. <p>The following are the reasons for the said delay:</p> <ul style="list-style-type: none"> The BHROD-OED reviewed and assessed the request to hire Contract of Service Personnel. Following this review, the BHRO-OED requested a discussion with the SSD Focals on the guidelines and terms of reference. 		

		<p>➤ During the review, consultation and assessment, a strategic decision was made to amend the initial designation/category from Technical Assistant II (TA II) to Technical Assistant I (TAI). This change necessitated a comprehensive review and adjustment of all associated documentation.</p> <p>➤ The transition from TA II to TA I required meticulous scrutiny of paperwork, including revising job descriptions, and updating qualifications. This revision process naturally extended the timeline for finalizing the hiring arrangements as we aimed to align the job role with the evolving operational needs of SSD.</p> <p>In conclusion, while the delay in hiring Regional and Schools Division Office Focal Persons under Contract of Service, it was primarily a result of our diligent efforts to ensure complete documentary requirements and process. We remain committed to expediting this process while maintaining the highest standards of transparency and accountability in our administrative undertakings.</p> <p>Given these considerations, we would like to seek the approval of Assistant Secretary Dr. Dexter A. Galban and Undersecretary Annalyn M. Sevilla to download funds for the above stated purpose.</p> <p>Please refer to the Other Submitted Documents for easy reference.</p>				
5	OTHER SUBMITTED DOCUMENTS	<table border="1"> <tr> <td data-bbox="525 990 1398 1068"><u>Activity Request/ Authority to Conduct</u></td> </tr> <tr> <td data-bbox="525 1068 1398 1112">Authority to Download</td> </tr> <tr> <td data-bbox="525 1112 1398 1156">Request Letter from _____</td> </tr> <tr> <td data-bbox="525 1156 1398 1212">Response Letter to _____</td> </tr> </table>	<u>Activity Request/ Authority to Conduct</u>	Authority to Download	Request Letter from _____	Response Letter to _____
<u>Activity Request/ Authority to Conduct</u>						
Authority to Download						
Request Letter from _____						
Response Letter to _____						
6	RESOLUTION AND COMMITMENT OF PROGRAM TEAM/ OFFICE	<p>To ensure that the funds shall be utilized in accordance with the purpose of the Physical Fitness and School Sports (PFSS) 2024 current fund, all Annexes stated in the guidelines shall be submitted by the recipient-regional/division offices after the successful implementation of the program.</p>				

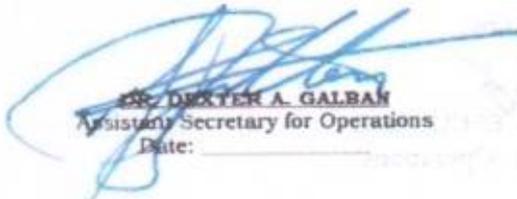
Prepared by:


CESAR S. ABALON
 Chief, BLSS SSD
 Date: 6/27/2024

Submitted by:


ATTY. SULETTE T. GANNABAN-MEDINA
 Bureau / Service Director
 Date: _____

Recommending Approval:


DR. DEXTER A. GALBAN
 Assistant Secretary for Operations
 Date: _____

Approved / Disapproved:

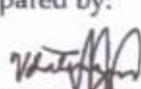
ANNALYN M. SEVILLA, CESO I
 Undersecretary for Finance
 Date: _____

**SUMMARY OF REGIONS and PROVINCE SDOs ALLOCATION OF PROGRAM SUPPORT FUND (PSF)
HIRING OF REGIONAL AND PROVINCE SCHOOLS DIVISION FOCAL PERSONS
FOR SCHOOL SPORTS PROGRAM UNDER CONTRACT OF SERVICE**

REGIONS	Total No. of COS to be Hired			Total Amount of PSF per Region	Total Amount of PSF for SDOs	Grand Total
	Regional Office	Province SDOs	Total			
I (Ilocos Region)	1	5	6	220,000	1,100,000	1,320,000
II (Cagayan Valley)	1	5	6	220,000	1,100,000	1,320,000
III (Central Luzon)	1	7	8	220,000	1,540,000	1,760,000
IV-A (CALABARZON)	1	5	6	220,000	1,100,000	1,320,000
MIMAROPA Region	1	5	6	220,000	1,100,000	1,320,000
V (Bicol Region)	1	6	7	220,000	1,320,000	1,540,000
VI (Western Visayas)	1	6	7	220,000	1,320,000	1,540,000
VII (Central Visayas)	1	4	5	220,000	880,000	1,100,000
VIII (Eastern Visayas)	1	6	7	220,000	1,320,000	1,540,000
IX (Zamboanga Peninsula)	1	3	4	220,000	660,000	880,000
X (Northern Mindanao)	1	5	6	220,000	1,100,000	1,320,000
XI (Davao Region)	1	5	6	220,000	1,100,000	1,320,000
XII (SOCCSKSARGEN)	1	4	5	220,000	880,000	1,100,000
CARAGA	1	6	7	220,000	1,320,000	1,540,000
CAR	1	6	7	220,000	1,320,000	1,540,000
NCR	1	0	1	220,000	-	220,000
TOTAL	16	78	94	3,520,000	17,160,000	20,680,000

Note: Hiring of Technical Assistant I in the Regional Offices (ROs) and Province School Division Offices (SDOs)

Prepared by:


VIC A. DAVINGUINO / JESSICA ELIZABETH S. BRILLANTES
Statistician II, SSD / SEPS, SSD

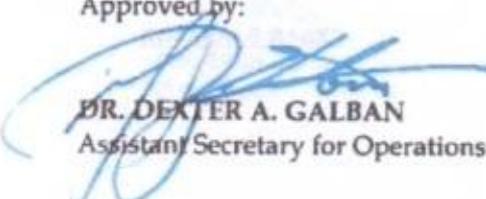
Reviewed by:


CESAR S. ABALON
Chief, School Sports Division

Recommending Approval:


ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services (BLSS) and
Learner Rights and Protection Office (LRPO)

Approved by:


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

Approved by:


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations