



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2026- 119

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 : May 12, 2026

This Office announces the acceptance of applications for Contract of Service position pursuant Memorandum OM-OUOPS-2024-08-01153 corrigendum for the guidelines on the hiring of Technical Assistants and Feeding Assistants under contract of Service (COS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS) and Nutrition Sensitive Programs (NSP) in the Division Office. The qualification standards are as follows:

<b>Work Category</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Rate</b>	<b>Terms of Reference</b>
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	None Required	None Required	P22,000.00 per month  Premium: P2,200.00	Provides administrative support to ensure efficient operation of SBFP, NSP, and WinS and related activities in the SDO.

Period: July 01, 2026 to December 31, 2026

No. of Vacancy/ies: 1

Salary: Php 24,200.00/ month

Source of Fund: SBFP Funds FY 2026 (ROP-11-26-0195)



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

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](http://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 **May 22, 2026**. You may 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:



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

Date	Activities	Personnel Involved	Mode
May 12, 2026-May 22, 2026	Submission of application documents	Applicants School PSB Records Section	Face-to-Face
May 25, 2026-May 26, 2026	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.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: 12 MAY 2026 TIME: 4:52p  
 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**

<b>Program</b>	<b>SCHOOL-BASED FEEDING PROGRAM SUPPORT STAFF</b>			
<b>Activity Title</b>	Hiring of Contract of Service (COS) Administrative Support (ASII)			
<b>General Objective</b>	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.			
<b>Specific Objectives</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To maintain database of SBFP and related programs and activities.</li> <li>• To carry out other administrative duties.</li> <li>• To submit and comply the SBFP division and regional reports</li> <li>• To monitor the SBFP implementation at the school-level</li> <li>• To do other related task</li> </ul>			
<b>Proposed Date</b>	July 01 to December 31,2026			
<b>Amount</b>	Php- 22,000.00/month + 2,200.00= Php-24, 200.00x 6mos. = <b>Php145,200.00</b>			
<b>Source of Funds</b>	SBFP Funds FY 2026 (ROP-11-26-0195)			
<b>Items of Expenditures</b>	<b>Number Hired</b>	<b>Salary plus 10% Premium</b>	<b>TOTAL</b>	<b>Source of Funds</b>
<b>Administrative Support II (SBFP)</b>	1	Php 24,200.00/ month + 2,200.00 premium x 6 months	24,200 x 6mos = Php145,200.00	SBFP Funds FY 2026 (ROP-11-26-0195)
<b>Total</b>			<b>Php145,200.00</b>	

**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 Administrative Support Staff (II) through Governance and Operations- School Health and Nutrition Unit to Support the School-Based Feeding Program starting FY-2026 chargeable against the (ROP-11-26-0195) 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 (AS II) 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 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.

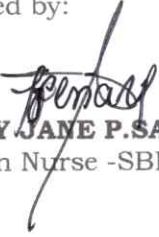
The hiring shall be achieved through the SBFP downloaded funds for FY- 2026, provide technical and Administrative Support in effective plans and activities of SBFP and related programs and activities on Nutrition Support Programs. Assist the SBFP implementation and monitored the SBFP implementation and 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 and ESSD-2026-025 basis for the hiring and the additional terms of reference of the COS (AS II).

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
- c) Report to assigned unit
- d) Conduct of orientation of activities, programs and policies relative to SBFP and other related programs.

Prepared by:

  
**DAISSY JANE P. SANOY, RN**  
Division Nurse -SBFP-Focal

Noted:

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

Funds Available:

  
**JAKE LLOYD C. VENCIO, MPA**  
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-2024-28 - DU/SB**



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

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

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

**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

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

**DATE : February 25, 2025**

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

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



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03/23/23	Page	1 of 2



03895

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

For immediate implementation and dissemination.

Thank you very much.

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

OFFICE OF THE SECRETARY  
 DEPARTMENT OF EDUCATION  
 1000  
 1000





January 26, 2026

REGIONAL MEMORANDUM  
ESSD-2026-025

DISSEMINATION AND MONITORING OF MEMORANDUM OM-OUGOPS-2025-12-06954 RE: 2<sup>ND</sup> INSTRUCTIONS FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025

To: Schools Division Superintendents  
Chief Education Supervisor, ESSD

1. Attached is a copy of Memorandum OM-OUGOPS-2025-12-06954, from the Office of the Undersecretary for Governance and Operations, re: Instructions for the Implementation of the SBFP FY 2025.
2. In addition, **Reissa T. Silda, Dr. Ritchelle S. Aresco, and Jade T. Paraguya** will closely monitor the strict implementation to check that the field adheres to the stipulated directives. They will also provide technical assistance and guidance to guarantee the program is carried out effectively and efficiently.
3. For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
4. Immediate dissemination and strict compliance with this Memorandum is required.

**ALLAN G. FAJAZO**  
Director IV

Encl.: As stated  
ROE/jtp

RECEIVED  
By: [Signature]  
Date: 1-29-26 4:26



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph



5. For NSP:
  - a. Provides technical support to schools in the implementation of NSP components, particularly the Integrated School Nutrition Model (ISNM), *Gulayan sa Paaralan* Program (GPP), and Food Safety;
  - b. Conducts regular on-site visits to schools to monitor the implementation of the NSP;
  - c. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage GPP or ISNM;
  - d. Coordinates with the School Heads and PDO I on the maintenance of records of NSP activities, including data on school gardens, ISNM, and food safety;
  - e. Supports the organization and facilitation of training sessions for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education; and
  - f. Assists in the preparation of reports related to NSP.
  
6. For Central Kitchens:
  - a. Coordinates with the Central Kitchen Focal Person and monitors if the target beneficiaries are finalized and approved and if the documents for the start of feeding such as Cycle Menu, Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and other necessary documents are accomplished and ready for submission to SDO;
  - b. Ensures that in the Central Kitchens, there is an established School Core Group and there will be sufficient parents/volunteers who shall help in the whole duration of the Program
  - c. Assists in the orientation of SBFP Implementing guidelines at the school level; and
  - d. Regularly checks the kitchen workflow and ensure completeness of the administrative documents in the central kitchen such as liquidation, recording and reporting of SBFP forms.
  - e. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements, overtime services with approval, claim reimbursements of transportation expenses for SBFP-related activities, and other authorized benefits.

**F. Qualifications of the Technical Assistant (TA) I**

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

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

**G. 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, NSP, and Wins 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, NSP, and WinS and related programs and activities in the SDC;
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, NSP, and WinS 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.

The CoS shall be allowed to enjoy flexi-time arrangements, overtime services with approval, claim reimbursements of transportation expenses for SBFP-related activities, and other authorized benefits.

H. **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. No training required; and
3. No experience required

I. **Terms of Reference of the School Feeding Assistant**

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

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

J. **Qualifications of the School Feeding Assistant.**

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

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

K. **Issuance of Contract**

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


## SUB-ALLOTMENT RELEASE ORDER

<b>PROGRAM PROJECT/ACTIVITY:</b>		<b>REFERENCE:</b>		<b>SUB ALLOTMENT RELEASE ORDER NO.</b>	
310400100001000 CURRENT APPROPRIATIONS School-Based Feeding Program (SBFP) (PPA341)		FY 2026 GAAAO dated 01/01/2026		ROP-11-26-0195	
		<b>LEGAL BASIS</b>		<b>DATE:</b>	
FUND CODE: 01101101		ORGANIZATIONAL CODE: 070010300011		February 4, 2026	
		Republic Act No. 12314 - FY 2026 GAA		<b>FISCAL YEAR</b> FY 2026	
<b>PURPOSE:</b> <i>Transfer of funds for the implementation of School-Based Feeding Program for School Year 2026-2027.</i>					
<b>To:</b> The Schools Division Superintendent Schools Division of Digos City					
<b>PARTICULARS</b>			<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>		<b>AMOUNT AUTHORIZED</b>
Subsidy to Operating Units			MOOE 5021408000		22,482,100.00
<b>AMOUNT IN WORDS:</b> <i>Twenty Two Million Four Hundred Eighty Two Thousand One Hundred Pesos Only ***</i>					<b>Total</b> <u>22,482,100.00</u>
<b>NOTES:</b> <i>The MOOE or CO allotment herein sub-alloted is valid for obligation until December 31, 2027.</i>					
<p>The above sub-allotments have been made available for expenditures for the Division Schools. The school principal, responsible to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book 1 of Executive Order No. 042, the inurrence of overdrafts is prohibited. Parties responsible for the inurrence 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.</p>					

Certified Correct

Recommending Approval

Approved

  
**KATHERINE C. DATO**  
Supervising Administrative Officer  
Finance Division

  
**LORADEL L. BARICAUA**  
Chief Administrative Officer  
Finance Division

  
**ALLAN G. FARNAZO**  
Director IV

Region/Schools Division	Total beneficiaries All Kinder + V&W G2-G6	Cost for Regular Component (P25.00 for 100 days)	Hiring of CoS for SBFP - TA 2/ TA 1	Hiring of CoS for Established CK - TA 1	Hiring of CoS (AS II) to SDOs	Total PSF for ROs and SDOs
Parameters		Total Beneficiaries x P25.00 x 100 days	RO - TA 2: P41,800 x 12 months SDO - TA 1: P30,800 x 12 months x (1 pax if S, 2 pax if M, 3 pax if L or VL)	P30,800 x 12 months	P24,200 x 12 months x (1 pax if S and M, 2 pax if L or VL)	
Region XI (11 SDOs)	-		501,600.00			10,627,300.00
Davao City	80,146	200,365,000.00	1,108,800.00	369,600.00	580,800.00	202,424,200.00
Davao De Oro	33,853	84,647,500.00	739,200.00		290,400.00	85,677,100.00
Davao del Norte	25,020	62,550,000.00	739,200.00	1,848,000.00	290,400.00	65,427,600.00
Davao del Sur	20,688	51,720,000.00	739,200.00		290,400.00	52,749,600.00
Davao Occidental	18,244	45,610,000.00	739,200.00		290,400.00	46,639,600.00
Davao Oriental	24,653	61,632,500.00	739,200.00		290,400.00	62,662,100.00
Digos City	8,581	21,452,500.00	739,200.00		290,400.00	22,482,100.00
Island Garden City of Sama	5,235	13,087,500.00	369,600.00		290,400.00	13,747,500.00
Mati City	7,817	19,542,500.00	739,200.00	369,600.00	290,400.00	20,941,700.00
Panabo City	8,622	21,555,000.00	739,200.00		290,400.00	22,584,600.00
Tagum City	10,950	27,375,000.00	739,200.00		290,400.00	28,404,600.00
<b>TOTAL</b>	<b>243,815</b>	<b>609,537,500.00</b>	<b>8,632,800.00</b>	<b>2,587,200.00</b>	<b>3,484,800.00</b>	<b>634,368,000.00</b>



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

SCHOOL-BASED FEEDING PROGRAM  
IMPLEMENTATION FY-2026

BUDGET:

₱145,200.00

NAME OF THE PROGRAM OWNER

Diassy Jane P. Sanoy

SCHOOL/OFFICE:

SGOD

DURATION

July 01 to December 31, 2026

DESCRIPTION

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

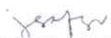
Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
<b>Project Identification and Planning</b>					
<b>1.0 Involvement of women and men (max score: 2; for each item, 1)</b>				2.00	
1.1 Participation of women 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	
<b>2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
<b>3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)</b>				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	
<b>Project Design</b>					
<b>4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0)</b> 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	
<b>5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0)</b> 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	
<b>6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)</b>				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	
<b>7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0)</b> Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
<b>8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0)</b> 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)		
<b>9.0 Resources (max score: 2; for each item, 1)</b>				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	
<b>10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)</b>				2.00	
10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
<b>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.)</b>				20.00	Gender-responsive
<b>Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget</b>				100%	
<b>Annual Budget Program</b>	<u>P145,200.00</u>				
<b>HGDG Percentage</b>	<u>100%</u>				
<b>Amount Attributable to GAD</b>	<u>P145,200.00</u>				

Assessed by:

  
**JANICE S. ALQUIZAR**

EPS-II/Division GAD Coordinator/ May 11, 2026