



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 120

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

Subject : ANNOUNCEMENT OF VACANT POSITION FOR TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

Date : May 12, 2026

This Office announces the acceptance of applications for Contract of Service position pursuant to Regional Memorandum ESSD-2026-025 entitled Dissemination and monitoring of memorandum OM-OUGOPS-2025-12-06954 RE: 2nd Instructions for the Implementation of the School-Based Feeding Program (SBFP) FY 2025 in the Schools Division Office of Digos City. The qualification standards are as follows:

| POSITION TITLE | MINIMUM QUALIFICATION/S |
|--|--|
| TECHNICAL ASSISTANT I (Contract of Service) | <ul style="list-style-type: none">• Education: Bachelor's degree relevant to the job• Training: No training required• Experience: No experience required (Graduate of Nutrition and Dietetics is an advantage and must be Physically Fit) |
| Salary: P 30,800.00/ month Source of Fund: FY-2026 SBFP downloaded funds (ROP-11-26-0195) No. of Vacancy/ies: 2 Place of Assignment: GOVERNANCE AND OPERATIONS-SCHOOL HEALTH AND NUTRITION UNIT | |
| DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• To assist in the preparation of technical documents such as concept notes, activity designs, accomplishment reports and presentations regarding SBFP and related programs and activities;• To maintain database of SBFP and related programs and activities.• To carry out other administrative duties.• To monitor the SBFP implementation at the school-level | |



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

- To submit SBFP reports to the SDO, Regional and Central Office
- To do other related task

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

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

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

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

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

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

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

The deadline for the submission of the applications for interested applicants to the **School Division Office-Records Section** is on **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)
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| 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.

Melanie P. 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: 7:52 P
 BY: [Signature]

OSDS/ADMIN /HR/ bpp



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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

PROJECT PROPOSAL

| | | | | |
|------------------------------|---|--|-----------------------|--|
| Program | SCHOOL-BASED FEEDING PROGRAM SUPPORT STAFF | | | |
| Activity Title | Hiring of School Based Feeding Program Technical Assistant (1) (2 personnel) | | | |
| General Objective | To strengthen the approach in monitoring the program, maintaining databases, monthly feed backing of status, issues and concerns in the School-Based Feeding program implementation and its complementary programs. | | | |
| Specific Objectives | <ul style="list-style-type: none"> • To assist in the preparation of technical documents such as concept notes, activity designs, accomplishment reports and presentations regarding SBFP and related programs and activities. • To maintain database of SBFP and related programs and activities. • To carry out other administrative duties. • To monitor the SBFP implementation at the school-level • To submit SBFP reports to the SDO, Regional and Central Office • To do other related task | | | |
| Proposed Date | July-December,2026 | | | |
| Amount | P 28,000.00/ month + 2,800.00 (10% premium)= 30,800.00 x 6 mos.=184,800 x 2pax= P-369,600 | | | |
| Source of Funds | FY-2026 SBFP downloaded funds (ROP-11-26-0195) | | | |
| Items of Expenditures | Number Hired | Salary plus 10% Premium | TOTAL | Source of Funds |
| Technical Assistant 1 | 2 | Php 28,000.00/ month + 2,800.00 (10% premium) x 2 (pax) x 6 months =369,600.00 | Php 369,600.00 | FY-2026 SBFP downloaded funds (ROP-11-26-0195) |
| | | | | |

Rationale

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

The Technical Assistant 1 shall have the qualifications:

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

The hiring shall be achieved through the SBFP downloaded funds for FY-2026, and the succeeding years with its terms of reference, provide technical and administrative support in effective plans and activities of SBFP and related programs and activities on Nutrition Support Programs. Assist the SBFP implementation and monitored the SBFP implementation and other SBFP complementary programs. Maintains database, attends meetings as assigned; and performs other functions as may deemed as necessary.

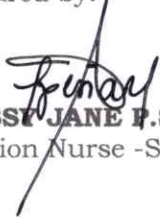
Attached is the Regional Memorandum ESSD-2025-022 and Memorandum OM-OUGOPS- 2026-12-06954 as basis for the hiring and Gender & equality transdiscrimination are highly observed in this activity by engaging and involving men and women all throughout.

The support services promotion is not only aimed at eliminating gender stereotypes, but also transforming gender relation toward empowerment and social change.

General Methodology

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

Prepared by:



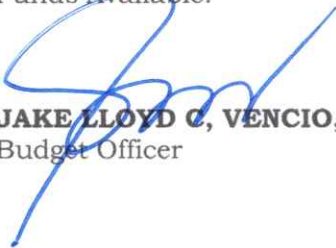
DAISI JANE P. SANOY, RN
Division Nurse -SBFP-Focal

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



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:** ₱369,600.00

NAME OF THE PROGRAM OWNER Diassy Jane P. Sanoy

SCHOOL/OFFICE: SGOD

DURATION July 01-December 31,2026

DECRPTION Hiring of School Based Feeding Program Technical Assistant (1) (2 personnel)

| 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 type="checkbox"/> | <input checked="" type="checkbox"/> | 2.00 | |
| 8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2.00 | |



Republic of the Philippines
Department of Education
 REGION XI

| Element and item/question (col. 1) | DONE? (col. 2) | | | Score for an Item/Element | Gender issues identified/Remarks |
|--|--------------------------|--------------------------|-------------------------------------|---------------------------|----------------------------------|
| | NO (2a) | PARTLY YES (2b) | YES (2c) | | |
| 9.0 Resources (max score: 2; for each item, 1) | | | | 2.0 | |
| 9.1. Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1.0 | |
| 9.2. Does the project have the expertise to promote gender equality and women's empowerment? OR, is the project committing itself to invest project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1.0 | |
| 10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67) | | | | 2.00 | |
| 10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.67 | |
| 10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.67 | |
| 10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.67 | |
| TOTAL GAD SCORE - PROJECT IDENTIFICATION AND DESIGN STAGES (Add the score for each of the 10 elements, or the figures in the thickly bordered cells.) | | | | 20.00 | Gender-responsive |
| Corresponding Budget of the PAPs that may be Attributed to the Agency GAD Budget | | | | 100% | |
| Annual Budget Program | | <u>₱369,600.00</u> | | | |
| HGDG Percentage | | <u>100%</u> | | | |
| Amount Attributable to GAD | | <u>₱369,600.00</u> | | | |

Assessed by:


JANICE S. ALQUIZAR

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

SUB-ALLOTMENT RELEASE ORDER

| | | | |
|---|--|--|--|
| PROGRAM PROJECT/ACTIVITY: 310400100001000 CURRENT APPROPRIATIONS School-Based Feeding Program (SBFP) (PPA341) | | REFERENCE: FY 2026 GAAAO dated 01/01/2026 | SUB ALLOTMENT RELEASE ORDER NO. ROP-11-26-0195 |
| FUND CODE: 01101101 | | ORGANIZATIONAL CODE: 070010300011 | LEGAL BASIS: Republic Act No. 12314 - FY 2026 GAA |
| PURPOSE: Transfer of funds for the implementation of School-Based Feeding Program for School Year 2026-2027. | | | DATE: February 4, 2026 |
| | | | FISCAL YEAR: FY 2026 |

To: **The Schools Division Superintendent**
Schools Division of Digos City

| PARTICULARS | ALLOTMENT CLASS-ACCOUNT CODE | AMOUNT AUTHORIZED |
|----------------------------|------------------------------|-------------------|
| Subsidy to Operating Units | MOOE - 4021408600 | 22,482,100.00 |

AMOUNT IN WORDS: *Twenty Two Million Four Hundred Eighty Two Thousand One Hundred Pesos Only **** **22,482,100.00**


NOTES: *The MOOE or CO allotment herein sub-allotted is valid for obligation until December 31, 2027.*


The above allotments have been made available for expenditures for the Division Office. The Division Office is responsible to keep expenditures within the limit of the amount allocated. Pursuant to Section 47, Article III of the 1987 Constitution, the Division Office is held jointly responsible for the incurrence of such obligations. It is understood that the allotments herein will be used for the purposes intended and that the release of funds shall be made in accordance with existing accounting and auditing rules and regulations.

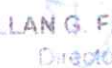
Certified Correct

Recommending Approval

Approved


KATHERINE C. DATOY
Supervising Administrative Officer
Finance Division


LORADEL L. BARICAUA
Chief Administrative Officer
Finance Division


ALLAN G. FARNAZO
Director IV

| DIVISION | Sub App # | Date | Amount |
|---|----------------|------------------|-----------------------|
| Division of Davao de Oro | ROP-11-26-0189 | February 4, 2026 | 85,677,100.00 |
| Division of Davao City | ROP-11-26-0190 | February 4, 2026 | 202,424,200.00 |
| Division of Davao del Norte | ROP-11-26-0191 | February 4, 2026 | 65,427,600.00 |
| Division of Davao del Sur | ROP-11-26-0192 | February 4, 2026 | 52,749,600.00 |
| Division of Davao Occidental | ROP-11-26-0193 | February 4, 2026 | 46,639,600.00 |
| Division of Davao Oriental | ROP-11-26-0194 | February 4, 2026 | 62,662,100.00 |
| Division of Digos City | ROP-11-26-0195 | February 4, 2026 | 22,482,100.00 |
| Division of Island Garden City of Samar | ROP-11-26-0196 | February 4, 2026 | 13,747,500.00 |
| Division of Marikina City | ROP-11-26-0197 | February 4, 2026 | 20,941,700.00 |
| Division of Marikina City | ROP-11-26-0198 | February 4, 2026 | 22,584,600.00 |
| Division of Marikina City | ROP-11-26-0199 | February 4, 2026 | 28,404,600.00 |
| Division of Marikina City | | TOTAL | 623,740,700.00 |
| | 2026 GAA | | 634,368,000.00 |
| | | ROP | 10,627,300.00 |

| Region/Schools Division | Total Beneficiaries All Kinder + W&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 SI |
|----------------------------|--|--|--|---|---|--------------------------|
| 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 par if S, 2 par if M, 3 par if L or VL) | P30,800 x 12 months | P24,200 x 12 months x (1 par if S and M, 2 par if L or VL) | |
| Region XI (11 SDOs) | | | 501,600.00 | | | 10,627.50 |
| Davao City | 80,145 | 200,365,000.00 | 1,108,800.00 | 369,600.00 | 580,800.00 | 202,424.00 |
| Davao De Oro | 33,853 | 84,647,500.00 | 739,200.00 | | 290,400.00 | 85,677.00 |
| Davao del Norte | 25,020 | 62,550,000.00 | 739,200.00 | 1,848,000.00 | 290,400.00 | 65,427.00 |
| Davao del Sur | 20,688 | 51,720,000.00 | 739,200.00 | | 290,400.00 | 52,749.00 |
| Davao Occidental | 18,244 | 45,610,000.00 | 739,200.00 | | 290,400.00 | 46,833.00 |
| Davao Oriental | 24,853 | 61,632,500.00 | 739,200.00 | | 290,400.00 | 62,662.00 |
| Digos City | 6,581 | 16,452,500.00 | 739,200.00 | | 290,400.00 | 22,482.00 |
| Island Garden City of Sama | 5,235 | 13,087,500.00 | 369,600.00 | | 290,400.00 | 13,747.00 |
| Marikina City | 7,817 | 19,542,500.00 | 739,200.00 | 369,600.00 | 290,400.00 | 20,341.00 |
| Marikina City | 8,622 | 21,555,000.00 | 739,200.00 | | 290,400.00 | 22,564.00 |
| Tagum City | 10,950 | 27,375,000.00 | 739,200.00 | | 290,400.00 | 28,404.00 |
| TOTAL | 243,815 | 609,537,500.00 | 8,632,800.00 | 2,587,200.00 | 3,484,800.00 | 634,368.00 |

Knowledge the travel

Ruedy

026/2331



Republic of the Philippines
Department of Education
DAVAO REGION



January 26, 2026

REGIONAL MEMORANDUM
ESSD-2026-025

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

To: Schools Division Superintendents
Chief Education Supervisor, ESSD

- 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.
- 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.
- For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
- Immediate dissemination and strict compliance with this Memorandum is required.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROE/jtp

RECEIVED
By: [Signature]
Date: 1-29-26 4:24

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.

D. Qualifications of the SBFP-COS, Technical Assistant (TA) II

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

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

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

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and food Safety) and Water, Sanitation, and Hygiene in Schools (WinS).
2. Oversees the implementation of SBFP, NSP, and WinS in the schools;
3. For SBFP:
 - a. Provides technical support to schools in the implementation of the SBFP;
 - b. Conducts regular on-site visits to schools to monitor the SBFP implementation;
 - c. Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;
 - d. Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group;
 - e. Monitors deliveries of food commodities in drop-off points;
 - f. Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;
 - g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
 - h. Monitors the conduct of the feeding activity or food distribution;
 - i. Conducts random inspection and counting of stored food commodities;
 - j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and
 - k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.
4. For WinS:
 - a. Provides technical support to schools in the implementation of the WinS Program;
 - b. Conducts regular on-site visits to schools to monitor the implementation of the WinS Program;
 - c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
 - d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
 - f. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
 - g. Checks records and data on WinS; and
 - h. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

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

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

MEMORANDUM
OM-OUGOPS-2025-12.06954

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
Assistant Secretary for Governance and Operations
Education Governance
Officer in Charge,
Office of the Undersecretary for Governance and Operations

SUBJECT : **2ND INSTRUCTIONS FOR THE IMPLEMENTATION OF THE**
SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025

DATE : October 28, 2025

The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), hereby issues this second set of instructions to provide clear guidance to Regional Offices (ROs) and Schools Division Offices (SDOs) on the operational and reporting requirements of the School-Based Feeding Program (SBFP) 2025.

In line with DepEd's commitment to the efficient and timely implementation of the SBFP 2025, this advisory seeks to standardize processes, promote transparency in fund utilization, and ensure proper monitoring and reporting through clear instructions and uniform mechanisms for all ROs and SDOs.

Specific Areas of Concern:

- 1. List of Schools for FY 2025 (SY 2025-2026)** – Validate the number of target beneficiaries and update the no. of actual beneficiaries. All SBFP Focal Persons are requested to update this Excel sheet link <https://tinyurl.com/SBFP-FY2025-ListofSchools> and provide the following information:
 - insert a row and highlight in green if you're including additional schools and adjust the actual number of beneficiaries.
 - highlight in red the rows of schools that are not served by SBFP.
 - check if Nutritious Food Products (NFP) only, Hot meals only or combination of NFP and Hot Meals will be served to the beneficiaries.
- 2. Progress Report, Procurement Tracker, and Payment for NFP and Milk** - To monitor, document, and synchronize the implementation progress, procurement activities, and payment updates for NFP and Milk across regions, field implementers (ROs and SDOs) shall update the merged report and tracker



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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.

D. Qualifications of the SBFP-COS, Technical Assistant (TA) II

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

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

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

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and food Safety) and Water, Sanitation, and Hygiene in Schools (WinS).
2. Oversees the implementation of SBFP, NSP, and WinS in the schools;
3. For SBFP:
 - a. Provides technical support to schools in the implementation of the SBFP;
 - b. Conducts regular on-site visits to schools to monitor the SBFP implementation;
 - c. Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;
 - d. Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group;
 - e. Monitors deliveries of food commodities in drop-off points;
 - f. Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;
 - g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
 - h. Monitors the conduct of the feeding activity or food distribution;
 - i. Conducts random inspection and counting of stored food commodities;
 - j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and
 - k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.
4. For WinS:
 - a. Provides technical support to schools in the implementation of the WinS Program;
 - b. Conducts regular on-site visits to schools to monitor the implementation of the WinS Program;
 - c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
 - d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
 - f. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
 - g. Checks records and data on WinS; and
 - h. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

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

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

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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.;