



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 770

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

Date : December 02, 2025

This Office announces the acceptance of applications for Contract of Service position pursuant Memorandum OM-OUOPS-2024 Additional Guidelines on the the renewal of SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP) in the Division Office. The qualification standards are as follows:

Work Category	Education	Training	Experience	Rate	Terms of Reference
Administrative Support II (Contract of Service)	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	P22,000.00 per month Premium: P2,200.00	Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures

Period: January 05, 2026 to June 30, 2026



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

No. of Vacancy/ies: 1
Salary: Php 24,200.00/ month
Source of Fund: SBFP Funds (2025)
Place of Assignment: SCHOOL-BASED FEEDING PROGRAM

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 2025) 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 **December 12, 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
December 02, 2025 – December 12, 2025	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
December 15, 2025– December 16, 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.

For and in the absence of the
Schools Division Superintendent
MELANIE P. ESTACIO, Ph.D, CESO VI


NEIL D. BONGCAYAO

Public Schools District Supervisor
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: DEC 13 2025 TIME: 8:57 AM

BY: [Signature]

OSDS/ ADMIN / HR/bpp



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



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 STAFF			
Activity Title	Hiring of Contract of Service (COS) Administrative Support (ASII)			
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 submit and comply the SBFP division and regional reports • To monitor the SBFP implementation at the school-level • To do other related task 			
Proposed Date	January 05-June 30,2026			
Amount	Php- 22,000.00/month + 2,200.00= Php-24, 200.00x 6mos. = Php145,200.00			
Source of Funds	SBFP Funds (2025)-ROP-11-25-0065)			
Items of Expenditures	Number Hired	Salary plus 10% Premium	TOTAL	Source of Funds
Administrative Support II (SBFP)	1	Php 24,200.00/ month + 2,200.00 premium x 6 months	24,200 x 6mos = Php145,200.00	SBFP Funds (2025)-ROP-11-25-0065)
Total			Php145,200.00	

<p>Rationale</p>	<p>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 Administrative Support Staff (II) through Governance and Operations- School Health and Nutrition Unit to Support the School-Based Feeding Program starting School Year 2025- 2026 chargeable against the (ROP-11-25-0065) 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 Administrative Support II 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 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 24,200.00+2,200 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 one (1) Administrative Support (II) 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.</p> <p>The hiring shall be achieved through the SBFP downloaded funds for SY- 2025-2026, 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. The AS(II) must be a Microsoft office/google workspace knowledgeable, able to transact email and communication to maintain database SBFP reports, or a tech savvy, one of task/assigned work of COS (AS II) attends meetings as assigned; and performs other functions as may deemed as necessary, attached/enclosed is the Memorandum OM-OUOPS-2024 basis for the hiring and the additional terms of reference of the COS (AS II).</p> <p>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>
<p>General Methodology</p>	<ol style="list-style-type: none"> Hiring of Contract of Service Selection through the Administrative Office Report to assigned unit 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, JR., MATE
Chief ES, SGOD

Funds Available:


GISELLE D. GONZALES
OIC-Budget Officer

Approved by:


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



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.



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
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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.

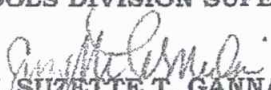


Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

MEMORANDUM

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

FROM : 
ATTY. SUZETTE T. GANNABAN-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.

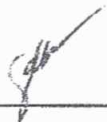
The following guidelines are further issued for clarification:

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.



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

but relevant to produce competent and job-ready learners; TA- Take steps to accelerate delivery of basic education facilities and services; TA – Take good care of learners by promoting inclusive education and learner well-being, and ; G – Give support to teachers to teach better. 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.

The need for hiring TAs under COS was also brought about during consultations conducted by the SBFP under the Bureau of Learner Support Services – School Health Division (BLSS-SHD), with Regional Office Coordinators. This was also supported by the Management Team headed by Assistant Secretary Dexter A. Galban. In view of the foregoing, the following guidelines regarding the hiring of COS' are provided.

II. Financial Aspect

a. Funds for the Salary of the SBFP-COS

The hiring of COS for the Regional and Division Offices shall be achieved through the SBFP Program Support Funds (PSF) for Fiscal Year (FY) 2023 (continuing), FY 2024, and the succeeding years. Funds for the hiring of the COS at the ROs shall be chargeable against the RO SBFP-PSF; funds for the hiring of the COS at the SDOs shall be chargeable against the SDO SBFP-PSF; and the funds for the hiring of the COS for the 15 CKTCs shall be downloaded by BLSS-SHD.

Compensation items	Budget for COS		No. of ROs/ SDOs/ Schools	Total Amount for the Hiring of COS
	Maximum no. of Personnel	January to December 2024		
TA I				
<u>Base salary:</u> P25,000.00	1 per RO	P27,500.00	16	P5,280,000.00
<u>Premium:</u> P2,500.00				
AS II				
<u>Base salary:</u> P20,000.00	1 per SDO	P22,000.00	217	P57,288,000.00
<u>Premium:</u> P2,000.00				
TA I				
<u>Base salary:</u> P25,000.00	1 per School	P27,500.00	15	P4,950,000.00
<u>Premium:</u> P2,500.00				

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;

6. Identifies the parents/volunteers who shall help in the whole duration of the Program (identified parents/volunteers must be physically and mentally fit;
7. Orients all other SBFP implementers at the school on the program flow and its implementing guidelines;
8. Prepares the daily or weekly schedule of parent/volunteers who shall prepare and cook the menu for the day, prepare the feeding area, supervise the daily feeding program, and wash the dishes;
9. Supervises the work flow in the central kitchen;
10. Educates and trains parents, volunteers, and central kitchen staff who shall help in the food preparation and distribution;
11. Oversees the implementation of the program and facilitate prompt liquidation of SBFP downloaded funds;
12. Does the recording and reporting using the School-Based Feeding Program form;
13. Submits the terminal report at the end of feeding to the Schools Division Office through the District Office;
14. Reports any issues and concerns regarding the implementation of the program to the division SBFP Focal Persons; and
15. Does other related tasks.

As Training Center:

1. Explains what the BLT Central Kitchen is and its different elements; and
2. Demonstrates the day-to-day operations of the Central Kitchen for those LGUs who's going for benchmarking and training purposes.

g. 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

h. Issuance of Contract

The Regional/Schools Division Offices 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.

IV. Supervision of SBFP-COS

The SBFP-COS shall be under the supervision of the Regional Director thru the Chief, Educational Support Services Division (ESSD), the Schools Division Superintendent through the Chief, Schools Governance and Operations Division (SGOD), and the Principal for the ROs, SDOs, and Schools, respectively.

The ROs/SDOs/Principals, shall ensure that the SBFP-COS completes and performs the tasks enumerated in Chapter 3 through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Head or their designated Official, shall be submitted to the BLSS-SHD every month by email at sbfp@deped.gov.ph.

V. Roles and Responsibilities

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

The BLSS-SHD shall be responsible for the following:

1. Download the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months for the 15 COS of CKTCs;
2. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
3. Supervise the SBFP-COS in performing the tasks according to the TOR;
4. Collect the monthly accomplishment report of the SBFP-COS; and
5. Participate in the conduct of screening of applicant SBFP-COS.

b. Roles and Responsibilities of the Regional/Schools Division Offices/Schools

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Allocate funding from the SBFP PSF for the salary of the SBFP-COS for twelve (12) months and ensure timely payments of salaries;
2. Conduct screening of the applicants for the SBFP-COS;
3. Prepare and manage the contract of the SBFP-COS, following the prescribed service agreement of the SBFP-COS (See Annex A);
4. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
5. Supervise the SBFP-COS in performing the tasks according to the TOR; and
6. Review and approve the accomplishment report for submission to BLSS-SHD.

c. Roles and Responsibilities of the Schools

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
2. Supervise the SBFP-COS in performing the tasks according to the TOR; and
3. Review and approve the accomplishment report for submission to the SDO and to BLSS-SHD.

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.



Republic of the Philippines
Department of Education

DEC 16 2024

OFFICE ORDER
OO-OSEC-2024-306

AMENDMENTS TO OFFICE ORDER OO-OSEC-2023-023

(Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

1. On February 13, 2023, the Department of Education (DepEd) issued an Office Order (OO) No. OO-OSEC-2023-023 titled, **Updated Implementing Guidelines in the Hiring and Renewal of Contract of Service (CoS) Workers in the Department of Education Central Office**, to institutionalize a uniform process in the hiring and renewal of CoS workers and to strengthen the effectiveness of the organization with the appropriate manpower requirements.
2. With due consideration of the concerns raised in the implementation of certain provisions, the **Department amends the following provisions under the said Order** which shall read as follows:

III. General Provisions

9. The term of the contract between the Department and the individual shall be for a **maximum period of one (1) year**, renewable **at the discretion of the Head of Office**, provided the requirements set in these guidelines are met. The effectivity of this engagement shall take effect in the beginning of CY 2025. However, the six-month service agreement shall be automatically applied starting January of every Presidential Election period.

The Hiring of CoS personnel including requests for change of work category shall be put on hold for the whole month of December. Only renewal of service agreements shall be strictly processed by the BHROD.

For the newly-hired CoS personnel, their first engagement should be a maximum of six (6) months.

3. The rates per work category shall be adjusted based on the comparable positions of the work category aligned with the new salary structure. The new rates shall be allotted and processed starting in **January 2025**.

Work Categories and Arrangements

Work Category	Education	Training	Experience	Rate
Skilled Professional Workers				
Technical Assistant IV (Attorney IV)	Bachelor of Laws or Juris Doctor	4 hours training	1 year of relevant experience	P74,000.00 Premium P7,400.00
Technical Assistant III (Attorney III)	Bachelor of Laws or Juris Doctor	2 hours training	6 months of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant II	Bachelor of Laws	None Required	None Required	P48,000.00 Premium P4,800.00
Technical Assistant IV (Engineer III/Architect III)	Bachelor's degree in Engineering/Architecture	8 hours relevant training	2 years of relevant experience	P 52,000.00 Premium P5,200.00
Technical Assistant III (Engineer II/Architect II)	Bachelor's degree in Engineering/Architecture	4 hours relevant training	1 year of relevant experience	P 41,000.00 Premium P4,100.00
Technical Assistant IV (Medical Officer III)	Doctor of Medicine	4 hours training	1 year of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant				
Technical Assistant IV	Bachelor's degree relevant to the job	32 hours of relevant training	3 years of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant III	Bachelor's degree relevant to the job	24 hours of relevant training	2 years of relevant experience	P 48,000.00 Premium P4,800.00
Technical Assistant II	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience	P 38,000.00 Premium P3,800.00
Technical Assistant I	Bachelor's degree relevant to the job	None required	None required	P 28,000.00 Premium P2,800.00
Administrative Support Staff				
Administrative Support II	Completion of at least two years in college; or High School graduate with relevant specialization	8 hours of relevant training	1 year of relevant experience	P 22,000.00 Premium 2,200.00
Administrative Support I	At least junior high school graduate; or Grade 10 passer with	None required	None required	P 20,000.00 Premium 2,000.00

	relevant vocational/trade course			
General Services Group				
<ul style="list-style-type: none"> • Driver • Skilled Worker 	At least elementary school graduate	None Required (For Driver, professional driver's license)	None Required	P18,000 Premium: P1,800
<ul style="list-style-type: none"> • Utility Worker • Ground Maintenance • Caretaker • Messenger 				P16,000 Premium: P1,600

4. All other issuances and provisions of issuances inconsistent with the aforementioned are repealed or modified accordingly.

5. Immediate dissemination of this Order is directed.


SONNY ANGARA
 Secretary

JDMC/APA, OO Amendment to OO-OSEC-2023-023
 0452 – December 9, 2024





Republic of the Philippines
Department of Education

DEC 27 2024

OFFICE ORDER
OO-OSEC-2024- 319

**DESIGNATION OF DR. MIGUEL ANGELO S. MANTARING AS OFFICER-IN-CHARGE,
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

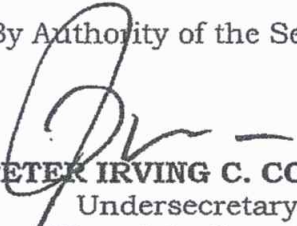
1. In view of the Personal travel of **Dr. Dexter A. Galban**, Assistant Secretary for Operations, and in the exigency of service, **Dr. Miguel Angelo S. Mantaring**, Director IV of Bureau of Learner Support Services, is designated as Officer-in-Charge (OIC), Office of the Assistant Secretary for Operations effective December 23,26-27,2024 and Jan.2-3 2025.

2. As OIC, **Dr. Mantaring** shall sign official correspondence in the following manner:

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

3. Immediate dissemination of this Order is directed.

By Authority of the Secretary:


PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary



MCDK APA MPC, OO Designation of Dr. Mantaring as OIC of OASOPS
0437 – November 27, 2024



Republic of the Philippines
Department of Education

06-00090

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Ellafher Ramos**
Subject: **Additional Guidelines on the Hiring of SBFP Feeding Coordinators Under COS for the School-Based Feeding Program (SBFP)**
Document Code: **CO-BLSS1-2024-12-1596**
Date and Time Added: **2024-DEC-26 10:27:32 AM**
Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

DATE (y-m-d)	FROM (Please indicate Name, Position and Office)	FOR (Please indicate Name, Position and Office)	NOTES / RECOMMENDATION / INSTRUCTION	RECEIVED BY (Please indicate Name, Office, Date and Time)
12-24	SHD	OD	FOR APPROVAL	mary 12/24/24 11:18 am
12-27	BLSS-OD	OASOPS	OK w/ OASOPS, for OUDPS' approval.	Kia 12/27/24 2:06 PM
1-7-25	OASOR-LSS	OUDPS	for approval	DEPARTMENT OF EDUCATION OFFICE OF THE UNDERSECRETARY FOR OPERATIONS RECEIVED BY: <i>[Signature]</i> TIME: 1:00 PM DOC. # <i>[Signature]</i>
	THE UNDERSECRETARY			
	RELEASED DATE: 1/8/25 TIME: 6 PM NAME: <i>[Signature]</i> OFFICE: OPERATIONS	SHD	sig mco/ans	

D3799



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: DBM NBC No. 595 Annex A-1 dated January 2, 2025	SUB ALLOTMENT RELEASE ORDER NO. ROP-11-25-0065
		LEGAL BASIS Republic Act No. 12116 - FY 2025 GAA	DATE: January 23, 2025
FUND CODE: 01101101	ORGANIZATIONAL CODE: 070010300011		FISCAL YEAR FY 2025
PURPOSE: Transfer of funds for the Implementation of School-Based Feeding Program for School Year 2025-2026.			
To: The Schools Division Superintendent Schools Division of Digos City			
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	20,204,054.00
AMOUNT IN WORDS: Twenty Million Two Hundred Four Thousand Fifty Four Pesos Only ***		Total:	20,204,054.00
NOTES: The MOOE or CO allotment herein sub-alloted is valid for obligation until December 31, 2026.			

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

Department of Education

Office Code : 11006
Office Name : Schools Governance and Operations Division (Digos City 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				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-001		School Based Feeding to Learner Beneficiaries		Number of beneficiaries	0	0	0	0	0	0	0	0	10,893	0	0	10,893	0	0	0	0	10,893		
		AC-25-6293-SBFP-001	Procurement of	No. of Procurement	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1		
		AC-25-6293-SBFP-010	Procurement of	Number of Procurement	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1		
			SBFP-MILK	of SBFP-MILK																			
	Overhead																						
OC-25-6293-SBFP-006		Administrative Cost		Number of payment	0	0	0	0	0	0	0	0	1	1	1	3	2	1	1	4	7		
		AC-25-6293-SBFP-012	Procurement of	Number of procurement	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1		
		AC-25-6293-SBFP-022	SBFP Equipment's	conducted																			
			Payment of	No of Payments made	0	0	0	0	0	0	0	0	1	1	1	3	1	1	1	3	6		
			Salaries of																				
	School Based Feeding Program																						
OC-25-6293-SBFP-010		Trained Non-teaching Personnel on SBFP-NFP & MILK		Number of activities	0	0	0	0	0	0	0	0	85	0	0	85	0	85	0	85	170		
		AC-25-6293-SBFP-014	Refining the	Number of activity	0	0	0	0	0	0	0	0	85	0	0	85	0	0	0	0	85		
			teachers on SBFP-	conducted																			
			NFP & MILK																				
			Component	Number of activity	0	0	0	0	0	0	0	0	0	0	0	0	0	85	0	85	85		
			Progress Review	conducted																			
			of School Based																				
			Feeding Program																				
OC-25-6293-SBFP-012		School Operational Expenses for SBFP-NFP & MILK		Number of School	0	0	0	0	0	0	0	0	1	1	1	3	1	1	1	3	6		
		Components Product		Operational Expenses																			
		AC-25-6293-SBFP-015	School Operational	Number of Operational	0	0	0	0	0	0	0	0	1	1	1	3	1	1	1	3	6		
			Expenses for	Expenses downloaded																			
			SBFP-NFP & MILK																				
			Components																				
TOTAL																							

Prepared by:

DAISSY JANE P. SANJOY, RN
SBFP Focal Person
Date :

Reviewed by:

AIRON M. ALEJANDRO
Planning Officer III
Date :

Noted by:

SOLLIE B. OLIVER, JR.
Chief ES - SGOD
Date :

Recommending Approval:

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

Approved by:


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

Department of Education

Office Code : 11506
Office Name : Schools Governance and Operations Division (Digos City Division)
Fiscal Year : 2025

FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM


Output Code (OC)	Program/Project	Output	Activity Code (A/C) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2028 OBLIGATION PROGRAM														
						Total Obligation	Q1			Q2			Q3			Q4				
							Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.	Nov.
315400-10000 - School Feeding Program																				
School Based Feeding Program																				
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	15,712.812.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,712.812.00	0.00	0.00	0.00	0.00	
OC-25-4293-SBFP-010	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-010	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	1,547.910.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,547.910.00	0.00	0.00	0.00	0.00	
OC-25-4293-SBFP-008	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-008	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	360.432.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360.432.00	0.00	0.00	0.00	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	132.000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00	68,000.00	22,000.00	22,000.00	86,000.00
OC-25-4293-SBFP-010	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-010	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-012	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-012	School Based Feeding Program	No. of Procurement of SBFP NFP	Number of Procurement of SBFP NFP	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	
OC-25-4293-SBFP-011	School Based Feeding Program	School Based Feeding Program	AC-25-4293-SBFP-011	School Based Feeding Program	No. of Procurement of															

Prepared by: 
 DAISSY JANE P. SANOY, RN
 SBFP Focal Person
 Date: _____

Availability of Funds: P 20,204,054
 NEPTUNE L. TAMBILAWAN
 Budget Officer 5/5/25
 Date:

Recommending Approval:  MARIA GENEVIEVE T. FRANCIS DUARTE, CESO VI
Assistant Schools Division Superintendent

Date : _____

Approved by: 
MELANIER ESTACIO, PhD, CESO VI
Schools Division Superintendent
Date: _____

Department of Education

Office Code : 11908
Office Name : Schools Governance and Operations Division (Digos City Division)
Fiscal Year : 2028

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)	Total Disbursement	FY 2025 MONTHLY DISBURSEMENT PROGRAM															
							Q1				Q2				Q3				Q4			
							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-001	School Based Feeding to Learner Beneficiaries			Number of beneficiaries																		
			AC-25-6293-SBFP-001	Procurement of SBFP-NFP	No of Procurement	15,712,812.00	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	15,712,812.00	15,712,812.00
			AC-25-6293-SBFP-010	Procurement of SBFP-MILK Components	Number of Procurement of SBFP-MILK Components	1,547,910.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,547,910.00	0.00	1,547,910.00	0.00	0.00	0.00	0.00
Overhead																						
OC-25-6293-SBFP-006	Administrative Cost			Number of payment																		
			AC-25-6293-SBFP-012	Procurement of SBFP Equipment's to	Number of procurement conducted	360,432.00	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	360,432.00	0.00	360,432.00
			AC-25-6293-SBFP-022	Payment of Salaries of Contract Service	No of Payments made	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00	44,000.00	22,000.00	22,000.00	22,000.00	22,000.00	66,000.00
School Based Feeding Program																						
OC-25-6293-SBFP-010	Trained Non-teaching Personnel on SBFP-NFP & MILK			Number of activities																		
			AC-25-6293-SBFP-014	Refining the teachers on SBFP-NFP & MILK Component Products	Number of activity conducted	51,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,000.00	0.00	51,000.00	0.00	0.00	0.00	0.00	
			AC-25-6293-SBFP-026	Progress Review of School Based Feeding Program of NFP&Milk Components	Number of activity conducted	102,000.00	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	102,000.00	102,000.00	
OC-25-6293-SBFP-012		School Operational Expenses for SBFP-NFP & MILK Components Product		Number of School Operational Expenses downloaded																		
			AC-25-6293-SBFP-015	School Operational Expenses for SBFP-NFP &	Number of Operational Expenses downloaded	2,297,900.00	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	2,297,900.00	2,297,900.00	
TOTAL																						
						20,182,054.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,820,910.00	22,000.00	1,842,910.00	22,000.00	362,432.00	18,134,712.00	18,539,144.00	

Prepared by:

DAISSY JANE P. SANJOY, RN
SBFP Focal Person
Date :

Funds Available:

MARIA FLORINEL G. GALLARDO, CPA
Accountant in
Date :

Recommending Approval:

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

Approved by:

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



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 Support Staff

BUDGET:

P145,200.00

NAME OF THE PROGRAM OWNER

DAISSY JANE P. SANJOY, RN

SCHOOL/OFFICE:

SGOD

DURATION

January 05-June 30,2026

DESCRIPTION

Hiring of Contract of Service (COS) Administrative Support (ASII)

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)				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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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)	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	
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)				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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<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.)				18.33	Gender-responsive
Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget				92%	
Annual Budget Program		₱145,200.00			
HGDG Percentage		92%			
Amount Attributable to GAD		₱133,075.80			

Assessed by:

JANICE S. ALQUIZAR

EPS-II/Division GAD Coordinator/ November 26, 2025