



TC-24-2380

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 11, 2024

Division Memorandum

No. 0108, s. 2024

**CALL OF APPLICANTS FOR ONE (1) SCHOOL-BASED FEEDING PROGRAM (SBFP)
ADMINISTRATIVE SUPPORT II POSITION (CONTRACT OF SERVICE) UNDER THE
SCHOOL HEALTH AND NUTRITION UNIT (SHNU) OF THE SCHOOLS GOVERNANCE
AND OPERATIONS DIVISION (SGOD)**

To: **Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Education Program Supervisors
Public Elementary, Secondary & SHS Level School Heads
All Concerned**

In accordance with Regional Memorandum AD-2024-053 re: Hiring of Regional/Division Contract of Service (COS) for the School-Based Feeding Program (SBFP), dated February 21, 2024, this Office hereby calls for applicants for the vacant School-Based Feeding Program (SBFP) Administrative Support II position (Contract of Service) under the School Health and Nutrition Unit (SHNU) of the Schools Governance and Operations Division (SGOD).

Place of Assignment:

The SBFP-COS shall report to the SDO to assist the Schools Division School-Based Feeding Program Focal Person under the School Health and Nutrition Unit (SHNU) of the Schools Governance and Operations Division (SGOD), and to act as Feeding Coordinators of the Central Kitchen Training Centers (CKTCs).

Terms of Reference of the SBFP-COS, Administrative Support 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.;



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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.

Qualifications of the SBFP-COS, Administrative Support 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; and
3. 1 year of relevant experience.

Base Salary and Premium:

P20,000.00 and P2,000.00


All qualified applicants may file and submit their letter of intent addressed to **Jinky B. Firman, Ph.D, CESO VI, Schools Division Superintendent** through **Ailene B. Añonuevo, SGOD Chief**, together with the following pertinent documents to wit:

1. Curriculum Vitae;
2. Official Transcript of Records duly certified, authenticated and verified (CAV);
3. Service Records or Certificates of Employment;
4. Certificates of Trainings attended;

The deadline for submission of all documents shall be on or before **May 24, 2024**.

Finally, this Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

For widest and immediate dissemination.


JINKY B. FIRMAN, Ph.D, CESO VI
OIC-Schools Division Superintendent

RELEASED

Enclosed: as stated
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MAY 16 2024

RECORDS SECTION SDO PANABO CITY
BY 



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