

School
Health



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

17 July 2025

DIVISION MEMORANDUM

No. 226, s. 2025

CALL FOR APPLICANTS AND GUIDELINES ON THE HIRING OF TWO (2) TECHNICAL ASSISTANTS (TA) 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: Office of the Assistant Schools Division Superintendent
All Others Concerned

1. In accordance with the Department of Education's (DepEd) commitment to improving the health and well-being of learners, we are calling for applicants to fill two (2) Technical Assistant (TA) I positions under Contract of Service (COS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP).
2. The DepEd Northern Samar shall provide equal opportunity for employment for all interested and qualified applicants regardless of age, race, ethnicity, religious affiliations, gender preference, and disability.
3. Interested applicants for **TECHNICAL ASSISTANT (TA) I** shall have the following qualification standards:
 - a. Bachelor's degree relevant to the job;
 - b. Physically fit; and
 - c. Graduate of Nutrition and Dietetics is an advantage.
4. The COS for TA I shall be hired for twelve (12) months with a base salary of **₱28,000.00** and a premium of **₱2,800.00**, chargeable against the SBFP-PSF.
5. The **TAs** are expected to perform the following functions:
 - a. Provide 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).
 - b. Oversee the implementation of SBFP, NSP, and WinS in the schools;
 - c. For SBFP:
 - i. provide technical support to schools in the implementation of the SBFP;
 - ii. conduct regular on-site visits to schools to monitor the SBFP implementation;
 - iii. ensure conduct of and maintenance of school records of baseline and endline nutritional assessment;



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- iv. coordinate with the School Head and the Project Development Officer I (PDO) for the establishment and operation of a School Core Group;
 - v. monitor deliveries of food commodities in drop-off points;
 - vi. coordinate with the School Heads in making sure that storage areas are clean, safe, pest-free, secured, and well-ventilated;
 - vii. ensure the readiness of the schools to start the feeding activity according to the prescribed timelines;
 - viii. monitor the conduct of the feeding activity or food distribution;
 - ix. conduct random inspection and counting of stored food commodities;
 - x. ensure that food safety standards in schools are in place and address food safety-related incidents in schools; and
 - xi. monitor and validate SBFP records and forms by schools and ensure timely submission to the SDO.
- d. For WinS:
- i. provide technical support to schools in the implementation of the WinS Program;
 - ii. conduct regular on-site visits to schools to monitor the implementation of the WinS Program;
 - iii. use the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
 - iv. coordinate with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
 - v. coordinate with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
 - vi. check records and data on WinS; and
 - vii. assists in addressing concerns during the program implementation, especially when it comes to e-OMS.
- e. For NSP:
- i. provide 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;
 - ii. conduct regular on-site visits to schools to monitor the implementation of the NSP;
 - iii. coordinate with the School Head and the PDO I for the establishment and operation of a School Core Group to manage GPP or ISNM;
 - iv. coordinate with the School Heads and PDO I on the maintenance of records of NSP activities, including data on school gardens, ISNM, and food safety;



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
- v. support the organization and facilitation of training sessions for schools on NSP-related activities such as sustainable gardening, food safety practices, and nutrition education; and
 - vi. assist in the preparation of reports related to NSP.
- f. For Central Kitchens:
- i. coordinate 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;
 - ii. ensure 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
 - iii. assist in the orientation of SBFP Implementing guidelines at the school level; and
 - iv. regularly check the kitchen workflow and ensure completeness of the administrative documents in the central kitchen such as liquidation, recording and reporting of SBFP forms.
- g. perform other functions as may be deemed necessary.
6. The SBFP-COS (TA I) shall report to the SDO on designated days to coordinate with the SBFP Focal Person 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.
7. Interested applicants shall submit to the Office of the Human Resource Management the following requirements:
- a. Application letter addressed to **GAUDENCIO C. ALJIBE JR., PhD, CESO VI**, Schools Division Superintendent;
 - b. Duly accomplished CSC Form 212 or the Personal Data Sheet (PDS);
 - c. Resume/Curriculum Vitae (CV); and
 - d. Transcript of Records
8. Applicants may submit their requirement on or before **July 21, 2025**. An interview will be conducted on **July 23, 2025**. Applicants are advised to wear formal/corporate attire during the interview.
9. Incomplete and late submission of requirements shall **no longer be accepted** to observe fairness and equity, and to promote merit and fitness.
10. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI,
Schools Division Superintendent



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By: 
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