



Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

February 12, 2025

DIVISION MEMORANDUM

No. 129 s. 2025

ACCEPTANCE OF APPLICATION FOR TECHNICAL ASSISTANT I 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 CID & SGOD Chief and Personnel OSDS Unit Heads and Personnel Elementary & Secondary School Heads All Others Concerned

- The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for Technical Assistant I under CoS for the SBFP, WinS and NSP from February 12-21, 2025.
- The qualifications, terms of reference and criteria/point system is shown in Enclosure No. 1 to this memorandum.
- 3. All interested qualified applicants shall submit their documents at the Offics of the Asst. Schools Division Superintendent through the Records Section in white folder. Documents must be fastened on the left side arranged from letter A to letter G as indicated below. To facilitate the evaluation process, labels (index tabs) using A to G are requested:

	DOCUMENTARY REQUIREMENTS		
A	Letter of Intent addressed to the Schools Division Superintendent		
В	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212 PDS & bit.ly/WES_PDS		
C	Clear photocopy of valid and updated PRC License/ID (if applicable)		
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating (if applicable)		
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)		
F	Clear photocopy of Certificate/s of training attended arranged by year from most recent (if applicable)		
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)		

- 4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
- No additional documents will be accepted after the deadline.
- This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation,







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political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

For information, guidance and wide dissemination. 7.

CECILE C. FERRO CESO VI

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent













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Enclosure No. 1 to Division Memorandum No. 129 s. 2024

Position Title	TECHNICAL ASSISTANT I (TA I)
Basic Monthly	Base Salary-Php25,000.00
Salary	Premium- Php2,500.00
Place of Assignment	The TA I shall report to the Schools Division Office (SDO)- School Governance and Operations Division (SGOD) on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-HNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP and WinS.

Qualifications:

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

Terms of Reference:

- Provides 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.
- 2. Oversees the implementation of SBFP, NSP, and WinS
- 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;
 - 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 I) for the establishment and operation of a School Core Croup;
 - e. Monitors deliveries of food commodities in frop-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;
 - Monitors the conduct of the feeding activity or foor 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
 - 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;
- 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:
- 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 activities;
- g. Assists in addressing concerns during the program implementation, especially when it comes to the e-OMS.
- 5. For NSP:







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- a. Provides technical support to schools in the implementation of NSP components, particularly the Integrated School Nutrition Model (SNM), Gulayan sa Paaralan (GPP), and Food Safety;
- b. Conducts regulat on-site visits to schools to monitor the implementation of the NSP;
- Coordinates with the School Heads 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 and 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. Performs other functions as may be deemed necessary.

CRITERIA/POINT SYSTEM

Education-30 points

Points	Range			
Points	From	То		
30	Master's Degree or higher			
25	39 units earned towards the completion of Master's Degree	Complete Academic Requirement completed towards a Master's Degree		
20	30 units earned towards the completion of Master's Degree	Less than 39 units earned towards the completion of Master's Degree		
15	15 units earned towards the completion of Master's Degree	Less than 30 units earned towards the completion of Master's Degree		
10	Bachelor's Degree	Less than 15 units earned towards the completion of Master's Degree		

Training- 20 points

Dalata	Range		
Points	From	То	
20	More than 40 hours		
15	32 hours	40 hours	
10	24 hours	Less than 32 hours	
5	16 hours	Less than 24 hours	
1	8 hours	Less than 16 hours	

Experience- 20 points

Points	Range		
Tomts	From	То	
20	More than 3 years & 6 months		
15	3 years	3 years & 6 months	
10	2 years & 6 months	Less than 3 years	
8	2 years	Less than 2 years & 6 months	
6	1 year & 6 months	Less than 2 years	
4	1 year	Less than 1 year & 6 months	
2	6 months	Less than 1 year	

Written Examination/Work Sample Test- 15 points Behavioral Even Interview – 15 points







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