



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

19 May 2025

DIVISION MEMORANDUM
NO. 159, s. 2025

CALL FOR APPLICATION FOR TECHNICAL ASSISTANT I FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS), AND NUTRITION SENSITIVE PROGRAMS (NSP) UNDER CONTRACT OF SERVICE (COS)

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the Memorandum OM-OUOPS-2024-08-01153 or the "Corrigendum for the Guidelines on the Hiring of Technical Assistant Under Contract of Service for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP), this Office announces the Call for Application for Technical Assistant I for SBFP under contract of service.

2. The minimum qualifications and terms of reference of the said position are stated below:

POSITION PROFILE	
Position Title: Technical Assistant I (June to December 31, 2025)	Salary: P28,000.00 Premium Cost: P2,800.00
Station of Deployment: SGOD – Division of Angeles City	
JOB SUMMARY : The SBFP-COS Technical Assistant I shall report to the SDO to coordinate with the SDO SBFP Focal Persons under SGOD School Health and Nutrition Unit but are expected to report to the schools assigned to oversee the implementation of SBFP, NSP and WinS.	
MINIMUM QUALIFICATIONS: <ul style="list-style-type: none">• Bachelor's Degree in relevant to the job• Physically fit• Graduate of Nutrition and Dietetics is an advantage• Familiarity with various office software like Google Docs, Sheets, and Forms;• Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.	
TERMS OF REFERENCE: <ul style="list-style-type: none">• Provide technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs and Water, Sanitation, and hygiene in Schools;	



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- Oversee the implementation of SBFP, NSP, and WinS in schools;
- Conducts regular on-site visits to schools to monitor SBFP NSP, and WinS implementation;
- Coordinates with the School Head and Project Dev. Officer I (PDO I) in for the establishment and operation of a School Core Group;
- Monitors deliveries of food commodities in drop-off points;
- Assists in the food preparation and distribution of meals and/ or food commodities in the school and/or Central Kitchen together with the school SCFP core group;
- Assists in maintaining the school garden and checking of WASH facilities;
- Assists in the conduct of baseline and endline nutritional assessment in schools;
- Assists in the collection and consolidation of SBFP Forms and records;
- Monitors and validates records and forms by schools and ensure timely submission to the SDO;
- Performs other functions as may be deemed necessary.

3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit, this Division, on/before **May 30, 2025**. Bring the original documents during the scheduled screening/interview for verification purposes. All submitted documents will no longer be returned to the applicant;

- a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b) Duly accomplished PDS (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 of graduate and post-graduate units/degrees, if available;
- d) Photocopy of Certificate/s of Training, if any;
- e) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if any;
- f) Photocopy of the Performance Rating from current or previous employer, if any;
- g) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
- k) Other documents as may be required by the HRMPSB for comparative assessment.

4. The evaluative assessment on the applicant's competencies and interview shall be conducted by the HRMPSB of the Schools Division Office.



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5. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. **No additional documents shall be accepted beyond the prescribed deadline.**
6. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.
7. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Reference: OM-OUOPS-2024-08-01153
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
HIRING
RECRUITMENT

CLM/AOIV/May 19, 2025 *2*



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