



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

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 BY: MAY 14 2024

14 May 2024

DIVISION MEMORANDUM
 NO. 188, s. 2024

**CALL FOR APPLICATION FOR ADMINISTRATIVE SUPPORT II UNDER
 CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM**

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

1. In reference to the Memorandum issued last November 30, 2023, or the Guidelines on the Hiring of SBFP Feeding Coordinators under Contract of Service for the School-Based Feeding Program (SBFP) and pursuant to DepEd Order No. 002, s. 2024, this Office announce the Call for Application for Administrative Support II for the School-Based Feeding Program.

2. The Qualifications and Terms of Reference of the said position are stated below:

POSITION PROFILE	
Position Title: Administrative Support II	Salary: P20,000.00 Premium Cost: P2,000.00
Station of Deployment: Schools Division Office	
JOB SUMMARY: The SBFP-COS shall report the SDOs or schools to assist the Schools Division School Based Feeding Program Focal Persons under the School Health and Nutrition Unit (SHNU) and to act as Feeding Coordinator.	
MINIMUM QUALIFICATIONS:	
<ul style="list-style-type: none"> • Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job • 8 hours of relevant training • 1 year of relevant experience 	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO; • Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.; • Assists in the maintenance of database for SBFP and related programs and activities in the SDO; 	



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- Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
- Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
- Contributes to team effort by accomplishing related results as needed; and
- 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 22, 2024**. 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 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 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 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;
- j) 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, 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 (i) is not relevant to the position to be filled, if applicable.



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

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT
HIRING
RECRUITMENT

CLM/AOIV/May 14, 2024



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