



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 750

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 UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

Date : November 18, 2025

This Office announces the acceptance of applications for Contract of Service position pursuant to DepEd Regional Office Memorandum ESSD-2025-022 entitled Dissemination of Clarification on the hiring of the School-Based Feeding Program (SBFP) Feeding Coordinators under Contract of Service 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)	• Education: Bachelor's degree relevant to the job (e.g., nutritionist-dietician, allied health) • Training: No training required • Experience: No experience required (Graduate of Nutrition and Dietetics is an advantage and additional requirement computer professional (tech Savy)
Salary: P 28,000.00/ month Source of Fund: 2025 SBFP downloaded funds (ROP-11-25-1015) No. of Vacancy/ies: 2 Place of Assignment: GOVERNANCE AND OPERATIONS-SCHOOL HEALTH AND NUTRITION UNIT GENERAL FUNCTION: DUTIES AND RESPONSIBILITIES:	



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

- 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.

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 submitted online application 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.depeddigoscity.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 **November 28, 2025**. You may



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submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

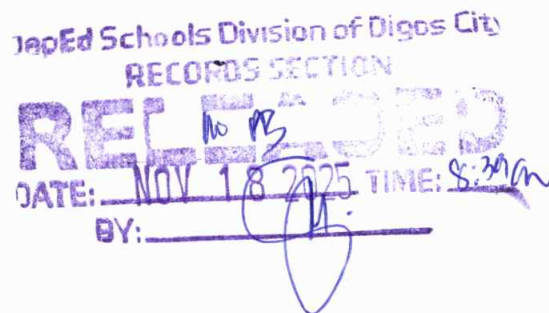
The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
November 18, 2025 – November 28, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
December 01, 2025– December 02, 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, Ph.D, CESO VI
Schools Division Superintendent



OSDS/ ADMIN / HR/ bpp



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

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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 SUPPORT			
Activity Title	Hiring of School Based Feeding Program Technical Assistant (1) (2 personnel)			
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	• 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 • To submit SBFP reports to the SDO, Regional and Central Office • To do other related task			
Proposed Date	January 05 to June 30,2026			
Amount	P 28,000.00/ month + 2,800.00 (10% premium)= 30,800.00 x 6 mos.=184,800 x 2pax= P-369,600			
Source of Funds	2025 SBFP downloaded funds (ROP-11-25-101✓)			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
Technical Assistant 1	2	Php 28,000.00/ month + 2,800.00 (10% premium) x 2 (pax) x 6 months =369,600.00	Php 369,600.00	2025 SBFP downloaded funds (ROP-11-101✓)

Rationale

This is in reference to Regional Memorandum ESSD-2025-022 subject Dissemination of Clarification on the Hiring of the School-Based Feeding Program (SBFP) Feeding Coordinators Under Contract of Services (COS) The hiring of Technical Assistant (1)through Governance and Operations- School Health and Nutrition Unit to Support the School-Based Feeding Program starting School Year 2026- 2027 chargeable against the(ROP-11-25-1014) 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 Technical Assistant 1 under contract of Service (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 unnumbered memorandum issued November 30, 2023 titled: Guidelines on the Hiring of SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP) with basic salary of Php 28,000.00+2,800 premium monthly base on the available budget allocation/funds and with pay during non-working and regular holidays, and work suspension declared their respective local government units shall be paid as stipulated in the unnumbered Memorandum (OM-OUOPS-2024)subject: Additional Guidelines on the Renewal of SBFP Feeding coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP). Schools Division of Digos City will hire two (2) Technical Assistant -1 to assist the SBFP implementation and its complimentary programs to ensure the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized.

The Technical Assistant 1 shall have the qualifications:

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietician, allied health);
2. No training required; 3. No experienced required; 4. Graduate of Nutrition and Dietetics is an advantage and additional requirement computer professional (tech savy)

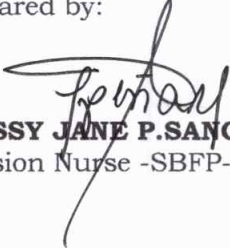
The hiring shall be achieved through the SBFP downloaded funds for SY-2025-2026, and the succeeding years with its terms of reference, provide technical and administrative support in effective plans and activities of SBFP and related programs and activities on Nutrition Support Programs. Assist the SBFP 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.

Attached is the Regional Memorandum ESSD-2025-022 and as basis for the hiring and 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.

General Methodology

- a) Hiring of Contract of Service
- b) Selection through the Administrative Office and Schools Division Superintendent
- c) Report to assigned unit
- d) Conduct of orientation of activities, programs and policies relative to SBFP and other related programs.

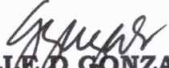
Prepared by:


DAISSY JANE P. SANUY, RN
Division Nurse -SBFP-Focal

Noted:


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

Funds Available:


GISELLE D. GONZALES
AO II- OIC-Budget Officer

Approved by:


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



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
NAME OF THE PROGRAM OWNER
SCHOOL/OFFICE:
DURATION
DESCRIPTION

SBFP
DAISSY JANE P. SANJOY
SGOD
January 05 to June 30, 2026
Hiring of School Based Feeding Program Technical Assistant (1) (2 personnel)

BUDGET: P369,600.00

Element and item/question (col. 1)	NO (2a)	PARTLY YES (2b)	YES (2c)	Score for an Item/ Element	Gender issues identified/Remarks
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)	☐	☐	☒	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	☐	☐	☒	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	☐	☐	☒	2.00	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)				2.00	
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)	☐	☐	☒	1.0	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	☐	☐	☒	1.0	
Project Design					
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0)	☐	☐	☒	2.00	
Does the project have clearly-stated gender equality goals, objectives, outcomes or outputs?					
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0)	☐	☐	☒	2.00	
Do the strategies and activities match the gender issues and gender equality goals identified?					
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)	☐	☐	☒	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)	☐	☐	☒	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)	☐	☐	☒	0.7	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0)	☐	☐	☒	2.00	
Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?					
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0)	☐	☐	☒	2.00	
Does the project M&E system require the collection of sex-disaggregated data?					



Republic of the Philippines
Department of Education
 REGION XI

Element and item/question (col. 1)	NO (2a)	PARTLY YES (2b)	YES (2c)	Score for an Item/ Element	Gender issues identified/Remarks						
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)	☐	☐	☒	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)	☐	☐	☒	1.0							
10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)				1.33							
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?	☐	☒	☐	0.33							
10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	☐	☒	☐	0.33							
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)	☐	☐	☒	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.)				19.33	Gender-responsive						
Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget				97%							
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Annual Budget Program</td> <td style="border-bottom: 1px solid black; text-align: right;">₱369,600.00</td> </tr> <tr> <td>HGDG Percentage</td> <td style="border-bottom: 1px solid black; text-align: right;">97%</td> </tr> <tr> <td>Amount Attributable to GAD</td> <td style="border-bottom: 1px solid black; text-align: right;">₱357,218.40</td> </tr> </table>						Annual Budget Program	₱369,600.00	HGDG Percentage	97%	Amount Attributable to GAD	₱357,218.40
Annual Budget Program	₱369,600.00										
HGDG Percentage	97%										
Amount Attributable to GAD	₱357,218.40										

Assessed by:


JANICE S. ALQUIZAR
 EPS-II/Division GAD Coordinator / October 20, 2025



Republic of the Philippines
Department of Education
DAVAO REGION

44796

January 30, 2025

REGIONAL MEMORANDUM
ESSD-2025-022

**DISSEMINATION OF CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER CONTRACT OF
SERVICE (COS)**

To: Schools Division Superintendents

1. Attached is a copy of unnumbered Memorandum dated April 2, 2024, from the Office of the Director of Bureau of Learner Support Services, re: **Clarification on the Hiring of the School-Based Feeding Program (SBFP) Feeding Coordinators Under Contract of Service (COS)**, which is self-explanatory.
2. In this regard, this Office, through the Education Support Services Division (ESSD), hereby advises the field on the **strict compliance of the specific directions provided in the Memorandum.**
3. For further details, Reissa T. Silda, may be contacted at (082) 224-0748.
4. Immediate and wide dissemination of this Memorandum is desired.

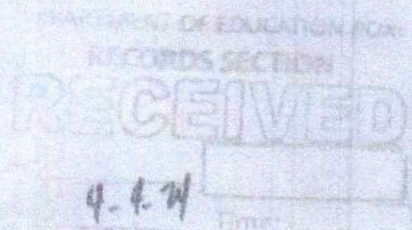
ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROE7/ndc

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED
By:
Date: 2.3.2025 Time: 4:47:44



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



OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : REGIONAL DIRECTORS
Regions I-XII, CARAGA, CAR, & NCR
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. SUZETTE T. GARNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection Office

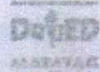
SUBJECT : CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER
CONTRACT OF SERVICE (COS)

DATE : April 2, 2024

This has reference to the signed Memorandum on the Hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (ESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2024 (current and continuing) and the succeeding years.

The following guidelines are further issued for clarification:

1. Schools Division Offices under Large and Extra Large categories may hire more than one (1) Administrative Support (AS) II subject to availability of funds.
2. **On Qualification Standards:**
 - a. Qualifications of the SBFP-COS, **Technical Assistant (TA) I** assigned at the Regional Offices
 1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);
 2. No training required;
 3. No experience required; and
 4. Graduate of Nutrition and Dietetics is an advantage



b. Qualifications of the SBFP-COS, Administrative Support (AS) II assigned at the Schools Division Offices

1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
2. No training required; and
3. No experience required

c. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned in Central Kitchens

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health, hotel and restaurant management);
2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics or Hotel and Restaurant Management is an advantage

For immediate implementation and dissemination.

Thank you very much.





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-__ -__

FOR : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

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

DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services
Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : ADDITIONAL GUIDELINES ON THE RENEWAL OF SBFP
FEEDING COORDINATORS UNDER CONTRACT OF SERVICE
(COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : December 26, 2024

In reference to the issued OUOPS Memorandum, signed by then Atty. Michael Wesley T. Poa, OIC, Office of the Undersecretary for Finance and Atty. Revsee A. Escobedo, Undersecretary for Operations dated November 30, 2023, please be guided by the following additional guidelines on the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

1. ROs and SDOs are advised to continue the hiring of TA I for ROs, AS II for SDOs, & TA I for Central Kitchen Training Centers charged against their Program Support Funds.
2. The abovementioned offices are requested to apply the flexible time set-up to the COS positions. It is also reiterated that non-working and regular holidays, and work suspensions declared by their respective local government units shall be paid.
3. Please see attached revised budget allocation for the salaries and wages of the COS, as per OO-OSEC-2024-306, titled, Amendments to Office Order OO-OSEC-2023-023.

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 <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00	1 per RO	30,800.00	16	5,913,600.00
Administrative Support II <u>Base Salary:</u> 22,000.00 <u>Premium:</u> 2,200.00	1-3 per SDO	24,200.00	420	121,968,000.00
Technical Assistant I <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00	1 per School	30,800.00	15	5,544,000.00

For immediate implementation and dissemination.

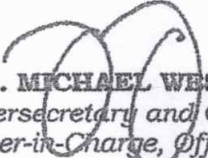
Thank you very much.

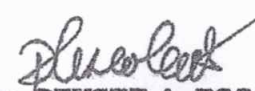


Republic of the Philippines
Department of Education

MEMORANDUM

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

FROM : Atty.  **MICHAEL WESLEY T. POA**
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance


Atty. **REVSEE A. ESCOBEDO**
Undersecretary for Operations

SUBJECT :  **GUIDELINES ON THE HIRING OF SBFP FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : November 30 , 2023

This has reference to the hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (ESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2023 (continuing), 2024, and the succeeding years. The COS for hiring will be One (1) Technical Assistant (TA) I per Region; One (1) Administrative Support (AS) II per SDO, and One (1) Technical Assistant (TA) I for the 15 CKTCs.

I. Background

The School-Based Feeding Program (SBFP) is among DepEd's big ticket programs with a big annual budget allocation. With the Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Development Plan, through the BEDP 2030 envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners. The Department is now operating under the MATATAG basic education agenda which aims to: MA- Make the curriculum simple

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);

VI. Justification for Hiring

For the SBFP, the most recent development in the National Expenditure Program for FY 2024 is the doubled budget allocation at P11.7 Billion Pesos to cover all undernourished Kinder to Grade 6 learners for 220 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG program, thus needing additional technical and administrative support in the ROs/SDOs dedicated solely to the program. It is the first time that SBFP will be implemented year-round and it entails strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others.

In order to comply with the abovementioned legal bases and to carry out the implementation of the **School-Based Feeding Program**, there must be adequate staff to handle the work load of SBFP at all levels of DepEd staff and personnel (namely the Central Office, the Regional Offices, School Division Offices, and Schools).

Currently, the ESSD and SGOD, which serve as the division of the Regional/Schools Division Offices tasked to carry out all school health and nutrition programs/projects have already full work load. The hiring of Technical Assistants and Administrative Staffs will augment the current work load of the SBFP Focal Persons in order to ensure that the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized to the highest extent possible for an efficient and effective implementation of the program .

For immediate implementation and dissemination.

Thank you very much.

Breakdown of Funds for the Downloading of Program Support Funds for SBFP, NSP, WinS and HGSF for FY 20:

Region/Schools Division	Hiring of CoS TA I	Additional PSF for hiring of CoS - AS II	Total
Borongan City	369,600.00	314,600.00	684,200.00
Calbayog City	739,200.00		739,200.00
Catbalogan City	739,200.00		739,200.00
Eastern Samar	739,200.00		739,200.00
Leyte	1,108,800.00		1,108,800.00
Maasin City	369,600.00	314,600.00	684,200.00
Northern Samar	739,200.00		739,200.00
Ormoc City	739,200.00		739,200.00
Samar (Western Samar)	739,200.00		739,200.00
Southern Leyte	739,200.00		739,200.00
Tacloban City	739,200.00		739,200.00
TOTAL	8,870,400.00	629,200.00	9,499,600.00
Region IX			-
Dapitan City	369,600.00		369,600.00
Dipolog City	739,200.00		739,200.00
Isabela City	739,200.00		739,200.00
Pagadian City	739,200.00		739,200.00
Zamboanga City	739,200.00		739,200.00
Zamboanga del Norte	1,108,800.00		1,108,800.00
Zamboanga del Sur	1,108,800.00		1,108,800.00
Zamboanga Sibugay	739,200.00		739,200.00
TOTAL	6,283,200.00	-	6,283,200.00
Region X			-
Bukidnon	1,108,800.00		1,108,800.00
Cagayan de Oro City	739,200.00		739,200.00
Camiguin	369,600.00		369,600.00
El Salvador	369,600.00	314,600.00	684,200.00
Gingoog City	739,200.00		739,200.00
Iligan City	739,200.00		739,200.00
Lanao del Norte	739,200.00		739,200.00
Malaybalay City	739,200.00		739,200.00
Misamis Occidental	739,200.00		739,200.00
Misamis Oriental	739,200.00		739,200.00
Oroquieta City	369,600.00		369,600.00
Ozamis City	739,200.00	314,600.00	1,053,800.00
Tangub City	369,600.00		369,600.00
Valencia City	739,200.00		739,200.00
TOTAL	9,240,000.00	629,200.00	9,869,200.00
Region XI			-
Davao City	1,108,800.00		1,108,800.00
Davao De Oro	739,200.00		739,200.00
Davao del Norte	739,200.00		739,200.00
Davao del Sur	739,200.00		739,200.00
Davao Occidental	739,200.00		739,200.00
Davao Oriental	739,200.00		739,200.00
Digos City	739,200.00		739,200.00
Island Garden City of Samal	369,600.00		369,600.00
Mati City	739,200.00		739,200.00
Panabo City	739,200.00		739,200.00

Department of Education

Office Code : 11006

Office Name : Schools Governance and Operations Division

Fiscal Year : 2025

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			
						Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total
310400100001000 - School Feeding Program																					
	Overhead																				
OC-25-6293-SBFP-2-003		Administrative Cost				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
			AC-25-6293-SBFP-2-005	Payment of Salaries of Contract of Service (COS)	No. of Payments made	0	0	0	0	0	0	6	6	1	1	1	3	1	1	1	3
TOTAL																					

Prepared by:

Reviewed by:

Noted by:

Recommending Approval:

Approved by:

DAISSY JANE P. SANOY, RN

SBFP FOCAL PERSON

Date :

AIRON M. ALEJANDRO

Planning Officer III

Date :

SOLLIE B. OLIVER, JD, MATE

Chief ES-SGOD

Date :

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent

Date :

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Date :

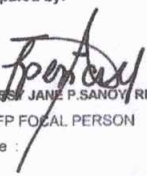
Department of Education

Office Code : 11006
Office Name : Schools Governance and Operations Division (Digos City DI)
Fiscal Year : 2025

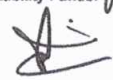
FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2025 OBLIGATION PROGRAM																
						Total Obligation	Q1				Q2				Q3				Q4			
							Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total
31040010001000 - School Feeding Program																						
	Overhead																					
QC-25-6293-SBFP-2-003		Administrative Cost																				
			AC-25-6293-SBFP-2-005	Payment of Salaries of Contract of Service (COS)	No. of Payments made	739,200.00	0.00	0.00	0.00	0.00	###	0.00	369,600.00	369,600.00	61,600.00	61,600.00	#####	184,800.00	61,600.00	61,600.00	61,600.00	#####
TOTAL																						
						739,200.00	0.00	0.00	0.00	0.00	###	0.00	369,600.00	369,600.00	61,600.00	61,600.00	#####	184,800.00	61,600.00	61,600.00	61,600.00	#####

Prepared by:


DAISSE JANE P. SANOY RN
SBFP FOCAL PERSON
Date :

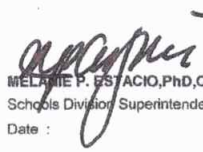
Availability Funds: ₱ 739,200.00


NEPTUNE L. TAMBILAWAN
Budget Officer
Date : NOV-11-25-1015

Recommending Approval:


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

Approved by:


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

Department of Education

Office Code 11006

Office Name Schools Governance and Operations Division (I

Fiscal Year : 2025

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 MONTHLY DISBURSEMENT PROGRAM																	
						Total Disbursement	Q1				Q2				Q3				Q4				
							Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.	Dec.	Total	
310400100001000 - School Feeding Program																							
	Overhead																						
OC-25-6293-SBFP-2-003		Administrative Cost																					
			AC-25-6293-SBFP-2-005	Payment of Salaries of Contract of Service (COS)	No. of Payments made	739,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369,600.00	369,600.00	61,600.00	61,600.00	61,600.00	184,800.00	61,600.00	61,600.00	61,600.00	184,800.00
TOTAL																							
						739,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369,600.00	369,600.00	61,600.00	61,600.00	61,600.00	184,800.00	61,600.00	61,600.00	61,600.00	184,800.00

Prepared by:

Funds Available:

Recommending Approval:

Approved by:

DAISSY JANE P. SANOY, RN

SBFP FOCAL PERSON

Date :

MARIA FLORENTE G. GALLARDO, CPA

Accountant

Date :

MARIA GENEVIEVE T. FRANCISCHETE, CESO VI

Assistant Schools Division Superintendent

Date :

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Date :



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Davao City



SUB-ALLOTMENT RELEASE ORDER

PROGRAM PROJECT/ACTIVITY: 310400100001000 CURRENT APPROPRIATIONS School-Based Feeding Program (SBFP) (PPA341)		REFERENCE: Sub-ARO No. OSEC-11-25-01544 dated March 26, 2025	SUB ALLOTMENT RELEASE ORDER NO. ROP-11-25-1015
FUND CODE: 01101101		ORGANIZATIONAL CODE: 070010300011	DATE: April 14, 2025
		LEGAL BASIS Republic Act No. 12116 - FY 2025 GAA	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-alloted is valid for obligation until December 31, 2026.</i>			

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.

Certified Correct:

Recommending Approval:

Approved:

KATHERINE C. DATOY
Supervising Administrative Officer
Finance Division

LORADEL L. BARICAUA
Chief Administrative Officer
Finance Division

ALLAN G. FARNAZO
Director IV