



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



DIVISION MEMORANDUM

No. **04-107** s. 2026

To: Assistant Schools Division Superintendent
Members of the Division HRMPSB
Division Chiefs and Personnel
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

CALL-UP OF APPLICATION FOR TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE FOR CENTRAL KITCHEN PERSONNEL UNDER THE SCHOOL-BASED FEEDING PROGRAM

1. Pursuant to Memorandum OM-OUGOPS-2026-08-00009 of the Office of the Undersecretary for Governance and Operations of the Department of Education. In line of DepEd's commitment to efficient and timely implementation of the SBFP, to standardized processes, promote transparency in fund utilization, and ensure proper monitoring and reporting through clear instructions and uniform mechanisms for all.
2. Schools Division of Siargao is now accepting applications for the Technical Assistant I position under contract of service for the implementation of the School Feeding Program of the 12 Central Kitchen.
3. The proposed COS shall have the following terms of reference for the position of Technical Assistant I.
 - 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) for the establishment and operations 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;
 - l. Performs other functions as may be deemed necessary.





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4. Qualification Standards of the Position are as follows:
Education: Bachelor's degree relevant to the job
Training: None required
Experience: None required
Eligibility: None required
5. All qualified applicants regardless of gender, status, religion, persons with disability (PWD). Members of the LGBTQIA, SOGIE, and the likes are enjoined to submit their pertinent documents not later than **May 4, 2026**. Mandatory documents for submission are as follows:
- a. Letter intent address to the Schools Division Superintendent
MANUEL O. CABERTE
Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) with work experience sheet.
 - c. Photocopy of valid and updated PRC licenses card
 - d. Photocopy of proof of Eligibility
 - e. Photocopy of Transcript of Records with CAV
 - f. Photocopy of Certificate/s of relevant 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 Evaluation Form 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 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)


Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:

- a. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, Application of Learning and Development reckoned from the date of the last issuances of appointment; and
- b. 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.



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6. Applications with lacking documents and/or submitted beyond the deadline shall not be considered and shall outright disqualify the applicant.
7. For immediate and wide dissemination.


MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: None

Reference/s: DepEd Memo No. 18 s. 2026, Memorandum Circular No. 114 s. 2026

To be indicated in Perpetual Index under the following subjects

HR-RSP HRMO PRIME-HRM

OSDS/HR/RMB
04/21/2026



Republic of the Philippines
Department of Education
 CARAGA REGION

April 06, 2026

MARIA INES C. ASUNCION
 Regional Director
 Office of the Regional Director

Madam:

This is to request your office for the authority to download funds from **SBFP GAA FY 2026** to the following Schools Division Offices (SDOs) for additional Program Support Funds (PSF) in the Implementation of School-Based Feeding Program (SBFP) for SY 2026-2027 with a total amount of **sixty million nine hundred forty-six thousand nine hundred twenty-three pesos (Php 60,946,923).**

SDOs	Amount
Agusan del Norte	5,673,980.00
Agusan del Sur	13,837,750.00
Bayugan City	1,600,769.00
Bislig City	1,455,874.00
Butuan City	6,084,263.00
Cabadbaran City	1,493,308.00
Dinagat Islands	1,827,722.00
Siargao	7,709,055.00
Surigao City	2,540,484.00
Surigao del Norte	8,387,802.00
Surigao del Sur	9,286,792.00
Tandag City	1,049,124.00
TOTAL	60,946,923.00

Please see attached details for further breakdown of allocation per SDO.

Thank you.

Very truly yours,

Ren Grace G. Tul-id
RENA GRACE G. TUL-ID
 Nutritionist-Dietitian II

Funds Available:

Elaine N. Navarro
ELAINE N. NAVARRO
 Chief, Finance

Noted by:

Edmund D. Mendoza
EDMUND D. MENDOZA, Ph.D.
 Chief, ESSD

Approved:

Maria Ines C. Asuncion
MARIA INES C. ASUNCION
 Regional Director

ESSD/rgt
 04/06/2026

Address: J.P. Rosales Avenue, Butuan City
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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2026-08-11009

**FOR : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS**

FROM : MALCOLM S. GARMA
 Undersecretary

**SUBJECT : INSTRUCTIONS NO. 1 FOR THE IMPLEMENTATION OF THE
 SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2026**

DATE : March 16, 2026

The Department of Education (DepEd), through the Bureau of Learner Support Services–School Health Division (BLSS-SHD), hereby issues the First 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) FY 2026 using funds for FYs 2025 and 2026.

In line with DepEd’s commitment to the efficient and timely implementation of the SBFP, this set of instructions 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.

1. Targets and Budget Allocation for FY 2026

For SY 2026-2027, all Kindergarten and Grade 1 learners, as well as the wasted and severely wasted in Grades 2 to 6, shall be provided with fortified meals for a maximum of 200 days. Additionally, pregnant adolescent learners, and adolescent mothers with 0-1 year old child/ren shall be provided with fortified meals for a maximum of 133 days. Undernourished learners beyond Grade 6 in vulnerable and marginalized areas may also receive fortified meals for 133 days subject to the Guidelines on Targeting and Feeding Secondary Learners is attached as Annex A.

Presented below is the budget allocation for FY 2026, with the detailed Breakdown of Funds accessible through this link: <https://tinyurl.com/SBFPBreakdownAllocation-FY2026>

Target	Components	Budget
MOOE		
4,498,663 (All Kinder and All Grade 1 plus severely wasted and wasted Grades 2-6 learners)	Hot Meals/NFP for a maximum of 200 Days @P25.00 (P22.00 for food items and P3.00 for School Operational Expenses)	P22,493,315,000.00



7,276 Adolescent Pregnant Learners + 132,724 Undernourished Learners in Marginalized & Vulnerable Areas (Total of 140,000 Targeted Learners)	@P50.00 for a maximum of 133 days (P47.00 for food items and P3.00 for School Operational Expenses)	P935,300,985.00
1 Central Office, 17 Regional Offices, and 219 Schools Division Offices	Program Support Funds (PSF)	P1,266,827,015.00
Total for MOOE		P24,695,443,000.00
Capital Outlay (CO)		
Central Kitchen	Establishment/Refurbishment of Central/School Kitchens, including Procurement of Mobile Kitchens and Motor Vehicles for Central Kitchens	P1,000,000,000.00
Total for CO		P1,000,000,000.00
Total for MOOE and CO		P25,695,443,000.00

The National Expenditure Program (NEP) level was initially reflected in the Program Management Information System (PMIS). The increase in allocation from NEP to the General Appropriations Act (GAA) is classified as For Issuance of Sub-ARO (FISARO).

Release of Funds

Of the total appropriation for the School-Based Feeding Program (SBFP) under Maintenance and Other Operating Expenses (MOOE) for Regional Offices provided in the FY 2026 General Appropriations Act (GAA) in the aggregate amount of **Twenty-Five Billion Six Hundred Ninety-Five Million Four Hundred Forty- Three Thousand Pesos (Php25,695,443,000.00)**, only **Eleven Billion Seven Hundred Seventy-Six Million Nine Hundred Thirty-Two Thousand Pesos (Php11,776,932,000.00)** has been directly released to, and is presently available for utilization by, the Central Office and the Regional Offices.

The remaining balance in the amount of **Thirteen Billion Nine Hundred Eighteen Million Five Hundred Eleven Thousand Pesos (P13,918,511,000.00)**—of which **Twelve Billion Nine Hundred Eighteen Million Five Hundred Eleven Thousand Pesos P12,918,511,000.00** is classified as Maintenance and Other Operating Expenses (MOOE) and One Billion Pesos (P1,000,000,000.00) is classified as Capital Outlay—constitutes the portion categorized as For Issuance of Special Allotment Release Order (FISARO) and shall be subject to the submission to, and approval by, the Department of Budget and Management (DBM) of the appropriate Special Budget Request. The Regional Offices shall undertake the submission of Special Budget Request for the portion of appropriate funds directly released to them classified as FISARO.

Attached as Annex “B” is the summary of the prescribed manner of release of funds under the SBFP.

With respect to funds intended for direct release to the Regional Office, each Regional Office shall be responsible for the preparation and submission of its respective request for the release of funds.

The Central Office shall submit the request for the release of funds appropriated therefore, including the One Billion Pesos (Php1,000,000,000.00) Capital Outlay for the SBFP. Upon release by the DBM, such funds shall be downloaded to the concerned Regional Offices or Schools Division Offices, as may be applicable.

Requests for the release of funds shall be duly supported by the following documents, without prejudice to such additional documentary requirements as the DBM Central Office or DBM Regional Offices may prescribe:

- a. Special Budget Request signed by the Head of Agency (Secretary or duly authorized representative for the Central Office; Regional Director for the Regional Offices);
- b. Budget Execution Document (BED) No. 1 – Financial Plan;
- c. BED No. 2 – Physical Plan;
- d. BED No. 3 – Monthly Disbursement Program;
- e. Latest utilization rate of the SBFP;
- f. Written justification in cases where the utilization rate is below eighty-five percent (85%); and
- g. A copy of this policy issuance and its corresponding annexes.

Upon the release of funds, the Regional Offices may, as may be necessary and applicable, further sub-allot the same to the Schools Division Offices or directly to implementing unit schools. Correspondingly, the Schools Division Offices may sub-allot such funds to implementing unit schools, in accordance with existing budgeting, accounting, and auditing rules and regulations.

2. Procurement, Feeding Modality, and Timeline of Implementation for FY 2026

All RO and SDO SBFP Focal Persons, including all personnel involved in the implementation of the SBFP, are requested to start the preparatory activities and procurement process of fortified meals by March 2026, and ensure that the feeding activity in schools commences in **June 2026**, and funds are obligated by December 2026.

In the conduct of learner nutritional assessments, priority shall be given to Grades 2 to 6, with succeeding grade levels to follow thereafter. To ensure the effective and timely execution of this activity, schools and field offices are strongly encouraged to collaborate with Local Government Units (LGUs) in conducting anthropometric measurements of learners and providing other logistical support.

In line with the direction to expand the provision of hot meals, all regions are strongly encouraged to **prioritize the daily provision of hot meals** to the recipient schools, either through central kitchens, school kitchens, or canteens. SDOs may opt to have a combination type of feeding modality and serve nutritious food products (NFPs) if the daily provision of hot meals is not feasible due to infrastructure, geographic, or logistical constraints. Cycle menus approved by the Regional Nutritionist-Dietitian and the Regional Director shall be uploaded through this link: <https://tinyurl.com/2026-Approved-CMs>

FY 2026 Recommended Implementation Timeline

For FY 2026, the regular component is targeted to be served for 200 days, while the milk component is targeted to be served for 30 days. The SDOs may schedule feeding days for the ARAL Summer Program as part of the total 200 feeding days.

The SDOs may start the nutritional assessment in May 2026 during the enrollment until the **recommended start of feeding by June 15, 2026**. Attached for ready reference is the Implementation Timeline for SY 2026-2027.

FY 2026 Implementation Timelines

Process/Activities	Timeline
1. SBFP Instructions <ul style="list-style-type: none"> • Drafting • Routing and Approval 	November 2025 January to March 2026
2. Transfer of the Milk Feeding Component to NDA & PCC <ul style="list-style-type: none"> • Drafting and issuance of the Joint Administrative Order on the Milk Feeding Guidelines • Submission of Milk Recommendations from SDOs • Milk Mapping • Preparation and Legal Review of MOU among DepEd, NDA, and PCC • Signing of MOU between SDOs and NDA/PCC field offices 	November 2025 to April 2026 November to December 2025 April 2026 April to May 2026 May 2026
3. Release of Funds <ul style="list-style-type: none"> • Comprehensive Release to ROs • ROs' request for FISARO from DBM • Downloading of PSF from ROs to SDOs • Downloading of funds to schools 	January 2026 February to April 2026 April to May 2026 May to June 2026
4. Identification of Meals to be provided to each school (Pure Hot Meals (HM) or Combination of HM and Nutritious Food Products (NFP)), Preparation of	March to April 2026

Cycle Menu, Supply Mapping, etc	
<p>5. Coordination with the Local Government Unit (LGU)</p> <ul style="list-style-type: none"> • Identification of schools implementing hot meals feeding modality • Identification of kitchen sites for schools providing hot meals • Optimizing the operational efficiency by integrating local cooperatives into the supply chain • Finalization of drafting the Memorandum of Agreement (MOA) between LGU and DepEd SDO 	February to May 2026
<p>6. Procurement Process</p> <ul style="list-style-type: none"> • Conduct of Market Survey and preparation of documents (Cycle Menu, Tech Specs, WFP, PPMP, APP, Authority to Procure, Project Proposal) • Conduct of Procurement Process (Competitive bidding or Small-Value Procurement) • Request of NCA from DBM • Awarding of NOA/Contract/NTP 	April to June 2026
7. Nutritional Assessment of Learners	May to June 2026
<p>8. Actual Feeding</p> <ul style="list-style-type: none"> • HM/NFP (200 days) <ul style="list-style-type: none"> June 15-30: 12 days July 1-31: 23 days Aug. 3-31: 21 days Sept. 1-30: 22 days Oct. 1-30: 22 days Nov. 2-30: 21 days Dec. 1-18: 19 days Jan. 4-29: 20 days Feb. 1-26: 20 days March 1-31: 23 days • Milk (30 days) 	Within June 15, 2026 to March 31, 2027
<p>9. Payment</p> <ul style="list-style-type: none"> • Staggered Payments 	Within June 2026 to May 2027
<p>10. Establishment/Refurbishment of Central/School Kitchens</p> <ul style="list-style-type: none"> • Mapping and Capacity Inventory 	

<ul style="list-style-type: none"> • Site Selection • Coordination with Engineers • Preparation and Finalization of Program of Work • Downloading of Funds to SDOs • Procurement • Establishment/Refurbishment 	January to March 2027
<p>11. Procurement of Mobile Kitchens and Muti-cab for Central Kitchens</p> <ul style="list-style-type: none"> • Site Selection and Development of Tech Specs with Market Scoping • Approval from DBM to Procure Motor Vehicle • Downloading of Funds • Procurement 	January to March 2027

Milk Feeding Component

Pursuant to the FY 2026 General Appropriations Act (republic Act No. 12314), which transfers the Milk Feeding Component of the School-Based Feeding Program (SBFP) to the National Dairy Authority (NDA) and the Philippine Carabao Center (PCC), beginning SY 2026–2027, all SBFP milk commodities shall be procured, processed, delivered, and paid for directly by the NDA and PCC. These processes shall be undertaken in accordance with the milk recommendations submitted by the Schools Division Offices (SDOs)— including the type of commodity and number of beneficiaries—as well as the identified drop-off points and the prescribed implementation timeline and batching schedule, as follows:

- Batch 1: July – August 2026
- Batch 2: August – September 2026
- Batch 3: October – November 2026
- Batch 4: January - February 2027

Milk shall be provided to all Kindergarten and Grade 1 learners and wasted and severely wasted Grades 2 to 6 learners for 30 days.

Technical Specifications for NFP and Milk

Attached for ready reference are the Technical Specifications for NFP and Milk for SY 2026-2027.

3. SBFP Institutional Guidelines

DO 31, s. 2021 titled “Operational Guidelines on the Implementation of the School Based Feeding Program” remains in effect until the issuance of the Institutional Guidelines, except for the section on the Milk Component.

The institutional guidelines for the implementation of the SBFP are currently under review and approval process by the relevant authorities. The guidelines are expected to be issued in the first quarter of FY 2026 and will guide all stakeholders in the effective and standardized implementation of the SBFP.

4. Program Support Funds (PSF) Guidelines FY 2026

The Program Support Funds (PSF) guidelines for the implementation of the SBFP, Gulayan sa Paaralan (GPP), and Water, Sanitation, and Hygiene in Schools (WinS) are presently undergoing review and approval by the appropriate authorities. They are anticipated to be released in the first quarter of FY 2026 and will serve as a reference for all ROs and SDOs in utilizing the PSF. PSF guidelines includes the summarized Fund Utilization and Allocation Matrix, Summary of Breakdown of Allocation and Program Support Funds for FY 2026, Implementation Timeline for FY 2026, and Process and Terms of Reference for the Hiring of Contract of Service.

The utilization of PSF shall be subject to existing budgeting, accounting, procurement, and auditing rules and regulations.

5. Capital Outlay Funds for the Establishment of Central Kitchen, including Procurement of Mobile Kitchens and Motor Vehicles (Multi-cab) for Central Kitchens

In the FY 2026 General Appropriations Act (GAA), special provisions were allocated under the Capital Outlay (CO) funds for the establishment or refurbishment of Central Kitchens, Mobile Kitchen for those SDOs with no buildable spaces, and multi-cab/utility vehicle to be used for the delivery of hot meals from Central Kitchen lead schools to satellite schools. All procurement activities for said CO items shall be undertaken in accordance with the provisions of Republic Act No. 9184, or the Government Procurement Reform Act, during the transition period, and Republic Act No. 12009, or the New Government Procurement Act, together with their respective Implementing Rules and Regulations (IRR).

In February 2026, each Schools Division Offices (SDOs) were instructed to identify and submit proposed schools as possible sites for the establishment or refurbishment of Central Kitchens or school kitchens.

In connection with this, for 2nd quarter of 2026, all SDO SBFP focal persons are instructed to start coordinating with the Division Engineer/Architect. The validation process shall be guided by the parameters indicated in Criteria and Parameters for the Finalization of Central Kitchen Sites. The validation process shall only be conducted until May 2026. The submission of the validated sites for establishment and/or refurbishment is to be submitted in this link: <https://tinyurl.com/ValidatedListForCkandMKSites>. Include the total cost of establishment or refurbishment based on the Program of Works (POW) provided by the Division Engineers/Architect, which will be the basis for the downloading of funds. The SDO Technical Working Group (TWG) shall finalize the architectural drawings, program of works, technical specifications, and other required documents.

In the 3rd quarter of 2026, procurement of services for the establishment and refurbishment of central kitchens or school kitchens shall be undertaken. Finalized

the preparation of the Authority to Procure (ATP), Resolution to Award (RTA), Notice of Award (NOA), Notice to Proceed (NTP), contract, and corresponding obligation documents, in accordance with the new procurement law and all applicable budgeting, accounting, and auditing laws, rules and regulation.

All procurement-related activities shall be obligated as soon as the NTP and procurement contract have been signed on or before 31 December 2026. A separate Capital Outlay Guidelines for Central Kitchen will be issued.

6. Utilization of the FY 2025 Continuing Funds and FY 2026 Current Funds

All ROs and SDOs are directed to fully obligate and undertake procurement activities using the FY 2025 Continuing Funds until June to September 2026. FY 2025 Continuing Funds may also be utilized for the feeding activity for this year's ARAL Summer Program.

Finance Officers are requested to obligate FY 2026 Current Funds within August to October 2026.

7. Submission of Program Terminal Report for FY 2025

All ROs and SDOs are requested to submit the **Program Terminal Reports for SY 2025-2026** on or before **July 31, 2026**, by email at sbfp.milk@deped.gov.ph.

8. The Implementation of Home-Grown School Feeding FY 2026

SDOs Cauayan City, Santiago City and Quezon City shall continue to implement the HGSF the SY 2026-2027 to utilize FY 2026 funds. For FY 2026, the allocated HGSF funds for SDO Cauayan City is P2,400,000.00, for SDO Santiago City is P4,000,000.00 and for SDO Quezon City is P1,600,000.00. The SDOs may do the procurement at the SDO level or may download the feeding funds to the selected schools implementing HGSF, Cauayan North Central School, Patul Elementary School and Cong. Reynaldo A. Calalay Memorial School whichever is feasible. Utilization of FY 2025 funds shall be prioritized and fully expended prior to the use of FY 2026 funds, in accordance with existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

The provisions in the SBFP guidelines on the utilization of the allowable operational expenses, including liquidation of funds, shall likewise apply to HGSF modality implementing schools. The alternative mode of procurement of NP-CP in accordance with RA 12009 and its IRR and RA 11321 or the Sagip Saka Act may also apply to the implementation of SBFP-HGSF modality. The World Food Programme (WFP) shall provide Iron Fortified Rice (IFR) to the SBFP schools with HGSF modality, and LGUs will also compliment the implementation through procurement of food commodities and provisions of operational support.

9. Partnership of SDOs with Local Government Units (LGUs) for the Establishment or Refurbishment of Central Kitchens ang Long-term Sustainability of School Feeding

Following the strategic initiative to establish or refurbish central kitchens nationwide, and facilitate efficient and timely coordination with LGU for the School Year (SY) 2026-2027 SBFP Implementation, the Bureau of Learner Support Services (BLSS) hereby provides the following instructions:

- A. Following the indefinite postponement of the National School Meals Summit, Regional Offices are directed to do the following:
 1. conduct Regional Partners' Forum with LGUs until the third quarter of the year to engage with the respective Provincial Governors and finalize the operational plans for the implementation of the program;
 2. conduct dialogues with Governors and Mayors in their regions to discuss the long-term commitment or support to the SBFP implementation and conduct formal signing of partnership commitments; and
 3. Other than the 19 pre-identified LGUs by the Central Office, scope willing and interested LGUs that will support DepEd for SBFP.
- B. To facilitate DepEd and LGUs' formal partnerships, a Memorandum of Agreement (MOA) template shall be issued immediately upon the release of the SBFP Institutional Guidelines.
- C. A timeline of activities shall be issued to guide ROs and SDOs in their coordination with respective LGUs

For further inquiries or clarification, please contact Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig/Mr. Vonerich B. Berba, BLSS-SHD, at cellphone numbers 09772437794 or 09993056058, telephone no. 8632-9935, or via email at sbfp@deped.gov.ph.

ANNEX A



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Feeding Program for Secondary Learners with Priority Targeting

I. Introduction:

The Feeding Program for secondary learners shall be implemented to support the educational continuity of vulnerable adolescent learners, address short-term hunger, improve nutritional status, and enhance school attendance.

Implementation shall follow equity-based targeting by prioritizing the most vulnerable learners; ensuring confidentiality and protection, especially for pregnant and parenting learners; providing proper nutrition and ensuring strict compliance with food safety; adhering to transparency and accountability in the use of funds; and coordinating, when necessary, with relevant allied health and social welfare partners and stakeholders to support effective program delivery.

Schools shall implement the program based on available funds and identified beneficiary categories, following one of the prioritization options.

II. Target Prioritization

A. Schools Division Offices (SDOs) and schools shall determine the applicable prioritization model based on funding allocation, number of eligible learners, and validated needs assessment results.

Option 1: **Pregnant adolescent learners; Adolescent mothers with child/children aged 0–1 year; and Undernourished learners (severely wasted and wasted).**

- They are the priority beneficiaries for the secondary schools' feeding program.

Option 2: **Pregnant adolescent learners and Undernourished learners (severely wasted and wasted).**

- If no adolescent mothers with children aged 0–1 year are identified, the beneficiaries shall be the identified pregnant adolescent and the undernourished learners (severely wasted and wasted) only.

Option 3: **Adolescent mothers with child/children aged 0–1 year and Undernourished learners (severely wasted and wasted).**

- If no pregnant adolescent learners are identified, the beneficiaries shall be the identified pregnant adolescent and the undernourished learners (severely wasted and wasted) only.

Option 4: **Undernourished Learners Only**

- If no pregnant adolescent learners or adolescent mothers with children aged 0-1 are identified, the beneficiaries shall be the identified undernourished learners only based on nutritional (BMI-for-age) assessment.
- This option aligns with the existing SBFP, which focuses solely on nutritional rehabilitation.

B. Prioritization Decision Matrix

School Situation	Recommended Option	Rationale
Adequate funds to cover all pregnant learners, adolescent mothers (0-1 year), and all undernourished learners	Option 1: 1. Pregnant adolescent learners 2. Adolescent mothers with child/ children ages 0-1 3. Undernourished learners	Comprehensive approach addressing both nutritional and social vulnerability
No adolescent mothers but presence of pregnant learners and high number of undernourished learners	Option 2: 1. Pregnant adolescent learners 2. Undernourished learners	Focuses on learners with immediate physiological nutritional risk
No pregnant learners but presence of adolescent mothers and undernourished learners	Option 3: 1. Adolescent mothers with child/children ages 0-1 2. Undernourished learners	Supports parenting learners while addressing malnutrition
High prevalence of undernutrition; no pregnant or parenting learners identified	Option 4: 1. Undernourished only	Existing nutrition rehabilitation focus

Indicator, Data Requirement, and Source of Data

Indicator	Data Required	Source of Data
Number of Pregnant Adolescent Learners	Confirmed cases	School health records / medical certification
Number of Adolescent Mothers (0-1-year-old child/children)	Verified cases	School records / guidance office
Number of Severely Wasted Learners	BMI-for-age results	School nutritional assessment
Number of Wasted Learners	BMI-for-age results	School nutritional assessment

III. Beneficiary Identification, Validation, and Implementation

- Mapping of pregnant adolescent learners and adolescent mothers with child/children aged 0–1, based on medical confirmation, validated school records, and learners' disclosure. Pregnancy status will be handled confidentially.
- Nutritional assessment of all learners in the secondary level shall be conducted in accordance with the School-Based Feeding Program's (SBFP) guidelines.
- Schools shall prepare a consolidated masterlist of eligible learners based on medical confirmation or mapping for pregnant learners, validated school records for parenting learners, and nutritional (BMI-for-age) assessments for undernourished learners.
- A final validated masterlist shall be approved by the School Head and submitted to the SDO.
- SDOs/schools are advised to maximize the budget allocation of P50.00 per secondary learner for fortified meals which may be served as:
 - a. hot meals plus fruits as per Pinggang Pinoy for pregnant and lactating women
 - b. hot meals plus nutritious food products (NFP)
 - c. two NFPs
- The food items for the target beneficiaries in elementary and secondary levels may be procured at the same time.
- The program shall ensure a flexible serving schedule, as needed, to accommodate parenting responsibilities.

ANNEX B

Manner of Release of Fund under the FY 2026 School-Based Feeding Program

OPERATING UNIT	FY 2026 GAA	FUNDS DIRECTLY RELEASED TO CO/ROs (NBC No. 599, Annex A)	FOR ISSUANCE OF SARO (NBC No. 599, Annex B)
Central Office	1,107,492,000	68,127,000	1,039,365,000*
Cordillera Administrative Region (CAR)	330,647,000	141,124,000	189,523,000
National Capital Region (NCR)	2,209,839,000	1,010,181,000	1,199,658,000
Negros Island Region (NIR)	1,283,884,000	646,718,000	637,166,000
Region I - Ilocos	1,089,696,000	499,862,000	589,834,000
Region II - Cagayan Valley	788,238,000	353,630,000	434,608,000
Region III - Central Luzon	2,677,806,000	1,228,066,000	1,449,740,000
Region IVA - CALABARZON	3,592,177,000	1,694,843,000	1,897,334,000
Region IVB - MIMAROPA	984,694,000	503,155,000	481,539,000
Region IX - Zamboanga Peninsula	1,392,015,000	687,833,000	704,182,000
Region V - Bicol	1,885,630,000	952,977,000	932,653,000
Region VI - Western Visayas	1,033,613,000	507,166,000	526,447,000
Region VII - Central Visayas	1,478,015,000	666,164,000	811,851,000
Region VIII - Eastern Visayas	1,277,086,000	628,100,000	648,986,000
Region X - Northern Mindanao	1,276,426,000	603,525,000	672,901,000
Region XI - Davao	1,323,585,000	634,368,000	689,217,000
Region XII - SOCCSKSARGEN	1,187,199,000	581,612,000	605,587,000
Region XIII - CARAGA	777,401,000	369,481,000	407,920,000
TOTAL	25,695,443,000	11,776,932,000	13,918,511,000

*Including Php1 billion for Capital Outlay

Notes:

1. **National Budget Circular (NBC) No. 599 (Guidelines on the Release of Funds for FY 2026).** Prescribes the budget execution and fund release guidelines applicable for Fiscal Year 2026.
2. **NBC No. 599, Annex "A" (Summary of Appropriations by Agency/Government-Owned or -Controlled Corporations [GOCCs] under GAA as Allotment Release Order).** The amounts reflected therein indicate that the corresponding funds are deemed released and are immediately available for obligation and utilization by the concerned operating units, namely the Department of Education (DepEd) Central Office and Regional Offices, upon the issuance of NBC No. 599.
3. **NBC No. 599, Annex "B-1" (Summary of Appropriations by Agency by Program, Activity, and Project for Issuance of Special Allotment Release Order [SARO]).** The amounts indicated therein are not yet available for obligation and utilization by the operating units and shall be subject to the submission to, and approval by, the Department of Budget and Management (DBM) of the appropriate Special Budget Requests for the release of funds.



Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

046F-2024-640

**TO : ALL REGIONAL DIRECTORS
 ALL DIVISION SUPERINTENDENTS
 REGIONAL CHIEFF ADMINISTRATIVE OFFICERS
 REGIONAL FINANCE OFFICERS
 ALL CONCERNED OFFICES**

FROM : ATTY. EDSON BYRON K. SY
*Assistant Secretary for Finance
 Officer-In-Charge, Office of the Undersecretary for Finance*

**SUBJECT : GUIDANCE FOR REGIONAL OFFICES ON THE PREPARATION AND
 SUBMISSION OF SCHOOL-BASED FEEDING PROGRAM (SBFP) FY
 2026 FUNDS FOR DIRECT RELEASE CLASSIFIED AS FOR ISSUANCE
 OF SPECIAL ALLOTMENT RELEASE ORDER (FISARO)**

DATE : March 10, 2026

This Memorandum is issued to formally inform the Regional Offices (ROs) that, pursuant to National Budget Circular (NBC) No. 599, entitled "Guidelines on the Release of Funds for FY 2026", a portion of the School-Based Feeding Program (SBFP) FY 2026 funds directly released to your respective regions is classified as For Issuance of Special Allotment Release Order (FISARO).

Of the total appropriation for the SBFP, as provided in the FY 2026 General Appropriations Act (GAA), in the aggregate amount of **Twenty-Five Billion Six Hundred Ninety-Five Million Four Hundred Forty-Three Thousand Pesos (P25,695,443,000.00)**, only **Eleven Billion Seven Hundred Seventy-Six Million Nine Hundred Thirty-Two Thousand Pesos (P11,776,932,000.00)** has been directly released to, and is presently available for utilization by, the Central Office and the Regional Offices.

The remaining balance in the amount of **Thirteen Billion Nine Hundred Eighteen Million Five Hundred Eleven Thousand Pesos (P13,918,511,000.00)**—of which **Twelve Billion Nine Hundred Eighteen Million Five Hundred Eleven Thousand Pesos (P12,918,511,000.00)** under MOOE is intended for direct release to the ROs, and **One Billion Pesos (P1,000,000,000.00)** under Capital Outlay is intended for the Central Office—is classified as FISARO and shall be subject to the submission to, and approval by,



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the Department of Budget and Management (DBM) of the appropriate Special Budget Requests (SBR).

With respect to funds intended for direct release to the Regional Office, **each RO shall be responsible for the preparation and submission of its respective request for the release of funds.** Requests for the release of funds shall be duly supported by the following documents, without prejudice to such additional or actual documentary requirements as the DBM Regional Offices may prescribe:

- a. Special Budget Request signed by the Head of Agency (Secretary or duly authorized representative for the Central Office; Regional Director for the Regional Offices);
- Analyst* b. Budget Execution Document (BED) No. 1 – Financial Plan;
- BAD* c. BED No. 2 – Physical Plan;
- head* d. BED No. 3 – Monthly Disbursement Program;
- USDO/Analyst* e. Latest utilization rate of the SBFP;
- f. Written justification in cases where the utilization rate is below eighty-five percent (85%); and

The Regional Offices are advised to closely coordinate with Bureau of Learner Support Services – School Health Division for the requirements herein.

Attached hereto as **Annex "A"** is the breakdown of the SBFP FY 2026 funds directly released to the Regional Offices and those classified as FISARO for reference.

For guidance and compliance.

cc: **Office of the Undersecretary for Operations**
Office of the Assistant Secretary for Operations
Bureau of Learner Support Services

Manner of Release of Fund under the FY 2026 School-Based Feeding Program

OPERATING UNIT	FY 2026 GAA	FUNDS DIRECTLY RELEASED TO CO/ROs (NBC No. 599, Annex A)	FOR ISSUANCE OF SARO (NBC No. 599, Annex B)
Central Office	1,107,492,000	68,127,000	1,039,365,000*
Cordillera Administrative Region (CAR)	330,647,000	141,124,000	189,523,000
National Capital Region (NCR)	2,209,839,000	1,010,181,000	1,199,658,000
Negros Island Region (NIR)	1,283,884,000	646,718,000	637,166,000
Region I - Ilocos	1,089,696,000	499,862,000	589,834,000
Region II - Cagayan Valley	788,238,000	353,630,000	434,608,000
Region III - Central Luzon	2,677,806,000	1,228,066,000	1,449,740,000
Region IVA - CALABARZON	3,592,177,000	1,694,843,000	1,897,334,000
Region IVB - MIMAROPA	984,694,000	503,155,000	481,539,000
Region IX - Zamboanga Peninsula	1,392,015,000	687,833,000	704,182,000
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Region VI - Western Visayas	1,033,613,000	507,166,000	526,447,000
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Region VIII - Eastern Visayas	1,277,086,000	628,100,000	648,986,000
Region X - Northern Mindanao	1,276,426,000	603,525,000	672,901,000
Region XI - Davao	1,323,585,000	634,368,000	689,217,000
Region XII - SOCCSKSARGEN	1,187,199,000	581,612,000	605,587,000
Region XIII - CARAGA	777,401,000	369,481,000	407,920,000
TOTAL	25,695,443,000	11,776,932,000	13,918,511,000

*Including Php1 billion for Capital Outlay



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2025-01_01/12

TO : **REGIONAL DIRECTORS**
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL SPORTS DIVISION FOCALS
ALL OTHERS CONCERNED

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

SUBJECT : **RENEWAL OF SERVICE AGREEMENTS FOR CONTRACT OF SERVICE (CoS) PERSONNEL ASSIGNED IN THE REGIONS AND PROVINCE SCHOOLS DIVISIONS**

DATE : **March 3, 2025**

This memorandum pertains to the **renewal of Service Agreements for Contract of Service (CoS) Personnel** assigned in the regional offices (ROs) and province schools division offices (SDOs). These personnel serve as focal points for regional and provincial divisions, ensuring the effective implementation and monitoring of programs under the Bureau of Learner Support Services – School Sports Division (BLSS-SSD).

In reference to the previously issued memorandum OM-OUOPS-2024-10-01973 dated **June 7, 2024**, titled "*Guidelines for the Hiring of Regional and School Division Office Focal Persons Under Contract of Service*", guidelines were provided regarding the hiring of CoS personnel as focal persons for BLSS-SSD. It was specified that funds allocated for this purpose shall be downloaded to regional and province division offices and charged to the **FY 2024 Physical Fitness and School Sports (PFSS) Continuing Fund**. These funds will remain valid until **December 31, 2025**.

To ensure seamless program implementation, unutilized funds under the FY 2024 PFSS Fund, available in field offices, shall be used to cover the salaries and premiums of CoS personnel for the early quarters of FY 2025. The BLSS-SSD assures all concerned offices that additional funds will be downloaded as necessary to sustain the salaries of hired personnel. In relation to this, the

sustainability of the program, the BLSS-SSD shall allocate funds to be downloaded to all ROs and select SDOs for the FY 2025 and years after.

In light of the above, the BLSS-SSD requests all Regional Offices (ROs) and Provincial Schools Division Offices (SDOs) to renew the Service Agreements of CoS personnel for a period of twelve (12) months of FY 2025. This step is critical to maintain program continuity, and to support data collection and validation activities required for the division's program implementation.

Additionally, CoS personnel who opt not to renew their contracts, the respective offices are advised to immediately facilitate the hiring and onboarding of replacement personnel. This process should include a thorough turnover of responsibilities to ensure the smooth transition and continuity of operations.

The new rate for CoS personnel shall be adjusted based on the new salary structure to align with the issued Office Order **OO-OSEC-2024-306**, titled "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." The new rate for monthly compensation shall be allotted and processed starting in January 2025:

The **Technical Assistant I** is entitled for a monthly compensation of **Php 28,000.00** with inclusion of **10% premium** equivalent to **Php 2,800.00**.

In connection with the prescribed compensation for Contract of Service (CoS) personnel, offices are hereby advised to implement a flexible work schedule for Technical Assistant I staff. Additionally, it is emphasized that salaries for non-working and regular holidays, as well as for work suspensions declared by the respective local government units (LGUs), shall be duly compensated. The duration of the renewal of the service agreements of the CoS personnel for FY 2025 shall be effective for one (1) year or twelve (12) months (January 2025 to December 2025).

For more information and inquiries, all concerned may contact Bureau of Learner Support Services-School Sports Division through email at blss.ssd@deped.gov.ph or at telephone number (02) 8632 - 0260.

Immediate dissemination and compliance to this Memorandum is desired.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-08-0153

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
RECEIVED
TIME: 3:30 PM

APPROVED & FORWARDED BY OUIOPS

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	155,232,000.00
Base Salary: 28,000.00	1 per small SDO 2 per medium SDO			chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF



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Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



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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	8,179,600.00 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 P500 x 175 days = P87,500 per school 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.



Republic of the Philippines
Department of Education

DEC 16 2024

OFFICE ORDER
OO-OSEC-2024-308

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

Starting SY 2024-2025, additional TA I and SFAs may be hired chargeable against the SDO SBFP Program Support Funds (SDO-PSF) subject to availability of funds.

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 175 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG-TICKET program, thus needing additional technical and administrative support in the SDOs and schools dedicated solely to the program. It is the first time that SBFP will be implemented year-round, and it entails a strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others. Moreover, the issuance of DepEd Order No. 2 titled "Immediate Removal of Administrative Tasks of Public School Teachers" became a big challenge in terms of manpower at the school level.

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 workload 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 workload. The hiring of Technical Assistants and Feeding Assistants will augment the current workload 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.

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 budget allocation for SBFP in the National Expenditure Program for FY 2025 is at P11.7 Billion Pesos to cover 3,398,541 all Kinder and undernourished Grades 1-6 learners.

The need for hiring TAs and SFAs 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 to address the manpower gap at the school level because of the issuance of DepEd Order No. 2, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers". 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

For the implementation of the hiring of Contract of Service (C) personnel, the Bureau of Learner Support Services – School Health Division (BLSS-SHD) shall allocate funds from the Fiscal Year 2025 School-Based Feeding Program, totaling Php 136,600,000.00. This allocation will be charged against the Program Support Funds of the respective Schools Division Offices (SDOs) for the hiring of COS personnel from January to December 2025. The allocation per SDO is detailed in Annex B.

To ensure the sustainability of the program, the BLSS-SHD shall commit to allocating funds to SDOs for FY 2025 and in subsequent years.

Compensation items	Budget for COS		No. of ROs/ SDOs/ Schools	Total Amount for the Hiring of COS and Source of Funds
	Maximum no. of Personnel	January to December 2025		
TA I <u>Base salary:</u> P25,000.00 <u>Premium:</u> P2,500.00	1 per small SDO 2 per medium SDO 3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary for Operations	P27,500.00	218 SDOs/ 420 CoS	138,600,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF
School Feeding Assistant <u>Base salary:</u> P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the SDOs and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the SDOs or schools.

III. Hiring of SDO and School COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS (TA I) shall report to the SDO on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-SHNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP, and WinS.

While the SFAs shall report to the specific school that hired them.

b. 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.

7. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements and claim reimbursements of transportation expenses for SBFP-related activities.

c. 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

d. 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

e. 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

f. Issuance of Contract

The 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.

IV. Supervision of SBFP-COS and School Feeding Assistants

The TA I shall be under the supervision of the Schools Division Superintendent through the Chief, School Governance and Operations Division (SGOD) and the SBFP Focal Persons.

While the SFAs shall be under the supervision of the School Head and the roving TA I of the SDO.

The 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 their respective Schools Division Offices.

V. Roles and Responsibilities

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

The BLSS-SHD shall be responsible for the following:

1. Downloads the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months;
2. Conducts policy orientation and capacity-building to field offices as deemed necessary;
3. Monitors compliance to this policy;
4. Provides technical assistance to field offices; and
5. Participate, if needed, in the conduct of screening of applicant SBFP-COS.

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

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 Schools 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, Nutrition Sensitive Programs (NSP), and Water, Sanitation, and Hygiene in Schools (WinS);
2. Supervise the SBFP-COS in performing the tasks according to the TOR;
3. Review and approve the accomplishment report for submission to the SDO; and
4. Allocate funding from the School Operational Expenses for the salary of Feeding Assistants for 175 days and ensure timely payment of salaries.

Please see attached Annexes for your reference.



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.

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
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

MEMORANDUM

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

FROM : *Suzette T. Gannaban-Medina*
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



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3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 632-9935; (02) 8635-3763 | Email Address: blss.cd@deped.gov.ph

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.



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

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

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.

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



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

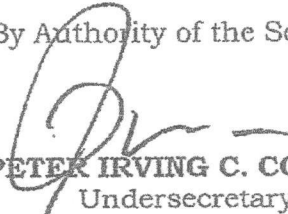
1. In view of the Personal travel of **Dr. Dexter A. Galban**, Assistant Secretary for Operations, and in the exigency of service, **Dr. Miguel Angelo S. Mantaring**, Director IV of Bureau of Learner Support Services, is designated as Officer-in-Charge (OIC), Office of the Assistant Secretary for Operations 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 SBFPP 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)
12-29	SHD	OD	FOR APPROVAL	mary 12/26/24 11:18 am
12-27	BLSS-OD	OASOPS	OK w/ OASOPS, for OADPS' approval.	Ria 12/27/24 2:06 PM
1-7-25	OASOK-LSS	OADPS	for approval	DEPARTMENT OF EDUCATION OFFICE OF THE UNDERSECRETARY FOR OPERATIONS RECEIVED BY: [Signature] TIME: [Signature] DOC. # [Signature]
	UNDERSECRETARY FOR OPERATIONS RELEASED DATE: 11/9/25 TIME: 6 PM NAME: [Signature] OPERATIONS	SHD	SIGNED/ OAS	

D3799



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-09-10297

MEMORANDUM

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

FROM : **WILFREDO E. CABRAL**
Undersecretary
Office of the Undersecretary for Human Resource and
Organizational Development

[Signature]
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **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 : **December 3, 2024**

This has reference to the hiring of additional Contract of Service (CoS) personnel for the Schools Division Offices (SDOs) through the School Governance and Operations (SGOD) - School Health and Nutrition Unit; and School Feeding Assistants (SFAs), to support in the implementation of the School-Based Feeding Program (SBFP), Water, sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP) starting Calendar Year 2025 chargeable against the downloaded funds to the Schools Division Offices (SDOs) and Schools Operational Expenses. The COS for hiring will be one (1) Technical Assistant (TA) I per small SDO, two (2) per medium SDO, and three (3) per large or very large SDO; and at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster of schools subject to availability of funds.

This guidelines supplements the Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A. Escobedo titled "Guidelines on the Hiring of Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)" dated November 30, 2023.

BLS:SHD:FAW



Starting SY 2024-2025, additional TA I and SFAs may be hired chargeable against the SDO SBFP Program Support Funds (SDO-PSF) subject to availability of funds.

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 175 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG-TICKET program, thus needing additional technical and administrative support in the SDOs and schools dedicated solely to the program. It is the first time that SBFP will be implemented year-round, and it entails a strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others. Moreover, the issuance of DepEd Order No. 2 titled "Immediate Removal of Administrative Tasks of Public School Teachers" became a big challenge in terms of manpower at the school level.

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 workload 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 workload. The hiring of Technical Assistants and Feeding Assistants will augment the current workload 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.

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 budget allocation for SBFP in the National Expenditure Program for FY 2025 is at P11.7 Billion Pesos to cover 3,398,541 all Kinder and undernourished Grades 1-6 learners.

The need for hiring TAs and SFAs 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 to address the manpower gap at the school level because of the issuance of DepEd Order No. 2, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers". 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

For the implementation of the hiring of Contract of Service (COS) personnel, the Bureau of Learner Support Services – School Health Division (BLSS-SHD) shall allocate funds from the Fiscal Year 2025 School-Based Feeding Program, totaling Php 136,600,000.00. This allocation will be charged against the Program Support Funds of the respective Schools Division Offices (SDOs) for the hiring of COS personnel from January to December 2025. The allocation per SDO is detailed in Annex B.

To ensure the sustainability of the program, the BLSS-SHD shall commit to allocating funds to SDOs for FY 2025 and in subsequent years.

Compensation items	Budget for COS			Total Amount for the Hiring of COS and Source of Funds
	Maximum no. of Personnel	January to December 2025	No. of ROs/ SDOs/ Schools	
TA I <u>Base salary:</u> P25,000.00 <u>Premium:</u> P2,500.00	1 per small SDO 2 per medium SDO 3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary for Operations	P27,500.00	218 SDOs/ 420 CoS	138,600,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF
School Feeding Assistant <u>Base salary:</u> P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the SDOs and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the SDOs or schools.

III. Hiring of SDO and School COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS (TA I) shall report to the SDO on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-SHNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP, and WinS.

While the SFAs shall report to the specific school that hired them.

b. 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.

7. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements and claim reimbursements of transportation expenses for SBFP-related activities.

c. 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

d. 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

e. 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

f. Issuance of Contract

The 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.

IV. Supervision of SBFP-COS and School Feeding Assistants

The TA I shall be under the supervision of the Schools Division Superintendent through the Chief, School Governance and Operations Division (SGOD) and the SBFP Focal Persons.

While the SFAs shall be under the supervision of the School Head and the roving TA I of the SDO.

The 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 their respective Schools Division Offices.

V. Roles and Responsibilities

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

The BLSS-SHD shall be responsible for the following:

1. Downloads the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months;
2. Conducts policy orientation and capacity-building to field offices as deemed necessary;
3. Monitors compliance to this policy;
4. Provides technical assistance to field offices; and
5. Participate, if needed, in the conduct of screening of applicant SBFP-COS.

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

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 Schools 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, Nutrition Sensitive Programs (NSP), and Water, Sanitation, and Hygiene in Schools (WinS);
2. Supervise the SBFP-COS in performing the tasks according to the TOR;
3. Review and approve the accomplishment report for submission to the SDO;
and
4. Allocate funding from the School Operational Expenses for the salary of Feeding Assistants for 175 days and ensure timely payment of salaries.

Please see attached Annexes for your reference.

Annex A. Proposed Service Agreement for COS hiring

SERVICE AGREEMENT			
FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) REGIONAL OFFICE NO. ____		Name	
Address		TIN	
Representative	(Name of Regional Office Director)	Address	
TERMS AND CONDITIONS			
Office/Place of Assignment	DEPARTMENT OF EDUCATION — REGIONAL OFFICE NO. ____		
Contract Period	January 1 to December 31, 2025	Comparable Position/Position	TECHNICAL ASSISTANT I/SCHOOL FEEDING ASSISTANT
Basic Service Fee per month	Php 25,000.00/Php 20,000.00	Premium Pay	Php 25,000.00/Php 500/day
GENERAL PROVISIONS			
<p>1. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php 35,000.00/ Php 25,000 and is expected to perform the functions detailed in the Terms of Reference attached hereto as Annex "A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</p>		<p>9. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.</p>	
<p>2. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.</p>		<p>10. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.</p>	
<p>3. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.</p>		<p>11. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.</p>	
<p>4. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED</p>		<p>12. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.</p>	

Department Orders, and other relevant laws, circulars, and issuances.	
5. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.	13. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.
6. The SECOND PARTY warrants that [HE/SHE] is of good moral standing, and has not been previously dismissed by reason of any administrative or criminal case, and that [HE/SHE] possesses the qualifications, education, experience, skills, or expertise required to perform the services.	14. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with [HIS/HER] duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.
7. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure [HIS/HER] fitness for the job or work to be performed.	15. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.
8. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.	
SERVICE FEE, OTHER REMUNERATIONS & FUNDING	NON-DISCLOSURE OF CONFIDENTIAL INFORMATION
1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes. 2. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable General Appropriations Act (GAA) funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.	All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY, and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances: a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential; b. Information in the public domain; c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and

3. The SECOND PARTY is entitled to premium pay based on their remuneration rate under the contract and in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.

4. This Agreement shall be funded from the GAA 2023 LSP Fund under the **School Health Division** for the fiscal year covering the effectivity period of this Agreement.

d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties.

The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.

TERMINATION OF AGREEMENT

1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.

2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

TURN OVER AND CLEARANCE REQUIREMENTS	DISPUTE RESOLUTION
<p>1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand:</p> <p>a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody.</p> <p>b. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY.</p>	<p>1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.</p>
<p>2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.</p>	<p>2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.</p>
	<p>3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in ____ City, to the exclusion of all other courts.</p>

IN WITNESS WHEREOF, the Parties have hereunto set their hands this ____ day of _____, 20____ at _____ City, Philippines.

<p>_____ Regional Office Director/Schools Division Superintendent</p>	<p>_____ (Name)</p>
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Certification as to Availability of Funds:

OBRs:
AMOUNT:

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
1st Party			
2nd Party			

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 20__.



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUGOPS-2026-__-_____

TO : **ALL REGIONAL DIRECTORS**
EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND NUTRITION UNIT
SCHOOL-BASED FEEDING PROGRAM COORDINATORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**
Undersecretary

SUBJECT : **SCHOOL-BASED FEEDING PROGRAM BREAKDOWN OF ALLOCATION OF FUNDS AND GUIDELINES FOR THE UTILIZATION OF THE PROGRAM SUPPORT FUNDS (PSF) FOR FY 2026**

DATE : March 30, 2026

The **School-Based Feeding Program (SBFP)**, together with the **Water, Sanitation, and Hygiene in Schools (WinS) Program**, and the **Gulayan sa Paaralan Program (GPP)**, constitutes an integrated package of nutrition-specific and sensitive interventions. Implemented under the purview of the Department's Governance and Operations Strand specifically the Bureau of Learner Support Services- School Health Division, these programs are operationally aligned to ensure a comprehensive approach to addressing undernutrition, food security, and hygiene-related risks among learners.

The SBFP serves as the core intervention, while WinS and GPP function as complementary and enabling programs. The **WinS Program** supports SBFP implementation by ensuring access to safe drinking water, adequate sanitation facilities, and the promotion of proper hygiene practices among learners. The **GPP** contributes to a sustainable and healthy school food environment through the establishment and maintenance of school-based vegetable gardens, reinforcing nutrition education and the development of healthy eating behaviors.

Pursuant to **Republic Act No. 11037**, or the *Masustansyang Pagkain para sa Batang Pilipino Act*, the Department confirms the continued implementation of the **School-Based Feeding Program (SBFP) for FY 2026**. The program is supported by a total allocation of **Php 24,695,443,000.00** under the **General Appropriations Act (GAA) for Maintenance and Other Operating Expenses (MOOE)**, and **P1,000,000,000.00**

TEV for National Conferences	
Region	Total Amount
CAR	261,500.00
GRAND TOTAL	6,870,500.00

14. **SBFP Technical Assistance Staffing Pattern** - The staffing pattern for these roles shall be determined by the size of the division and the number of personnel required for each school kitchen to provide support which is proportional to the learner population. Below is the advised staffing pattern:

Regional Offices (ROs)		One (1) Technical Assistant II	
Schools Division Offices (SDOs)			
Classification of Division (by Size)	Technical Assistant I	Administrative Support II	Kitchen Cooks/Aide
Very Small, Small	1	1	Subject to availability of funds or SDO and LGU agreement
Medium	2	2	
Large, Very Large	3	2	

15. **Hiring of Contract of Services for ROs (TA II) and SDOs (TA I)** - This allocation provides for the hiring of Technical Assistant I and II positions, under Contract of Service (CoS) at both the Regional and Division levels. The engagement of these individuals shall be governed by CSC-COA-DBM Joint Circular No. 1, s. 2017 (as amended). The provided budget includes the monthly basic rate plus the mandatory 10% premium in lieu of social insurance and other benefits, as prescribed by existing government accounting rules. Holidays and weekends shall not be deducted from the monthly rates provided herein.

The hiring of School Feeding Assistants previously authorized under OUOPS Memo No. 2023-09-10297 shall be charged to School Operational Expenses or SDO PSF.

Hiring of Contract of Service (CoS) Employee for Regional Offices						
Region	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 1	Technical Assistant II	38,000	3,800.00	1	12	501,600.00
Region 2	Technical Assistant II	38,000	3,800.00	1	12	501,600.00
Region 3	Technical Assistant II	38,000	3,800.00	1	12	501,600.00
Region 4A	Technical Assistant II	38,000	3,800.00	1	12	501,600.00

Hiring of Contract of Service (CoS) Employee for Central Kitchens (CKs)						
Region/SDO / Training Center	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Sto. Nino Central ES						
Region 12 - SDO Sultan Kudarat/ Bagumbayan Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 12 - SDO Sultan Kudarat/ Katiku Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 12 - SDO Tacurong/ New Isabela Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Butuan City/Libertad Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Pilar ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Burgos Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Don Enrique Navarro Memorial School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Dapa Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/General Luna Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga/SDO Siargao Island/Sayak ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00

Hiring of Contract of Service (CoS) Employee for Central Kitchens (CKs)						
Region/SDO / Training Center	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Island/ Numancia Central ES						
Caraga - SDO Siargao Island/San Benito Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/San Isidro Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Sapao Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Socorro Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Siargao Island/Nueva Estrella Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga/SDO Surigao del Norte/Placer West Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Surigao del Norte/Malimono Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Surigao del Norte/Alegria Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Surigao del Norte/Anao-Aon Central ES	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Caraga - SDO Surigao del Norte/	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00

ANNEX E

PROCESS AND TERMS OF REFERENCE FOR THE HIRING OF CONTRACT OF SERVICE

1. **Process of Hiring and Downloading of Funds** - The hiring of the proposed COS shall be done by the ROs, SDOs, and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the ROs, SDOs, and schools.
2. **Place of Assignment** - The SBFP-COS (TA II or TA I) shall report to their respective RO to assist the Regional SBFP Focal Persons under the School Health and Nutrition Unit (SHNU) of the Education Support Services Division (ESSD).

The SBFP-COS (TA I and AS II) shall report to the SDO on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-SHNU) but are expected to report to the schools assigned to them to coordinate the implementation of SBFP, NSP, and WinS. There are also TAs I assigned to act as School Feeding Coordinators in Central Kitchens (CK) or Central Kitchen Training Centers (CKTCs).

While the SFAs shall report to the specific school that hired them.

3. **Terms of Reference of the SBFP-COS, Technical Assistant (TA) II or TA I in the RO** - The proposed COS personnel to be hired for the ROs for the position of Technical Assistant I (TA I) shall perform the following functions:
 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.

The CoS shall be allowed to enjoy flexi-time arrangements, overtime services with approval, claim reimbursements of transportation expenses for all SBFP, GPP, and WinS-related activities, and other authorized benefits (e.g gratuity pay), chargeable against SBFP-PSF. Holidays and weekends shall not be deducted from the monthly rate provided herein.

4. **Qualifications of the SBFP-COS, Technical Assistant (TA) II or TA I in the RO** - 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. For TA II: Requires 8 hours of relevant training; For TA I: No training required;
 3. For TA II: Requires 1 year of relevant experience; For TA I: No experience required;
 4. Graduate of Nutrition and Dietetics is an advantage

5. **Terms of Reference of the SBFP-COS, Technical Assistant I (TA I) in the SDO** - The proposed COS personnel to be hired for the SDOs for the position of Technical Assistant I (TA I) shall perform the following functions:
 1. Provides technical and administrative assistance in the implementation of the School-Based Feeding Program (SBFP), Nutrition-Sensitive Programs (NSP), Water, Sanitation, and Hygiene in Schools (WinS), and Central Kitchen operations across assigned schools.
 2. Assists in the gathering, consolidation, and reporting of data and information related to program implementation, including baseline and endline data, school profiles, and other required reports.
 3. Supports coordination and communication between the Schools Division Office (SDO), School Heads, PDO I, Central Kitchen Focal Persons, LGUs, and other stakeholders regarding program activities, requirements, and schedules.
 4. Assists in monitoring program implementation through site visits, documentation, and preparation of monitoring reports, under the guidance of SDO focal persons.
 5. Provides basic technical assistance to schools by:
 - a. Supporting orientation on program guidelines and processes;
 - b. Assisting in the preparation and maintenance of required records and forms;
 - c. Supporting the organization and documentation of School Core Groups and volunteer participation.
 6. Assists in tracking and documenting program implementation, including:
 - a. Delivery and receipt of food commodities and supplies;
 - b. Status of feeding activities, WinS compliance, and NSP implementation;
 - c. Kitchen operations and workflow in Central Kitchens;
 - d. Availability and condition of facilities such as storage areas and WASH facilities, based on prescribed standards.
 7. Supports the use of monitoring systems and tools (e.g., e-OMS) by assisting in data encoding, checking submissions, and consolidating reports from schools.
 8. Assists in the preparation, validation, and timely submission of reports and program documents, including but not limited to SBFP forms, NSP and WinS reports, and Central Kitchen documentation.

9. Documents issues, gaps, and concerns encountered during implementation and elevates these to the appropriate SDO focal persons for proper action.
10. Provides logistical and administrative support in the conduct of meetings, trainings, orientations, and benchmarking activities related to the programs.
11. Performs other related technical and administrative support tasks as may be assigned by the immediate supervisor.

The CoS shall be allowed to enjoy flexi-time arrangements, overtime services with approval, claim reimbursements of transportation expenses for all SBFP, GPP, and WinS-related activities, and other authorized benefits (e.g gratuity pay), chargeable against SBFP-PSF. Holidays and weekends shall not be deducted from the monthly rate provided herein.

6. Qualifications of the SBFP-COS, Technical Assistant (TA) I in the SDO - 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. No training required;
3. No experience required;
4. Physically fit
5. Graduate of Nutrition and Dietetics is an advantage

7. Terms of Reference of the SBFP-COS, Technical Assistant I (TA I) in the Central Kitchens (CKs) and Central Kitchen Training Centers (CKTCs) - The proposed COS to be hired for the Central Kitchen 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.

8. Qualifications of the SBFP-COS, TAI in the CKs and CKTCs - 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

9. 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.

10. 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

11. Terms of Reference of the School Feeding Assistant (SFA) - 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
12. **Qualifications of the SFA** - 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
13. **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. The Schools may issue the Service Agreement for the SFAs.
14. **Supervision of SBFP-CoS and SFAs** - The TA II or TA I shall be under the supervision of the Regional Director thru the Chief, Educational Support Services Division (ESSD) and the Regional SBFP Focal Person.

The TA I shall be under the supervision of the Schools Division Superintendent through the Chief, School Governance and Operations Division (SGOD) and the SBFP Focal Persons.

While the SFAs shall be under the supervision of the School Head and the designated School Feeding Coordinator.

The SDOs/Principals, shall ensure that the SBFP-COS completes and performs the tasks enumerated above through the submission of an accomplishment report every 15th and 30th day of the month for uploading through this link: <https://tinyurl.com/AccomplishmentReports-TAsAS2>

15. **Roles and Responsibilities**

The BLSS-SHD shall be responsible for the following:

1. Allocate funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months;
2. Conducts policy orientation and capacity-building to field offices as deemed necessary;
3. Monitors compliance to this policy;
4. Provides technical assistance to field offices; and
5. Participate, if needed, in the conduct of screening of applicant SBFP-COS.

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 and ensure that their tasks are in accordance to the TOR; and
6. Review and approve the accomplishment report for submission to BLSS-SHD.

The Schools 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, Nutrition Sensitive Programs (NSP), and Water, Sanitation, and Hygiene in Schools (WinS);
2. Supervise the SBFP-COS in performing the tasks according to the TOR;
3. Review and approve the accomplishment report for submission to the SDO; and
4. Allocate funding from the School Operational Expenses for the salary of Feeding Assistants for 175 days and ensure timely payment of salaries.

Proposed Service Agreement for COS hiring

SERVICE AGREEMENT			
FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) REGIONAL OFFICE NO. ____		Name	
Address		TIN	
Representative	(Name of Regional Office Director)	Address	
TERMS AND CONDITIONS			
Office/Place of Assignment	DEPARTMENT OF EDUCATION — REGIONAL OFFICE NO. ____		
Contract Period	January 1 to December 31, 202_	Comparable Position/Position	TECHNICAL ASSISTANT II/ I/SCHOOL FEEDING ASSISTANT
Basic Service Fee per month	Php 38,000.00/ 28,000.00/Php 22,000.00/Php500/day	Premium Pay	Php 38,000.00/ 28,000.00/Php22,000.00/Ph p 500/day
GENERAL PROVISIONS			
<p>1. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php 38,000.00/ Php 28,000 /Php 22,000.00/ Php500/day and is expected to perform the functions detailed in the Terms of Reference attached hereto as Annex "A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</p>		<p>9. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.</p>	
<p>2. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.</p>		<p>10. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.</p>	
<p>3. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into</p>		<p>11. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which</p>	

<p>consideration the latter's background and qualifications.</p>	<p>shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.</p>
<p>4. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Department Orders, and other relevant laws, circulars, and issuances.</p>	<p>12. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.</p>
<p>5. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.</p>	<p>13. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.</p>
<p>6. The SECOND PARTY warrants that [HE/SHE] is of good moral standing, and has not been previously dismissed by reason of any administrative or criminal case, and that [HE/SHE] possesses the qualifications, education, experience, skills, or expertise required to perform the services.</p>	<p>14. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with [HIS/HER] duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.</p>
<p>7. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure [HIS/HER] fitness for the job or work to be performed.</p>	<p>15. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.</p>
<p>8. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.</p>	
<p>1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines</p>	<p>All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY,</p>

<p>on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes.</p> <p>2. The SECOND PARTY may be allowed to claim overtime pay, transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable General Appropriations Act (GAA) funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>3. The SECOND PARTY is entitled to premium pay and other authorized benefits based on their remuneration rate under the contract and in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>4. This Agreement shall be funded from the GAA 2026 SBFP Fund under the School Health Division for the fiscal year covering the effectivity period of this Agreement.</p>	<p>and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances:</p> <p>a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential;</p> <p>b. Information in the public domain;</p> <p>c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and</p> <p>d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties.</p> <p>The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.</p>
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TERMINATION OF AGREEMENT

1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.
2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

TURN OVER AND CLEARANCE REQUIREMENTS	DISPUTE RESOLUTION
<ol style="list-style-type: none"> 1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand: <ol style="list-style-type: none"> a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody. b. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY. 	<ol style="list-style-type: none"> 1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five

	(5) days from issuance of the aforementioned written notice.
2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.	2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.
	3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in ___ City, to the exclusion of all other courts.
IN WITNESS WHEREOF, the Parties have hereunto set their hands this ___ day of ___ 20___ at ___ City, Philippines.	
Regional Office Director/Schools Division Superintendent	(Name)
Certification as to Availability of Funds:	
OBRs:	
AMOUNT:	

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
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1st Party

2nd Party

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 20__.

ANNEX F

MONITORING AND REPORTING SUBMISSION LINKS

Program/Component	Report	Office/Person Responsible	Frequency of Submission	Link
SBFP FORMS	Folder containing Standard Program Forms	RO, SDO, and School	Daily, Baseline, and Endline	https://tinyurl.com/SBFP-Forms-2026
Report Submission Links				
SBFP	Monthly Progress Report	RO and SDO SBFP Coordinator	Monthly	https://tinyurl.com/SBFP-Monthly-Progress-Report
	Monthly Accomplishment Report of Contract of Service (CoS)	RO and SDO SBFP Coordinator	Monthly	https://tinyurl.com/SBFP-CoS-Accomplishment-Report
	Program Terminal Report	RO, SDO and School SBFP Coordinator	Every after implementation of SBFP or every end of School Year	https://tinyurl.com/SBFP-Program-Terminal-Report
Central Kitchen	Accomplishment Report	RO, SDO and CKTC Technical Assistants	Every after implementation of SBFP	https://tinyurl.com/CK-Accomplishment-Report
Galing at Talino School Canteens	Accomplishment Report	RO and SDO SBFP Coordinator	End of School Year	https://tinyurl.com/SBFP-Galing-at-Talino-AR
Nutrition Sensitive Program	GPP Accomplishment Report	RO, SDO and School GPP Coordinator	End of School Year	https://tinyurl.com/2025-GPP-AR
	ISNM Accomplishment Report	RO, SDO and School GPP Coordinator	End of School Year	https://tinyurl.com/NSP-ISNM-Accomplishment-Report
	Fund Utilization for GPP and ISNM	RO, SDO and GPP Coordinator	Monthly	https://tinyurl.com/GPP-ISNMFundUtilizationFY2025
WinS	Fund Utilization for WinS	RO, SDO and School GPP Coordinator	Monthly	https://tinyurl.com/WinSFundUtilizationPR