



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 160

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITION FOR TECHNICAL ASSISTANT I AND ADMINISTRATIVE SUPPORT (AS) II UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), SANITATION, AND HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE PROGRAMS (NSP)

Date : June 11, 2025

This Office announces the acceptance of applications for Contract of Service position pursuant to DepEd Central Office Memorandum OUOPS No. 2023-09-10297 entitled Guidelines on the Hiring of Technical Assistants and Feeding Assistants under Contract of Service (COS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP) in the Schools Division Office of Digos City. The qualification standards are as follows:

POSITION TITLE	MINIMUM QUALIFICATION/S
TECHNICAL ASSISTANT I (Contract of Service)	<ul style="list-style-type: none">• Education: Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health)• Training: No training required• Experience: No experience required (Graduate of Nutrition and Dietetics is an advantage)
Salary: ₱ 28,000.00/ month Source of Fund: BLSS-SHD-SBFP/SY 2025-2026 SBFP Program Support Funds No. of Vacancy/ies: 2 Place of Assignment: SCHOOLS DIVISION SCHOOL-BASED FEEDING PROGRAM-SCHOOL HEALTH AND NUTRITION UNIT (SHNU)	
GENERAL FUNCTION: To strengthen the approach in monitoring the program, maintaining databases, monthly feed backing of status, issues and concerns in the School-Based Feeding program implementation and its complementary programs.	



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

DUTIES AND RESPONSIBILITIES:

- Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools);
- Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;
- Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
- Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishments reports, and presentations among others regarding SBFP and related programs and activities in the region;
- Assists in drafting letters, memoranda, and other types of communications;
- Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
- Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition experts in the implementation of SBFP and related programs and activities as well as in the delivery of nutrition services and interventions;
- Maintains database of SBFP and related programs and activities;
- Attends meetings as assigned; and
- Performs other functions as may be deemed necessary.

POSITION TITLE	MINIMUM QUALIFICATION/S
ADMINISTRATIVE SUPPORT (AS) II (Contract of Service)	<ul style="list-style-type: none">• Education: Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job• Training: 8 hours of relevant training• Experience: 1 year of relevant experience
Salary: ₱ 22,000.00/ month Source of Fund: BLSS-SHD-SBFP/SY 2025-2026 SBFP Program Support Funds No. of Vacancy/ies: 1 Place of Assignment: SCHOOLS DIVISION SCHOOL-BASED FEEDING PROGRAM-SCHOOL HEALTH AND NUTRITION UNIT (SHNU)	
GENERAL FUNCTION: To strengthen the approach in monitoring the program, maintaining databases, monthly feed backing of status, issues and concerns in the School-Based Feeding program implementation and its complementary programs.	
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;• Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc;• Assists in the maintenance of database for SBFP and related programs and activities in the SDO;• Assists in the conduct of meetings, seminars, workshops, and trainings, of SBFP and related programs and activities;	



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- Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
- Contributes to team effort by accomplishing related results as needed; and
- Performs other functions as may be deemed necessary.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **SCHOOLS DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Resume/Curriculum Vitae;
- d. Transcript of Records;
- e. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: <https://bit.ly/ChecklistCOS2>*), **notarized by the authorized official**; and
- f. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to e) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB does not exclude them from the pool of official applicants.

A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscitey.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

The deadline for the submission of the applications for interested applicants to the **School Division Office-Records Section** is on **June 21, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.



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The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
June 11, 2025 – June 21, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
June 23, 2025– June 24, 2025	Conduct assessment process for qualified applicants & Evaluate the results of assessment process	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent



OSDS/ ADMIN / HR/bpp



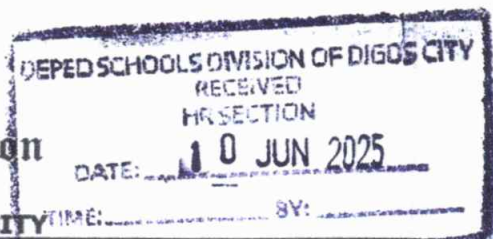
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Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

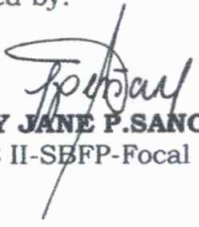


PROJECT PROPOSAL

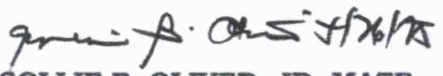
Program	SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE PROGRAMS (NSP)			
Activity Title	Hiring of Contract of Service 2 (Technical Assistance 1)			
General Objective	To strengthen the approach in monitoring the program, maintaining databases, monthly feed backing of status, issues and concerns in the School-Based Feeding program implementation and its complementary programs.			
Specific Objectives	<ul style="list-style-type: none"> • To assist in the preparation of technical documents such as concept notes, activity designs, accomplishment reports and presentations regarding SBFP and related programs and activities. • To maintain database of SBFP and related programs and activities. • To carry out other administrative duties. • To monitor the SBFP implementation at the school-level 			
Proposed Date	July 1 to December 31, 2025			
Amount	P 28,000.00/ month + 2,800.00 (10% premium) x 2=61,600 x 6 months = 369,600			
Source of Funds	ROP -11-25-1015			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
Technical Assistance 1	2	Php 28,000.00/ month + 2,800.00 (10% premium) x 2 pax x 6 months	369,600	ROP -11-25-1015 SY-2025-2026 SBFP Program Support Funds
Total			Php 369,600.00	

Rationale	<p>This is in reference to Regional Memorandum No. AD-2024-053 re hiring of Division and Operations of Service for School-Based Feeding Program (SBFP) through Schools Governance and Operations- School Health and Nutrition Unit to Support the implementation of School-Based Feeding Program starting School Year 2025-2026 chargeable against the ROP-11-25-1015 for the Schools Division Office (SDO).The School- Based Feeding Program is among the Department of Education's big ticket programs with big annual budget allocation. The Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Government Plan BEDP 2030 envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners. The need of hiring of Technical Assistance 1 under COS was also brought about during the consultations conducted by the SBFP under the Bureau of Learner Support Services- School Health Division (BLSS-SHD) and supported by the Management Team headed by Assistant Secretary Dexter A. Galban. In reference to the issued OO-OSEC 2024 -306 titled, Amendments to Office Order OO-OSEC-2023-023, signed by Secretary Sonny Angara dated December 16, 2024,emphasis clarity the new rates of hiring the SBFP feeding coordinator under the COS for the School-Based feeding Program. Schools Division of Digos City is categorize as medium division, base on the memorandum (OM-OUOPS-2024-08-01153) we will hire two (2) technical Assistance 1 to assist the SBFP implementation to ensure the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized.</p> <p>The hiring shall be achieved through the SBFP downloaded funds for SY-2025-2026, and the succeeding years with its terms of reference, provide technical and administrative support in effective plans and activities of SBFP and related programs and activities on Nutrition Support Programs. Assist the SBFP implementation and monitored the SBFP implementation and other SBFP complementary programs. Maintains database, attends meetings as assigned; and performs other functions as may deemed as necessary.</p> <p>Attached is the Regional Memorandum OM-OUOPS-2024-08-01153 and OUOPS No.09-10297 following the Gender & equality transdiscrimination are highly observed in this activity by engaging and involving men and women all throughout. The support services promotion is not only aimed at eliminating gender stereotypes, but also transforming gender relation toward empowerment and social change.</p>
General Methodology	<ol style="list-style-type: none"> a) Hiring of Contract of Service b) Selection through the Administrative Office c) Report to assigned unit d) Conduct of orientation of activities, programs and policies relative to SBFP and other related programs.

Prepared by:


DAISSY JANE P. SANOY, RN
NURSE II-SBFP-Focal

Noted:

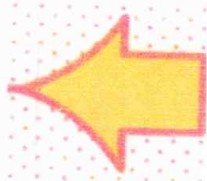

SOLLIE B. OLIVER, JD, MATE
Chief ES, SGOD

Funds Available:  P. 769,600.

NEPTUNE L. TAMBILAWAN
AO-V – Budget Officer  5/20/21

Approved by:


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Davao City



Submission to DepEd BLSS-SHD

SUB-ALLOTMENT RELEASE ORDER

PROGRAM PROJECT/ACTIVITY:		REFERENCE:	SUB ALLOTMENT RELEASE ORDER NO.
310400100001000 CURRENT APPROPRIATIONS School-Based Feeding Program (SBFP) (PPA341)		Sub-ARO No. OSEC-11-25-01544 dated March 26, 2025	ROP-11-25-1015
		LEGAL BASIS	DATE
FUND CODE: 01101101	ORGANIZATIONAL CODE: 070010300011	Republic Act No. 12116 - FY 2025 GAA	April 14, 2025
			FISCAL YEAR FY 2025
PURPOSE: <i>Transfer of Additional Program Support Fund for the implementation of various activities for School-Based Feeding Program.</i>			
To: The Schools Division Superintendent Schools Division of Digos City			
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	739,200.00
AMOUNT IN WORDS: <i>Seven Hundred Thirty Nine Thousand Two Hundred Pesos Only ***</i>		Total:	739,200.00
NOTES: <i>The MOOE or CO allotment herein sub-allotted is valid for obligation until December 31, 2026.</i>			
<small>The above sub-allotments have been made available for expenditures for the Divisions/Schools. 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.</small>			

Certified Correct:

Recommending Approval

Approved

Katherina C. Datoy
KATHERINE C. DATOY
Supervising Administrative Officer
Finance Division

Loradel L. Baricaua
LORADEL L. BARICAUA
Chief Administrative Officer
Finance Division

Allan G. Farnazo
ALLAN G. FARNAZO
Director IV



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF Digos City

GAD Checklist for Project Identification and Designing

NAME OF THE PROGRAM

SBFP

BUDGET:

₱369,600.00

NAME OF THE PROGRAM OWNER

DAISSY JANE P.SANOY

SCHOOL/OFFICE:

SGOD

DURATION

July 1 to December 31, 2025

DESCRIPTION

Hiring of Contract of Service 2 (Technical Assistance 1)

Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/ Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
Project Identification and Planning					
1.0 Involvement of women and men (max score: 2; for each item, 1)				2.00	
1.1 Participation of women and men in beneficiary groups in problem identification (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)				1.50	
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.5	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
Project Design					
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0) Does the project have clearly-stated gender equality goals, objectives, outcomes or outputs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)				2.00	
6.1. Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.2. Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.3. Has the project included strategies for avoiding or minimizing negative impacts on women's status and welfare? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
8.0. Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	



Republic of the Philippines
Department of Education
 REGION XI

Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
9.0 Resources (max score: 2; for each item, 1)				2.0	
9.1. Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
9.2. Does the project have the expertise to promote gender equality and women's empowerment? OR, is the project committing itself to invest project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)				2.00	
10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
TOTAL GAD SCORE - PROJECT IDENTIFICATION AND DESIGN STAGES (Add the score for each of the 10 elements, or the figures in the thickly bordered cells.)				19.50	Gender-responsive
Corresponding Budget of the PAFs that may be Attributed to the Agency GAD Budget				98%	

Annual Budget Program	<u>₱369,600.00</u>
HGDG Percentage	<u>98%</u>
Amount Attributable to GAD	<u>₱360,360.00</u>

Assessed by:

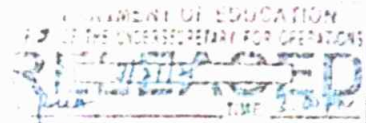
JANICE S. ALQUIZAR
 EPS-II/Division GAD Coordinator/May 26, 2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-02-013



FOR : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

MALCOLM B. GARMA
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

FROM : **MALCOLM S. GARMA**
Assistant Secretary for Operations
Officer-in-Charge, Office of the Undersecretary for Operations

DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **CORRIGENDUM FOR THE GUIDELINES ON THE HIRING OF
TECHNICAL ASSISTANTS AND FEEDING ASSISTANTS UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED
FEEDING PROGRAM (SBFP), WATER, SANITATION, AND
HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE
PROGRAMS (NSP)**

DATE : February 25, 2025

In reference to the issued OO-OSEC-2024-306 titled, Amendments to Office Order OO-OSEC-2023-023, signed by Secretary Sonny Angara dated December 16, 2024, please be guided by the following new rates for the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Technical Assistant I Base Salary: 28,000.00	1 per Regional Office (RO) 1 per small SDO 2 per medium SDO	30,800.00	All SDOs/ 420 CoS	155,232,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF



Room 101, Pital Building, DepEd Complex, Alabang Avenue, Pasig City 1600
Telephone Nos. (02) 8633 5311, (02) 8631 8492
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Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Premium: 2,800.00	3 per large or very large SDO *Request for additional CoS shall be approved by the Undersecretary for Operations			
Administrative Support II Base Salary: 22,000.00 Premium: 2,200.00	1 or more per SDO depending on the availability of funds and size of SDO	24,200.00	All SDOs	8,179,600.00 downloaded funds from BLSS-SHD-SBFP or SDO PSF *Additional PSF will be downloaded to 26 SDOs with insufficient funds
School Feeding Assistant Base salary: P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500.00 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

For immediate implementation and dissemination.

Thank you very much.



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600
Telephone Nos. (02) 8433 5313, (02) 8631 8492
Email Address: ourdeped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	2 of 2



b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the ROs and SDOS following the qualifications stated hereunder. Thus, the payment for the COS shall be downloaded to the Regional Offices.

III. Hiring of Regional/Division COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS shall report to their respective ROs/SDOs/schools to assist the Regional/Schools Division School-Based Feeding Program Focal Persons under the School Health and Nutrition Unit (SHNU) and to act as Feeding Coordinators of the CKTCs.

*** b. Terms of Reference of the SBFP-COS, Technical Assistant (TA) I**

The proposed COS to be hired for the ROs shall have the following terms of reference for the position of Technical Assistant I:

1. Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools).
2. Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;
3. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
4. Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports, and presentations among others regarding SBFP and related programs and activities in the region;
5. Assists in drafting letters, memoranda, and other types of communications;
6. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
7. Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition experts in the implementation of SBFP and related programs and activities as well as in the delivery of nutrition services and interventions;
8. Maintains database of SBFP and related programs and activities;
9. Attends meetings as assigned; and
10. Performs other functions as may be deemed necessary.

*** c. Qualifications of the SBFP-COS, Technical Assistant (TA) I**

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);

2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics is an advantage

✓ **d. Terms of Reference of the SBFP-COS, Administrative Support (AS) II**

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Administrative Support II:

1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;
3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.

* **e. Qualifications of the SBFP-COS, Administrative Support (AS) II**

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job
2. 8 hours of relevant training
3. 1 year of relevant experience

f. Terms of Reference of the SBFP-COS, Technical Assistant (TA) I

The proposed COS to be hired for the 15 CK pilot schools shall have the following terms of reference for the position of Technical Assistant I:

1. Acts as the School Feeding Coordinator and the Central Kitchen Focal Person;
2. Identifies the target beneficiaries based on the criteria provided, for approval by the School Head;
3. Finalizes the cycle menu for the whole duration of feeding, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the SDO;
4. Submits a copy of the approved PPMP to the School BAC and BAC Secretariat for the preparation of the School Annual Procurement Plan (APP) for approval by the School Head;
5. Establishes a School Core Group;



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-01 6197

MEMORANDUM

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

FROM : **WILFREDO E. CABRAL**
Undersecretary
Office of the Undersecretary for Human Resource and
Organizational Development

[Signature]
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

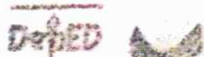
SUBJECT : **GUIDELINES ON THE HIRING OF TECHNICAL ASSISTANTS
AND FEEDING ASSISTANTS UNDER CONTRACT OF SERVICE
(COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP),
WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS),
AND NUTRITION SENSITIVE PROGRAMS (NSP)**

DATE : **December 3, 2024**

This has reference to the hiring of additional Contract of Service (CoS) personnel for the Schools Division Offices (SDOs) through the School Governance and Operations (SGOD) - School Health and Nutrition Unit; and School Feeding Assistants (SFAs), to support in the implementation of the School-Based Feeding Program (SBFP), Water, sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP) starting Calendar Year 2025 chargeable against the downloaded funds to the Schools Division Offices (SDOs) and Schools Operational Expenses. The COS for hiring will be one (1) **Technical Assistant (TA)** 1 per small SDO, **two (2) per medium SDO**, and three (3) per large or very large SDO; and at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster of schools subject to availability of funds.

This guidelines supplements the Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A. Escobedo titled "Guidelines on the Hiring of Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)" dated November 30, 2023.

DEPED DIVISION OFFICE



Ground Floor, Pizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
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The hiring of the proposed COS shall be done by the SDOs and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the SDOs or schools.

III. Hiring of SDO and School COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS (TA I) shall report to the SDO on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-SHNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP, and WinS.

While the SFAs shall report to the specific school that hired them.

b. Terms of Reference of the Technical Assistant I (TA I)

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Technical Assistant I:

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and food Safety) and Water, Sanitation, and Hygiene in Schools (WinS).
2. Oversees the implementation of SBFP, NSP, and WinS in the schools;
3. For SBFP:
 - a. Provides technical support to schools in the implementation of the SBFP;
 - b. Conducts regular on-site visits to schools to monitor the SBFP implementation;
 - c. Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;
 - d. Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group;
 - e. Monitors deliveries of food commodities in drop-off points;
 - f. Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;
 - g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
 - h. Monitors the conduct of the feeding activity or food distribution;
 - i. Conducts random inspection and counting of stored food commodities;
 - j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and
 - k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.

4. For WinS:

- a. Provides technical support to schools in the implementation of the WinS Program;
- b. Conducts regular on-site visits to schools to monitor the implementation of the WinS Program;
- c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
- d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
- f. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
- g. Checks records and data on WinS; and
- h. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

5. For NSP:

- a. provides technical support to schools in the implementation of NSP components, particularly the Integrated School Nutrition Model (ISNM), *Gulayan sa Paaralan* Program (GPP), and Food Safety;
- b. Conducts regular on-site visits to schools to monitor the implementation of the NSP;
- c. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage GPP or ISNM;
- d. Coordinates with the School Heads and PDO I on the maintenance of records of NSP activities, including data on school gardens, ISNM, and food safety;
- e. Supports the organization and facilitation of training sessions for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education; and
- f. Assists in the preparation of reports related to NSP.

6. For Central Kitchens:

- a. Coordinates with the Central Kitchen Focal Person and monitors if the target beneficiaries are finalized and approved and if the documents for the start of feeding such as Cycle Menu, Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and other necessary documents are accomplished and ready for submission to SDO;
- b. Ensures that in the Central Kitchens, there is an established School Core Group and there will be sufficient parents/volunteers who shall help in the whole duration of the Program
- c. Assists in the orientation of SBFP Implementing guidelines at the school level; and
- d. Regularly checks the kitchen workflow and ensure completeness of the administrative documents in the central kitchen such as liquidation, recording and reporting of SBFP forms.

7. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements and claim reimbursements of transportation expenses for SBFP-related activities.

c. Qualifications of the Technical Assistant (TA) I

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to the job;
2. Physically fit
3. Graduate of Nutrition and Dietetics is an advantage

d. Terms of Reference of the School Feeding Assistant

The proposed COS to be hired for the schools shall have the following terms of reference for the position of Feeding Assistants:

1. Assists in the food preparation and distribution of meals and/or food commodities in the school and/or Central Kitchen together with the school SBFP core group;
2. Maintains the cleanliness and functionality of all equipment and facilities used for the feeding activity and program, e.g., feeding area, storage area, and food preparation area together with the school SBFP core group;
3. Assists in the conduct of baseline and endline nutritional assessment in schools;
4. Assists in the collection and consolidation of SBFP forms and records accomplished at the school level;
5. Assists in maintaining the school garden and checking of WASH facilities; and
6. Perform other functions as may be deemed necessary

e. Qualifications of the School Feeding Assistant.

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Completion of at least Senior High School graduate
2. Physically fit

f. Issuance of Contract

The Schools Division Offices and schools shall issue the contract (Service Agreement) of the abovementioned COS and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

Department of Education

Office Code : 11008
Office Name : Schools Governance and Operations Division (Digos City Division)
Fiscal Year : 2021

FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2025 PHYSICAL TARGET																	
						Q1				Q2				Q3				Q4				Total Physical	
						Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total		
310400100001000	School Feeding Program																						
	School Based Feeding Program																						
OC-25-6293-SBFP-2-001		Provided schools with medical supplies			Number of schools provided with medical supplies	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	
			AC-25-6293-SBFP-2-001	Provision of medical supplies for SBFP Beneficiaries	Number of medical supplies provided to SBFP beneficiaries	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	
		Overhead																					
OC-25-6293-SBFP-2-002		Administrative Cost			Number of Activities	0	0	0	0	0	0	0	0	2	1	0	3	0	0	0	0	3	
			AC-25-6293-SBFP-2-002	Procurement of services from private entities	No. of Procurement	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	
			AC-25-6293-SBFP-2-005	Attendance to SBFP/Himsog/OKD Program Activities	No. of activities attended	0	0	0	0	0	0	0	0	2	2	2	6	1	1	2	4	10	
			AC-25-6293-SBFP-2-006	Hiring of Technical Assistant I	No. Technical Assistants Hired	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	2	
TOTAL																							

Prepared by:
DAISSY JANE P. SAGOR, RN
SBFP Focal Person
Date: 5/29/25

Reviewed by:
ARON M. ULEJANDRO
Planning Officer III
Date:

Noted by:
SOLLIE B. OLIVER, JD, MATS
Chief ES - SGOD
Date:

Recommending Approval:
MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Date:

Approved by:
MELANIE S. ESTACIO, PhD, CESO VI
Schools Division Superintendent
Date:

Department of Education

Office Code : 11666
 Office Name : Schools Governance and Operations Division (Digos City Division)
 Fiscal Year : 2019

FY 2019 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

FY 2019 EDUCATION PROGRAM																																										
Output Code (OC)		Program/Project		Output		Activity Code (AC)		Activities		Performance Indicator (Activity, Output & Milestones)		Total Obligations		Q1			Q2			Q3			Q4																			
														Jan.		Feb.		Mar.		Total		Apr.		May		June		Total		Sept.		Total		Oct.		Nov.		Dec.		Total		
31240010001000 - School Feeding Program																																										
School Based Feeding Program																																										
OC-25-6293-SBFP-2-001		Provided schools with medical supplies										Number of schools provided with medical supplies																														

Prepared by: *[Signature]* Date: 5/29/19

DAISY JOE P. LAMOT, RI
 SBFP Fiscal Person

Approved by: *[Signature]* Date: 5/29/19

MELANIE F. SANCIO, PhD, CESO VI
 Schools Division Superintendent

Recommending Approval: *[Signature]* Date: 5/29/19

MARIA GEMMA R. CEBALLOS, CESO VI
 Assistant Schools Division Superintendent

Department of Education

Office Code : 11004
 Schools Governance and Operations Division (Days City Division)
 Fiscal Year : 2025

FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

FY 2025 MONTHLY DISBURSEMENT PROGRAM																													
Output Code (OC)	Programmatic Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Authority, Output & Milestone)	Q1												Q2									Total Disbursement		
						Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total								
319400100001000 - School Feeding Program																													
School Based Feeding Program																													
OC-25-4293-SBFP-2-001																													
			AC-25-4293-SBFP-2-001	Provision of medical supplies for SBFP Beneficiaries	Number of schools provided with medical supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overhead																													
OC-25-4293-SBFP-2-002																													
Administrative Cost																													
			AC-25-4293-SBFP-2-002	Procurement of services from private entities	No. of Procurement	70,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			AC-25-4293-SBFP-2-003	Attendance to SBFP/Himsog/OKD Program Activities	No. of activities attended	210,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			AC-25-4293-SBFP-2-005	Hiring of Technical Assistant 1	No. Technical Assistants Hired	369,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL						739,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Prepared by:

DAISY ANNE P. SANDY, RN
 SBFP Fiscal Officer
 Date : 5/29/25

Funds Available

MA. ELORENZO S. GALLARDO, CPA
 Accountant III
 Date :

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
 Assistant Schools Division Superintendent
 Date :

Approved by:

MELANIE WESTACIO, PhD, CESO VI
 Schools Division Superintendent
 Date :