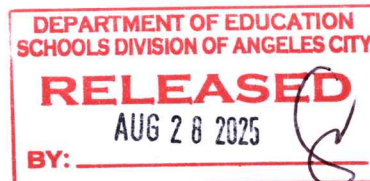




Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



27 Aug 2025

DIVISION MEMORANDUM
NO. 277, s. 2025

**CALL FOR APPLICATION FOR SCHOOL FEEDING ASSISTANTS UNDER
CONTRACT OF SERVICE (COS) 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 Elementary and Secondary School Heads
All Others Concerned

1. Relative to the Memorandum OUOPS No. 2023-09-10297 issued last December 3, 2024 or the "Guidelines on the Hiring of Technical Assistants and Feeding Assistants under Contract of Service for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools, and Nutrition Sensitive Program", this Office announce the Call for Application for School Feeding Assistants under COS.

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

POSITION PROFILE	
Position Title: School Feeding Assistant	Salary: P500.00 / day
Station of Deployment: Elementary Schools	
MINIMUM QUALIFICATIONS: • Completion of at least Senior High School graduate • Physically fit	
TERMS OF REFERENCE: • Assists in the food preparation and distribution of meals and/or food commodities in the school and/or Central Kitchen together with the school SBFP core group; • Maintains the cleanliness and functionality of all equipment and facilities used for the feeding activity and program, e.g., feeding area, storage area, and food preparation area together with the school SBFP core group; Assists in the maintenance of database for SBFP and related programs and activities in the SDO; • Assists in the conduct of baseline and endline nutritional assessment in schools; • Assists in the collection and consolidation of SBFP forms and records accomplished at the school level;	



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- Assists in maintaining the school garden and checking of WASH facilities; 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 **September 1, 2025**.

- 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 2025) with Work Experience Sheet, if applicable;
- c) Photocopy of proof of residence;
- d) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR)

4. Evaluative assessment on the applicant's competencies and interview shall be conducted in the school and by the School Principal.

5. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.

6. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to "pay-for-position" schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).

7. Immediate dissemination of this Memorandum is desired.

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

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

EMPLOYMENT

HIRING

RECRUITMENT

CLM/AOIV/August 27, 2025



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