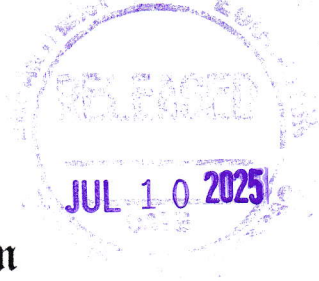




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



July 9, 2025

DIVISION MEMORANDUM

07 - 2063. 2025

**CALL-UP OF APPLICATION FOR TECHNICAL ASSISTANT I (TA) UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM
(SBFP)**

To: Asst. Schools Division Superintendent
Members of the Division HRMPSB
All Elementary and Secondary School Heads
This Division

1. 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 (ESSD); Schools Governance Operation Division (SGOD) – School Health and Nutrition Unit; and the schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting CY 2024 chargeable against the Program Support Funds for FY 2024 (current and continuing), and the succeeding years.
2. Schools Division Office of Siargao is calling for applicants for the position of **TECHNICAL ASSISTANT I (TA)** under Contract of Service (COS) to be assigned in the School Central Kitchen Training Center with the following qualifications and terms of reference:

QUALIFICATION

Education: Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health)
Training: Non- required
Experience: Non-required
Eligibility: Non-required

TERMS OF REFERENCE

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;



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Contact No.: 09190040217

siargao@depd.gov.ph DepEd Siargao



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3. Finalizes the cycle menu for the whole duration of feeding, the Work and the Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and the 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 parents/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.
 16. Explains what the BLT Central Kitchen is and its different elements; and
 17. Demonstrates the day-to-day operations of the Central Kitchen for those LGUs who's going for benchmarking and training purposes.
3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also advised to access the online application thru this link bit.ly/4dUZ62l and submit the mandatory documentary requirements for application such as the following:
- a. Letter Intent addressed to the Schools Division Superintendent
MANUEL O. CABERTE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2017) with work experience sheet.



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- c. Photocopy of valid and updated PRC License
 - d. Photocopy of proof of Eligibility
 - e. Photocopy of TOR with CAV
 - f. Photocopy of certificate/s of training (if applicable)
 - g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable.
 - h. Photocopy of latest appointment, if applicable
 - i. Photocopy of the Performance Rating in the last rating period covering one (1) full cycle in the current/ latest position prior to the deadline of submission if applicable.
 - j. Checklist of the requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy concept form pursuant to RA 10173 (*Data Privacy Act of 2012*)
 - k. Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:
 - i. Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.
4. Documents must be enclosed in a red expandable folder and submit to the Records unit on or before **July 17, 2025**.
5. Qualified applicants will be notified thru email/call/text from HRMPSB secretariat for the details of interview and practical exam.
6. Late and incomplete submission of required documents will not be accepted and considered as disqualified.
7. For immediate and wide dissemination.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encls.: None
To be indicated in the
Perpetual index under the following subjects:

HRMPSB

PRIME-HRM

RSP



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