



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 318, s. 2025

19 MAY 2025

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

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **School-Based Feeding Program (SBFP), Technical Assistant (TA) I under Contract of Service (COS)**.

2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Thursday May 29, 2025** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.

3. The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of applicants:

- a. Bachelor's degree relevant to the job (e. g., nutritionist-dietitian, allied health);
- b. No training required;
- c. No experience required; and
- d. Graduate of Nutrition and Dietetics is an advantage.

4. Applicants shall submit one (1) copy of the following documentary requirements:

- a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

ANSELMO R. ALUDINO

Schools Division Superintendent

Schools Division of the City of Batac

Thru: Jadley Mel P. Piso

Administrative Officer IV

Human Resource Management Officer

- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation and post-graduate units/degrees, if available;
- d. Photocopy of Certificate/s of Training, if applicable;
- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- f. Police and Barangay Clearance;

g. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/5dx77m6c>, notarized by authorized official.

5. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU (sdcbhrunit@deped.gov.ph), subject to the submission of the hard copy for purposes of verification.
6. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
7. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.
8. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
10. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
11. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
12. Immediate and widespread dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference:

To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/ Submission of Application for SBFP-Technical Assistant (TA) I-COS
0045/May 19, 2025