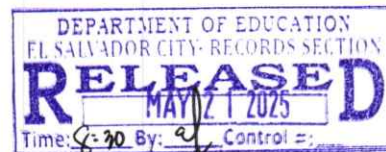




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



19 May 2025

DIVISION MEMORANDUM

No. 169 s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
TECHNICAL ASSISTANT I (CONTRACT OF SERVICE) AND ADMINISTRATIVE
SUPPORT II (CONTRACT OF SERVICE) FOR THE SCHOOL-BASED FEEDING
PROGRAM (SBFP), WATER, SANITATION AND HYGIENE IN SCHOOLS (WinS),
AND NUTRITION SENSITIVE PROGRAMS (NSP)**

To: **Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
All Elementary & Secondary Schools
All Others Concerned
This Division**

1. This Office calls for the submission of Applications for the Technical Assistant I and Administrative Support II positions under Contract of Service (CoS), in the Division Office, on or before **May 30, 2025, 5:00 PM**. The ranking shall adopt the selection criteria stipulated in DepEd Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection and Appointment in the Department of Education."
2. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

POSITION	# OF VACANCY	MONTHLY RENUMERATION	EDUCATION	TRAINING	EXPERIENCE	PLACE OF ASSIGNMENT	DURATION OF SERVICE
Technical Assistant I	1	Php 28,000.00 + 10% premium pay	Bachelor's Degree relevant to the job (Graduate of Nutrition and Dietetics is an advantage)	None required	None required	DepEd El Salvador City - SGOD *Must be physically fit	12 months only (renewed every 6 months)
Administrative Support II	1	Php 22,000.00 + 10% premium pay	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	DepEd El Salvador City - SGOD *Must be physically fit	12 months only (renewed every 6 months)



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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3. Additional Qualification/ Competency:
 - a. Must be physically fit;
 - b. Attached are the Terms of Reference (ToR) for the positions, to serve as reference to interested applicants and/or to serve as basis in the evaluation and selection of applicants.
4. All Applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (all listed from 'a to j' in Annex C of DepEd Order No. 7, s. 2023) shall not be included in the official pools of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared.
5. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Role	Name
Chairperson	Conniebel C. Nistal, <i>ASDS</i>
Members	Rolly B. Labis, <i>Chief - SGOD</i>
	Jeffrey M. Martinez, <i>Admin Officer V</i>
	Felanie Marie A. Lim, <i>HRMO II</i>
	Analyn G. Fabria, <i>EPSvr</i>
	Eleonor R. Isiderio, <i>Admin Officer IV</i>
	Alan T. Saculungan, <i>Supply Officer III</i>
Secretariat	Randy Rhys U. Capistrano, <i>ADAS III</i>

6. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. For information and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
RECRUITMENT



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Attachment to Division Memo No. _____, s. 2025

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.



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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 (c-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 c 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.



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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



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate 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 Ratings in the last rating period(s) covering one (1) year performance 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 Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.