



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 100, s. 2026

09 FEB 2026

**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, Wednesday February 11, 2026** 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;
- b. Physically fit;
- c. 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 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. 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;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period/s covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



SDCB RECORDS UNIT

2602334



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

- j. 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/SDCBRecruitment2026>, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 4(i) is not relevant to the position to be filled, if applicable.
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
0009/February 06, 2026

SDCS RECORDS UNIT
2505549
RECEIVED
APR 04 2025
BY: [Signature]
TIME: 1:00 PM

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

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE
MAR 24 2025
BY: [Signature]
TIME: 1:11 PM

MEMORANDUM
OM-OUOPS-2024-08-043

DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
RECEIVED
APR 04 2025
BY: [Signature]
TIME: 3:00 PM
APPROVED: [Signature] - BY: [Signature]

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
[Signature]

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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Effectivity	03/23/23	Page	1 of 2



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 480 s. 2025

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 PROGRAM (NSP)

To: Schools Division Superintendents
All Others Concerned

1. This pertains to the attached Memorandum OM-OUOPS-2024-08-01153 from Officer-In-Charge, Office of the Undersecretary for Operations, Malcolm S. Garma, Department of Education, Central Office, Meralco Avenue, Pasig City, on the above mentioned subject dated February 25, 2025 for information and guidance.
2. Referring to the Memorandum issued OO-OSEC-2024-306 titled, Amendments to Office Order OO-OSEC-2023-023 signed by Secretary Sonny Angara dated December 16, 2024, be guided by the following new rates for the hiring of SBFP Feeding Coordinators under COS for the SBFP.
3. Attached is the Memorandum for your reference. For information and compliance.


TOLENTINO G. AQUINO
Director IV

Incls.: As Stated

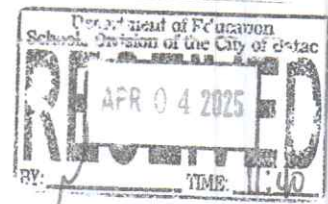
To be indicated in the Perpetual Index
Under the following subjects:

HEALTH EDUCATION

PROGRAMS

SCHOOLS

ESSD/SQC/mar/Regional Memo 2025
April 3, 2025



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Effectivity	11.18.2024	Page	1 of 1

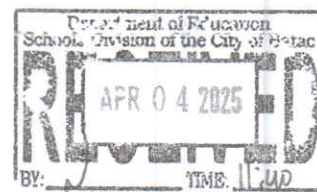


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Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Premium: 2,800.00	3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary 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.



FROM MA'AM SOL

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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		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 $P500 \times 175 \text{ days} = P87,500 \text{ per school}$ 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.

IV. Supervision of SBFP-COS and School Feeding Assistants

The TAI 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 TAI 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.