



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

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 JAN 17 2025
 BY: _____

17 Jan. 2025

DIVISION MEMORANDUM
 NO. 020, s. 2025

CALL FOR APPLICATION FOR SCHOOL-BASED ADMINISTRATIVE SUPPORT STAFF AND FOR TECHNICAL ASSISTANTS FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS), AND NUTRITION SENSITIVE PROGRAMS (NSP)

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 DM-OUHROD-2025-0083 or the "Guidelines on the Renewal and Hiring of School-based Administrative Support Staff under COS for the Provided Eligible Schools", and in reference to Memorandum issued last December 3, 2024 or the "Guidelines on the Hiring of Technical Assistants and Feeding Assistants under COS 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 School-Based Administrative Support Staff and for Technical Assistants for the SBFP, WinS, and NSP.

2. The minimum qualifications, duties and responsibilities of the said positions are stated below:

POSITION PROFILE	
Position Title: Administrative Support Staff (January – December 2025 contract)	Salary: P12,100.00 Premium Cost: P1,512.50
Station of Deployment: Angeles City Science High School	
JOB SUMMARY : The Administrative Support Staff shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the School Head.	
MINIMUM QUALIFICATIONS:	
<ul style="list-style-type: none"> • Education: At least Senior High School Graduate • Training: None Required • Experience: None Required • Eligibility: None Required 	
Other qualifications:	
<ul style="list-style-type: none"> • Able to prepare templated reports • Computer literate preferably in MS Office Suite • Can operate office equipment (e.g., printers, fax machines, photocopiers, etc.) 	



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<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Provide overall administrative and clerical support to the School Head and other school personnel in the daily operations of the school; • Assist the School Head in preparing, conducting programs, projects, and activities; and • Perform other administrative and clerical assistance as may be determined by the School Head.

POSITION PROFILE	
Position Title: Technical Assistant I	Salary: P25,000.00 Premium Cost: P2,500.00
Station of Deployment: Division SGOD-School Health and Nutrition Unit	
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 Coordinators of the CKTCs.	
MINIMUM QUALIFICATIONS:	
<ul style="list-style-type: none"> • Bachelor's degree relevant to the job (e.g. nutritionist-dietitian, allied health); *Graduate of Nutrition and Dietetics is an advantage. • Physically fit • No training and experience required. 	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Oversees the implementation of SBFP, NSP, and WinS in the schools; • Provide technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, NSP (Gulayan sa Paaralan, Integrated School Nutrition Model, and food safety) and WinS • Assists in the preparation of reports related to SBFP, NSP, and WinS • 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 **January 24, 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. (*The specific school where the applicant intends to apply must be indicated in the letter*);
- 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;



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- 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. For School-based Administrative Support position, the evaluative assessment on the applicant's competencies and interview shall be conducted in the school and by the School Principal while for the Technical Assistant I position 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.

F: **ENGR. EDGARD C. DOMINGO PhD, CESO V**
Schools Division Superintendent *uk*

EDGAR L. MANABAT PhD
Chief Education Supervisor - SGOD

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

EMPLOYMENT
HIRING
RECRUITMENT

CLM/AOIV/January 17, 2025



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