



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

Office of the Schools Division Superintendent

May 13, 2025

Division Memorandum
No. 0118, s. 2024

CALL FOR APPLICANTS OF TWO (2) SCHOOL-BASED FEEDING PROGRAM (SBFP) TECHNICAL ASSISTANT I (TA I) POSITION UNDER CONTRACT OF SERVICE FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS (WINS) AND NUTRITION SENSITIVE PROGRAM (NSP)

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

In accordance with Regional Memorandum ESSD-2025-100 re: Dissemination of OM-OUOPS-2024-08-01153, this Office hereby calls for applicants for the vacant Technical Assistant I position under Contract of Service (COS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS) and Nutrition Sensitive Program (NSP).

Place of Assignment:

The SBFP-COS Technical Assistant I (TA I) shall report to the Schools Division Office on designated days to coordinate with the SDO SBFP Focal Person under the Schools Governance and Operation Division-School Health and Nutrition Unit but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP, and WinS.

Terms of Reference of the Technical Assistant I (TA I):

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of TA I:

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and Food Safety) and WinS.
2. Oversees the implementation of SBFP, NSP, and WinS in schools;
3. **For SBFP:**
 - a) Provides technical support to schools in the implementation of the SBFP;

- b) Conducts regular on-site visits to schools to monitor the SBFP implementation;
- c) Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;
- d) Coordinates with the School Head and PDO I in for the establishment and operations of the School Core Group;
- e) Monitors deliveries of food commodities in drop-off points;
- f) Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;
- g) Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
- h) Monitors the conduct of feeding activity or food distribution;
- i) Conducts random inspection and counting of stored food commodities;
- j) Ensures that food safety standards in schools are in place and address food-safety related incidents in schools; and
- k) Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.

4. For WinS:

- a) Provides technical support to schools in the implementation of WinS Program;
- b) Conducts regular on-site visits to schools to monitor the implementation of the WinS program;
- c) Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
- d) Coordinates with the SDO WinS coordinator, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
- e) Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
- f) Checks records and data on WinS; and
- g) Assist in addressing concerns during the program implementation, especially when it comes to e-OMS.

5. For NSP:

- a) Provides technical support to schools in the implementation of NSP Components, particularly the Integrated School Nutrition Model (ISNM), Gulayan sa Paaralan (GPP), and Food Safety;
- b) Conducts regular on-site visits to schools to monitor the implementation of NSP;
- c) Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage GPP and ISNM;
- d) Coordinates with the School Heads and PDO I on the maintenance of records of NSP activities, including data on school gardens, ISNM, and Food Safety;
- e) Supports the organization and facilitation of training sessions for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education, and
- f) Assist in the preparation of reports related to NSP.

6. Performs other functions as may deemed necessary.

Qualifications of the TA I:

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to job (e.g. nutritionist-dietician, allied health);
2. No training required;
3. No experience required;
4. Physically fit;
5. With knowledge on office productivity tools;
6. Graduate of Nutrition and Dietetics is an advantage.

Base Salary and Premium:

P28,000.00 (base salary) and P2,800.00 (premium)

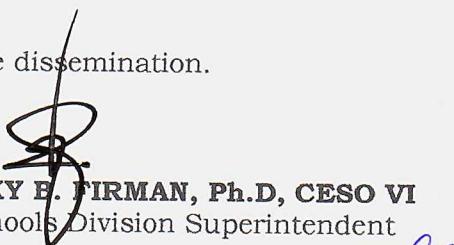
All qualified applicants may file and submit their letter of intent addressed to **Jinky B. Firman, Ph.D, CESO VI, Schools Division Superintendent** through **Ailene B. Añonuevo, SGOD Chief**, together with the following pertinent documents to wit:

1. Curriculum Vitae;
2. Official Transcript of Records duly certified, authenticated and verified (CAV);
3. Medical Certificate
4. May attach any related Office Productivity Training/short courses

The deadline for submission of all documents shall be on or before **May 21, 2025**. Further, Written examination and Interview shall be conducted on May 23, 2025.

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
Schools Division Superintendent


RELEASED

MAY 14 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: as stated
SGOD/aba/mje



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
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providing quality education, MATATAG for all.



Rc 10/24



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Republic of the Philippines
Department of Education
DAVAO REGION

March 25, 2025

REGIONAL MEMORANDUM
ESSD-2025-100

DISSEMINATION OF OM-OUOPS-2024-08-01153

To: Schools Division Superintendents

- Attached is a copy of Memorandum OM-OUOPS-2024-08-01153, from the Office of the Undersecretary for Operations, re: **Corrigendum for the Guidelines on the Hiring of Technical Assistants and 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)**, which is self-explanatory.
- In this regard, this Office, through the Education Support Services Division (ESSD), hereby advises the field on the **strict compliance of the specific directions provided in the Memorandum**.
- For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
- Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROE7/rdc

DEPARTMENT OF EDUCATION, Davao Region
DISSEMINATION
RELEASED

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REPUBLICA NG PILIPINAS
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

DEPARTMENT OF EDUCATION ROA

RECORDS SECTION

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By: 24 MAR 2025

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7:45

MEMORANDUM
OM-OUOPS-2024-08-0153

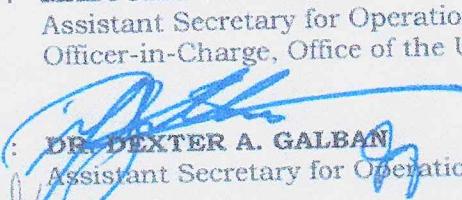
FOR : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

DEPARTMENT OF EDUCATION
O.F. OF THE UNDERSECRETARY FOR OPERATIONS
RECEIVED

APPROVED & PAPERED BY OUAOP

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

FROM : MALCOLM S. GARMA
Assistant Secretary for Operations
Officer-in-Charge, Office of the Undersecretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : CORRIGENDUM FOR THE GUIDELINES ON THE HIRING OF
TECHNICAL ASSISTANTS AND 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)

DATE : February 25, 2025

In reference to the issued OO-OSEC-2024-306 titled, Amendments to Office Order OO-OSEC-2023-023, signed by Secretary Sonny Angara dated December 16, 2024, please be guided by the following new rates for the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Technical Assistant I Base Salary: 28,000.00	1 per Regional Office (RO) 1 per small SDO 2 per medium SDO	30,800.00	All SDOs/ 420 CoS	155,232,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF



Compensation Items	Maximum Personnel	Republic of the Philippines Department of Education DAVAO REGION	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Premium: 2,800.00	3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary for Operations			
Administrative Support II Base Salary: 22,000.00 Premium: 2,200.00	1 or more per SDO depending on the availability of funds and size of SDO	24,200.00	All SDOs	8,179,600.00 downloaded funds from BLSS-SHD-SBFP or SDO PSF *Additional PSF will be downloaded to 26 SDOs with insufficient funds
School Feeding Assistant Base salary: P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500.00 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

For immediate implementation and dissemination.

Thank you very much.



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Republic of the Philippines
Department of Education
DAVAO REGION

January 30, 2025

REGIONAL MEMORANDUM
ESSD-2025-022

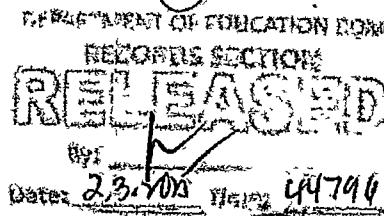
DISSEMINATION OF CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS)

To: Schools Division Superintendents

1. Attached is a copy of unnumbered Memorandum dated April 2, 2024, from the Office of the Director of Bureau of Learner Support Services, re: **Clarification on the Hiring of the School-Based Feeding Program (SBFP) Feeding Coordinators Under Contract of Service (COS)**, which is self-explanatory.
2. In this regard, this Office, through the Education Support Services Division (ESSD), hereby advises the field on the **strict compliance of the specific directions provided in the Memorandum**.
3. For further details, Reissa T. Silda, may be contacted at (082) 224-0748.
4. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROE7/rdc



Address: B. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedxi.ph



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4-4-24 Date

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : REGIONAL DIRECTORS
Regions I-XII, CARAGA, CAR, & NCR
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection Office

SUBJECT : CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER
CONTRACT OF SERVICE (COS)

DATE : April 2, 2024

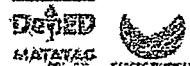
This has reference to the signed Memorandum on the Hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (RESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2024 (current and continuing) and the succeeding years.

The following guidelines are further issued for clarification:

1. Schools Division Offices under Large and Extra Large categories may hire more than one (1) Administrative Support (AS) II subject to availability of funds.
2. On Qualification Standards:
 - a. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned at the Regional Offices
 1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);
 2. No training required;
 3. No experience required; and
 4. Graduate of Nutrition and Dietetics is an advantage

3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone No.: (02) 632-9935, (02) 8635-3763 | Email Address: blss.ed@deped.gov.ph



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b. Qualifications of the SBFP-COS, Administrative Support (AS) II assigned at the Schools Division Offices

1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
2. No training required; and
3. No experience required

c. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned in Central Kitchens

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health, hotel and restaurant management);
2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics or Hotel and Restaurant Management is an advantage

For immediate implementation and dissemination.

Thank you very much.



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-09-10297

MEMORANDUM

TO : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : **WILFREDO E. CABRAL**
Undersecretary
Office of the ~~Undersecretary~~ for Human Resource and
Organizational Development

Received **Atty. REVSEE A. ESCOBEDO** ¹⁰
Undersecretary for Operations ^{9/10}

SUBJECT : **GUIDELINES ON THE HIRING OF TECHNICAL ASSISTANTS
AND 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)**

DATE : **December 3, 2024**

This has reference to the hiring of additional Contract of Service (CoS) personnel for the Schools Division Offices (SDOs) through the School Governance and Operations (SGOD) - School Health and Nutrition Unit; and School Feeding Assistants (SFAs), to support in the implementation of the School-Based Feeding Program (SBFP), Water, sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP) starting Calendar Year 2025 chargeable against the downloaded funds to the Schools Division Offices (SDOs) and Schools Operational Expenses. The COS for hiring will be one (1) Technical Assistant (TA) I per small SDO, two (2) per medium SDO, and three (3) per large or very large SDO; and at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster of schools subject to availability of funds.

This guidelines supplements the Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A. Escobedo titled "Guidelines on the Hiring of Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)" dated November 30, 2023.

BLSS-SHD/FMN



Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
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Starting SY 2024-2025, additional TA I and SFAs may be hired chargeable against the SDO SBFP Program Support Funds (SDO-PSF) subject to availability of funds.

For the SBFP, the most recent development in the National Expenditure Program for FY 2024 is the doubled budget allocation at P11.7 Billion Pesos to cover all undernourished Kinder to Grade 6 learners for 175 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG-TICKET program, thus needing additional technical and administrative support in the SDOs and schools dedicated solely to the program. It is the first time that SBFP will be implemented year-round, and it entails a strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others. Moreover, the issuance of DepEd Order No. 2 titled "Immediate Removal of Administrative Tasks of Public School Teachers" became a big challenge in terms of manpower at the school level.

In order to comply with the abovementioned legal bases and to carry out the implementation of the **School-Based Feeding Program**, there must be adequate staff to handle the workload of SBFP at all levels of DepEd staff and personnel (namely the Central Office, the Regional Offices, School Division Offices, and Schools).

Currently, the ESSD and SGOD, which serve as the division of the Regional/Schools Division Offices tasked to carry out all school health and nutrition programs/projects have already full workload. The hiring of Technical Assistants and Feeding Assistants will augment the current workload of the SBFP Focal Persons in order to ensure that the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized to the highest extent possible for an efficient and effective implementation of the program.

I. Background

The School-Based Feeding Program (SBFP) is among DepEd's big ticket programs with a big annual budget allocation. With the Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Development Plan, through the BEDP 2030, envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners. The budget allocation for SBFP in the National Expenditure Program for FY 2025 is at P11.7 Billion Pesos to cover 3,398,541 all Kinder and undernourished Grades 1-6 learners.

The need for hiring TAs and SFAs under COS was also brought about during consultations conducted by the SBFP under the Bureau of Learner Support Services – School Health Division (BLSS-SHD), with Regional Office Coordinators to address the manpower gap at the school level because of the issuance of DepEd Order No. 2, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers". In view of the foregoing, the following guidelines regarding the hiring of COS are provided.

II. Financial Aspect

a. Funds for the Salary of the SBFP-COS

For the implementation of the hiring of Contract of Service (COS) personnel, the Bureau of Learner Support Services – School Health Division (BLSS-SHD) shall allocate funds from the Fiscal Year 2025 School-Based Feeding Program, totaling Php 136,600,000.00. This allocation will be charged against the Program Support Funds of the respective Schools Division Offices (SDOs) for the hiring of COS personnel from January to December 2025. The allocation per SDO is detailed in Annex B.

To ensure the sustainability of the program, the BLSS-SHD shall commit to allocating funds to SDOs for FY 2025 and in subsequent years.

Budget for COS				
Compensation items	Maximum no. of Personnel	January to December 2025	No. of ROs/ SDOs/ Schools	Total Amount for the Hiring of COS and Source of Funds
TA I <u>Base salary:</u> P25,000.00 <u>Premium:</u> P2,500.00	1 per small SDO 2 per medium SDO 3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary for Operations	P27,500.00	218 SDOs/ 420 CoS	138,600,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF
School Feeding Assistant <u>Base salary:</u> P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the SDOs and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the SDOs or schools.

III. Hiring of SDO and School COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS (TA I) shall report to the SDO on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-SHNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP, and WinS.

While the SFAs shall report to the specific school that hired them.

b. Terms of Reference of the Technical Assistant I (TA I)

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Technical Assistant I:

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and food Safety) and Water, Sanitation, and Hygiene in Schools (WinS).
2. Oversees the implementation of SBFP, NSP, and WinS in the schools;
3. For SBFP:
 - a. Provides technical support to schools in the implementation of the SBFP;
 - b. Conducts regular on-site visits to schools to monitor the SBFP implementation;
 - c. Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;
 - d. Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group;
 - e. Monitors deliveries of food commodities in drop-off points;
 - f. Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;
 - g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
 - h. Monitors the conduct of the feeding activity or food distribution;
 - i. Conducts random inspection and counting of stored food commodities;
 - j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and
 - k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.

4. For WinS:
 - a. Provides technical support to schools in the implementation of the WinS Program;
 - b. Conducts regular on-site visits to schools to monitor the implementation of the WinS Program;
 - c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
 - d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
 - f. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
 - g. Checks records and data on WinS; and
 - h. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.
5. For NSP:
 - a. provides technical support to schools in the implementation of NSP components, particularly the Integrated School Nutrition Model (ISNM), *Gulayan sa Paaralan* Program (GPP), and Food Safety;
 - b. Conducts regular on-site visits to schools to monitor the implementation of the NSP;
 - c. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage GPP or ISNM;
 - d. Coordinates with the School Heads and PDO I on the maintenance of records of NSP activities, including data on school gardens, ISNM, and food safety;
 - e. Supports the organization and facilitation of training sessions for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education; and
 - f. Assists in the preparation of reports related to NSP.
6. For Central Kitchens:
 - a. Coordinates with the Central Kitchen Focal Person and monitors if the target beneficiaries are finalized and approved and if the documents for the start of feeding such as Cycle Menu, Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and other necessary documents are accomplished and ready for submission to SDO;
 - b. Ensures that in the Central Kitchens, there is an established School Core Group and there will be sufficient parents/volunteers who shall help in the whole duration of the Program
 - c. Assists in the orientation of SBFP Implementing guidelines at the school level; and
 - d. Regularly checks the kitchen workflow and ensure completeness of the administrative documents in the central kitchen such as liquidation, recording and reporting of SBFP forms.
7. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements and claim reimbursements of transportation expenses for SBFP-related activities.

c. Qualifications of the Technical Assistant (TA) I

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to the job;
2. Physically fit
3. Graduate of Nutrition and Dietetics is an advantage

d. Terms of Reference of the School Feeding Assistant

The proposed COS to be hired for the schools shall have the following terms of reference for the position of Feeding Assistants:

1. 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;
2. 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;
3. Assists in the conduct of baseline and endline nutritional assessment in schools;
4. Assists in the collection and consolidation of SBFP forms and records accomplished at the school level;
5. Assists in maintaining the school garden and checking of WASH facilities; and
6. Perform other functions as may be deemed necessary

e. Qualifications of the School Feeding Assistant.

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Completion of at least Senior High School graduate
2. Physically fit

f. Issuance of Contract

The Schools Division Offices and schools shall issue the contract (Service Agreement) of the abovementioned COS and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

IV. Supervision of SBFP-COS and School Feeding Assistants

The TA I shall be under the supervision of the Schools Division Superintendent through the Chief, School Governance and Operations Division (SGOD) and the SBFP Focal Persons.

While the SFAs shall be under the supervision of the School Head and the roving TA I of the SDO.

The SDOs/Principals, shall ensure that the SBFP-COS completes and performs the tasks enumerated in Chapter 3 through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Head or their designated Official, shall be submitted to their respective Schools Division Offices.

V. Roles and Responsibilities

a. Roles and Responsibilities of the BLSS-SHD (Central Office)

The BLSS-SHD shall be responsible for the following:

1. Downloads the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months;
2. Conducts policy orientation and capacity-building to field offices as deemed necessary;
3. Monitors compliance to this policy;
4. Provides technical assistance to field offices; and
5. Participate, if needed, in the conduct of screening of applicant SBFP-COS.

b. Roles and Responsibilities of the Regional/Schools Division Offices

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Allocate funding from the SBFP PSF for the salary of the SBFP-COS for twelve (12) months and ensure timely payments of salaries;
2. Conduct screening of the applicants for the SBFP-COS;
3. Prepare and manage the contract of the SBFP-COS, following the prescribed service agreement of the SBFP-COS (See Annex A);
4. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
5. Supervise the SBFP-COS in performing the tasks according to the TOR; and
6. Review and approve the accomplishment report for submission to BLSS-SHD.

c. Roles and Responsibilities of the Schools

The Schools shall be responsible for the following:

1. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program, Nutrition Sensitive Programs (NSP), and Water, Sanitation, and Hygiene in Schools (WinS);
2. Supervise the SBFP-COS in performing the tasks according to the TOR;
3. Review and approve the accomplishment report for submission to the SDO; and
4. Allocate funding from the School Operational Expenses for the salary of Feeding Assistants for 175 days and ensure timely payment of salaries.

Please see attached Annexes for your reference.