DepEd Regional Office No. 02
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16 November 2026

REGIONAL MEMORANDUM
No. 501 s. 2026

HIRING OF TECHNICAL ASSISTANT I (TA I) UNDER CONTRACT OF SERVICE FOR SCHOOL HEALTH PROGRAMS

DEPARTMENT OF EDUCATION
RECEIVED
Date: 24 NOV 2026
Time: 10:35
By: [illegible]
DIVISION OF NUEVA VIZCAYA

To: Schools Division Superintendents
Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. The DepED Regional Office No. II wishes to announce the hiring of Technical Assistant I under **Contract of Service** for School Health Programs under the Education Support Services Division.

2. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY, hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

3. Interested applicants may submit their **letter of intent in two (2) copies, addressed to:** The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan, not later than **24 November 2026**.

4. Below are the roles and responsibilities:
   a) Assist in the integration and streamlining of school health policies and programs in the region;
   b) Assist in the provision of technical assistance in the implementation of various school health programs, projects, and activities in the region;
   c) Assist in the management of network of resources for school health promotion and basic services provision;
   d) Assist in the monitoring and evaluation as well as preparation of reports on the implementation of school health programs, projects, and activities;
   e) Assist in the preparation of technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentation among others regarding school health programs, projects and activities in the region;
   f) Assist in the drafting of letters, memoranda, and other types of communications;
   g) Assist in coordination with different offices in the Department, other concerned government agencies, partners, and school health experts in

the implementation of mental health programs, projects, and activities as well as the delivery of basic school health services and interventions;

h) Attend meetings as assigned; and

i) Perform other functions as may be deemed necessary.

5. The following are the qualifications:
   a. Education: Bachelor's degree relevant to the job (e.g., psychology, nursing, public health management of any allied health or social development degree)
   b. Training: Eight hours of relevant training
   c. Experience: One year of relevant experience
   d. Eligibility: License in psychology, guidance, and counseling, or social work is an advantage.

6. Below are lists of documents to be submitted for evaluation, viz:
   a. Letter of Intent addressed to the Head of Office;
   b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2026) with Work Experience Sheet;
   c. 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
   d. Certificate of Training (if applicable);
   e. Certificate of Eligibility/Report of Rating (if applicable).

7. Budget for COS:

Basic Monthly Salary	Premium
P 28,000.00 per month	10% premium pay

8. For information, guidance and dissemination.

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

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 11-24-2026
BY: RECORDS SECTION

FLORANTE E. VERGARA
Director III/Assistant Regional Director

MEMORANDUM	Date: 11-24-2026	Released (Records):
To:	(✓) PSDS/DICs	(✓) Elem/Sec School Heads
	(✓) Private Schools	( ) Others:
For:	(✓) Information	(✓) Dissemination
	(✓) Guidance	( ) Strict Compliance

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent

By: ASDS CID Chief SGOD Chief AO Atty Signature:

TERMS OF REFERENCE (ToR) FOR CONTRACTS OF SERVICE (CoS) – TECHNICAL ASSISTANTS (Tas) FOR SCHOOL HEALTH PROGRAMS

Technical Assistant I

Basic Monthly Salary: PHP 28,000 monthly rate + 10% premium

Qualification Standards:

1. Bachelor's degree relevant to the job (e.g., psychology, social work, allied health)
2. No training required
3. No experience required
4. License in psychology, guidance and counseling, or social work is an advantage

Roles and Responsibilities:

1. Assist in the integration and streamlining of school health policies and programs within the jurisdiction of the SDO;
2. Assist in the provision of technical assistance in the implementation of various school health programs, projects, and activities in the region;
3. Assist in the management of network of resources for school health promotion and basic services provision;