



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

January 27, 2025

DIVISION MEMORANDUM

No. 071 S. 2025

**CALL FOR SUBMISSION OF APPLICANTS FOR TECHNICAL ASSISTANTS
 AND FEEDING ASSISTANT OF SBFP FEEDING COORDINATORS UNDER
 CONTRACT OF SERVICE**

To: Chief Education Supervisors
 Public School District Supervisor
 SDO-Health and Nutrition Unit
 Elementary School Heads
 Administrative Officers 2
 All Others Concerned

1. With reference to the issued Regional Memorandum No. 034 dated January 10, 2025, and OUOPS No. 2023-09-10297 dated December 3, 2024 from the Office this Office of Undersecretary for Human Resource and Organizational Development, this office hereby announce the hiring of Technical Assistant (TA) and School-Based Feeding Program - School Feeding Assistant (SFA) for the identified recipient schools of the Schools Division of Calbayog City.
2. Applicants are required to submit the following documents (properly fastened in a folder with **tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **January 31, 2025 until 5:00 in the afternoon only**, to wit:

POSITION	DOCUMENTS
TECHNICAL ASSISTANT I and SCHOOL FEEDING ASSISTANT (COS)	a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility, if applicable
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR), GWA is a must , and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	h. Photocopy of Latest Appointment, if applicable
	i. Photocopy of the Performance Rating for the last 3 rating period covering one (1) year of performance prior to the assessment, if applicable;
	j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents



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	submitted and Data Privacy Consent Form (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to: <ul style="list-style-type: none"> i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards, and OUOPS No. 2023-09-10297 dated December 3, 2024 from the Office this Office of Undersecretary for Human Resource and Organizational Development.

POSITION	CRITERIA	Education
Teachnical Assistant (TA) I	Education	Bachelor's degree relevant to the job
	Experience	Not required
	Training	Not required
	Eligibility	Not required
School Feeding Assistant (SFA) Contract of Service	Education	Completion of at least Senior High School graduate
	Experience	Not required
	Training	Not required
	Eligibility	Not required

4. The RSA process shall follow the guidelines outlined in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph

6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
NON-TEACHING POSITIONS	SG ____ (Non-General Services)
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

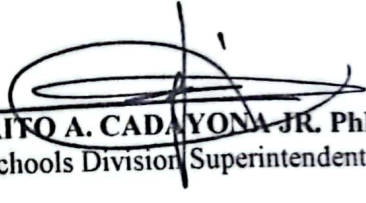


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7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSB	February 3-7, 2025 @8am at the Division Conference Hall
Orientation, Interview and Written Examination	February 10-11, 2025 @8am at the Division Conference Hall
Confirmation of Points	February 17, 2025 @8am at the Division Conference Hall

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Exam, Interview, and confirmation of points.
11. Immediate dissemination of this communication is desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent





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ENCLOSURE: (Extracted from OUOPS No. 2023-09-10297 dated December 3, 2024)

I. QUALIFICATION STANDARDS

A. Technical Assistant (TA) I

- a. Bachelor's degree relevant to the job
- b. Physically fit
- c. Graduate of Nutrition and Dietetics is an advantage

B. School Feeding Assistant (SFA)

- a. Completion of at least Senior High School graduate
- b. Physically fit

II. TERMS OF REFERENCE

The proposed COS to be hired for the SDO shall have the following terms of reference:

A. Technical Assistant (TA) I

1. Provides technical and administrative support of 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 the SBFP:
 - a. provides technical support to schools in the implementation of the SBFP;
 - b. conduct 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 I) 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 that readiness of the schools to start the feeding activity according to the prescribed timelines;
 - h. monitors the conduct of the feeding activity for 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;
 - 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 monitoring to schools in the implementation of the WinS program;
 - c. Using the Online Monitoring System (eOMS) checks the school's 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
 - e. Coordinate with the school heads and the PDO I for the establishment and operation of a School Core Group to manage WinS activities;



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- f. Checks and records data on WinS; and
- g. 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 the NSP components particularly the Integrated Schools Nutrition Model (ISNM), Gulayan sa Paaralan Program (GPP) and Food safety;
- b. Conducts regular on-site monitoring to schools in the implementation of the NSP program;
- c. Coordinate with the school heads and the PDO I for the establishment and operation of a School Core Group to manage GPP or ISNM;
- d. Coordinate with the school heads and the PDO I on the maintenance of records of NSP activities, including data on school garden, ISNM and food safety;
- e. Support the organization and facilitation of training session for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education; and
- f. Assist 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 the Central Kitchen, there is an established School Core Group and there will be sufficient parent/volunteers who shall help in the whole duration of the program;
 - c. Assists in the orientation of the SBFP implementing guidelines at the school level; and
 - d. Regularly checks the kitchen workflow and ensure completeness of the administrative documents in the central kitchen such as liquidation, recording and reporting of SBFP forms.
7. Perform other functions as may be deemed necessary.

B. School Feeding Assistant

- 1. Assist 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 program, e.g feeding area, storage area and for food preparation area together with the SBFP core Group;
- 3. Assists in the conduct of baseline and endline nutritional assessment of schools;
- 4. Assist in the collection and consolidation of SBFP forms and records accomplished at the school level;
- 5. Assists in the maintaining of school garden and checking of WASH facilities; and
- 6. Perform other functions as may be deemed necessary.