



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



03 Aug 2026

DIVISION MEMORANDUM
NO. 301, s. 2026

CALL FOR APPLICATION FOR TECHNICAL ASSISTANTS FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS), AND NUTRITION SENSITIVE PROGRAMS (NSP) UNDER CONTRACT OF SERVICE (COS)

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

1. Relative to the Memorandum OM-OUOPS-2024-08-01153 or the "Corrigendum for the Guidelines on the Hiring of Technical Assistant Under Contract of Service 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 Technical Assistant I for SBFP under contract of service.

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

POSITION PROFILE	
Position Title: Technical Assistant I	Salary: P28,000.00 Premium Cost: P2,800.00
Station of Deployment: Division SGOD-School Health and Nutrition Unit	
JOB SUMMARY: The SBFP-COS shall report to the SDO or schools and 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: - 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. - Familiarity with various office software like Google Docs, Sheets, and Forms; - Knowledge of web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.	
TERMS OF REFERENCE: - Provide technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs and Water, Sanitation, and Hygiene in Schools; - Oversee the implementation of SBFP, NSP, and WinS in schools;	





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- Conducts regular on-site visits to schools to monitor SBFP NSP, and Wins implementation;
- Coordinates with the School Head and Project Dev. Officer I (PDO I) in the establishment and operation of a School Core Group;
- Monitors deliveries of food commodities in drop-off points;
- Assists in the food preparation and distribution of meals and/ or food commodities in the school and/or Central Kitchen together with the school SCFP core group;
- Assists in maintaining the school garden and checking of WASH facilities;
- Assists in the conduct of baseline and endline nutritional assessment in schools;
- Assists in the collection and consolidation of SBFP Forms and records;
- Monitors and validates records and forms by schools and ensure timely submission to the SDO;
- 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 **August 10, 2026**.

- 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 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);
- e) Certificate of Employment (if any);
- f) Certificate of relevant training (if any);
- g) Performance Rating /evaluation from current/previous work (if any)

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

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

6. 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.



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7. 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).

8. Immediate dissemination of this Memorandum is desired.


ENGR. EDGARD [REDACTED] MINGO PhD, CESO V
Schools Division Superintendent

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

EMPLOYMENT

HIRING

RECRUITMENT

CLM/AOIV/August 03, 2026

