



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

JAN 22 2025


Division **MEMORANDUM**

No. 054, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR SBFP FEEDING COORDINATOR  
UNDER CONTRACT OF SERVICE FOR THE SCHOOL-BASED FEEDING PROGRAM**

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

1. This Office announces the recruitment and selection of applicants for one (1) Technical Assistant (TA) I for the School-Based Feeding Program under Contract of Service (COS) status.
2. The recruitment and selection process is open to interested individuals regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation. Interested applicants are advised to submit their applications addressed to the Schools Division Superintendent and enclose **2 sets** of clear photocopies/printed pertinent documents to this division, Attention: Ma. Leah Linda S. Tan, Division HRMO, not later than **January 31, 2025**. Furthermore, applicants must upload clear scanned copies of their application documents in .pdf **format** using the link: **bit.ly/SDOSagayHRMPSB**, by the specified deadline. Instructions for uploading the application documents are also provided in the same link. Documents must be arranged and labeled accordingly using the sequence found in the enclosures. Applicants must use tabbing in arranging their application documents for efficient evaluation and assessment.
3. The required qualification standards, duties and responsibilities, and place of assignment of the abovementioned positions are attached as enclosures.
4. This Office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
OJC-Schools Division Superintendent



Enclosure : As stated  
Reference :  
Allotment : N/A  
No. of Pages : 4  
To be indicate in the **Perpetual Index** under the following subjects:

**RECRUITMENT**

**SELECTION**

**PERSONNEL**

mst/OSDS



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**Enclosure No. 1 to Division Memorandum No. \_\_\_, s. 2025**

Indicative timeline for the recruitment, evaluation, and selection process for the abovementioned vacant positions:

<b>Activity</b>	<b>Venue</b>	<b>Schedule</b>	<b>Remarks</b>
Receiving applications with complete supporting documents	Records Section	January 22-31, 2025	
Initial Evaluation against QS	Personnel Section	February 3, 2025	Initial Evaluation Results (IER) will be posted/announced through the following: <ul style="list-style-type: none"><li>- Division Office Bulletin Board</li><li>- SDO Sagay Social Media Page</li><li>- SDO Sagay Official Website</li><li>- Division Memorandum</li><li>- Conspicuous places of various schools of SDO Sagay</li></ul>
Evaluation & deliberation by the HRMPSB	HRMPSB Room	February 4, 2025	-
Interview of Applicants and Open Ranking	HRMPSB Room / Online	February 4, 2025	-
Final deliberation & evaluation of the result of the ranking	Conference Room	February 4, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 5, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	February 6, 2025	Results of the comparative assessment will be released through a Division Memorandum and posted on SDO and Schools Bulletin Board, SDO Website and other conspicuous places.





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Enclosure 2

**Minimum Qualifications, Duties and Responsibilities, Place of Assignment, Salary  
Documentary Requirements & Criteria for Evaluation**

**A. Minimum Qualifications, Duties and Responsibilities, Place of Assignment & Salary of  
Technical Assistant I**

<b>Position / No. of Vacant Positions</b>	Technical Assistant (TA) I One (1)
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree relevant to the job (e.g. nutritionist-dietician, allied health);</li><li>▪ No training required</li><li>▪ No experience required;</li><li>▪ Graduate of Nutrition and Dietetics is an advantage</li></ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Acts as the School Feeding Coordinator and the Central Kitchen Focal Person;</li><li>▪ Identifies the target beneficiaries based on the criteria provided, for approval by the School Head;</li><li>▪ 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;</li><li>▪ 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;</li><li>▪ Establishes a School Core Group;</li><li>▪ Identifies the parents/volunteers who shall help in the whole duration of the Program (Identified parents/volunteers must be physically and mentally fit;</li><li>▪ Orients all other SBFP implementers at the school on the program flow and its implementing guidelines;</li><li>▪ Prepares the daily or weekly schedule of parents/volunteers who shall prepare and cook the menu for the day. Prepare the feeding area, supervise the daily feeding program, and wash the dishes</li><li>▪ Supervises the workflow in the central kitchen;</li><li>▪ Educates and trains parents, volunteers, and central kitchen staff who shall help in the food preparation and distribution;</li><li>▪ Oversees the implementation of the program and facilitates prompt liquidation of SBFP downloaded funds;</li><li>▪ Does the recording and reporting using the School-Based Feeding Program form;</li><li>▪ Submits the terminal report at the end of feeding to the Schools Division Office through the District Office;</li><li>▪ Reports any issues and concerns regarding the implementation of the program to the division SBFP Focal Persons; and</li><li>▪ Does other related tasks.</li></ul> <p>As Training Center:</p> <ul style="list-style-type: none"><li>▪ Explains what the BLT Central Kitchen is and its different elements, and</li><li>▪ Demonstrates the day-to-day operations of the Central Kitchen for those LGUs who are going for benchmarking and training purposes</li></ul>
<b>Place of Assignment</b>	<ul style="list-style-type: none"><li>▪ Maria Lopez Elementary School</li></ul>
<b>Salary</b>	Base salary-Php28,000.00; Premium-Php2,800 = Php30,800.00/month





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B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, with Work Experience Sheet, if applicable;
- c. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- d. Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- e. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- f. Latest appointment;
- g. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- h. 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 No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official;
- i. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.

C. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" broken down as follows:

CRITERIA	Points for TA I
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

D. Additional Instructions

Applicants are instructed to proceed to the Personnel Section of this office upon submission of documents to receive their **application code** that will be used during the selection process.