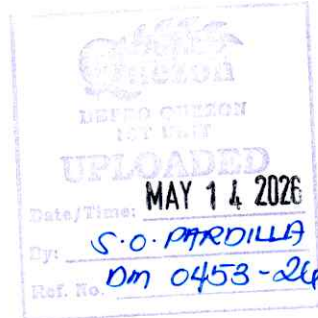




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



15 May 2026

DIVISION MEMORANDUM

No. 0453, s. 2026

ANNOUNCEMENT OF VACANCY IN SDO QUEZON - SCHOOL HEALTH AND NUTRITION UNIT FOR ONE (1) TECHNICAL ASSISTANT I (TA I) UNDER SCHOOL-BASED FEEDING PROGRAM CONTRACT OF SERVICE (SBFP-COS)

To: Assistant Schools Division Superintendents
Chiefs – CID/SGOD
HRMPSB Members
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to **RM-2024-219**, titled “Guidelines On The Hiring of SBFP Feeding Coordinators Under Contract of Service (COS) for The School-Based Feeding Program (SBFP) and OUPS Memorandum No. 2023-09-10297 or the Guidelines on the Hiring of Technical Assistants under Contract of Service (COS) for The School-Based Feeding Program (SBFP), Water, Sanitation, Hygiene in Schools (WinS) and Nutrition Sensitive Program (NSP)”, this Office announces the **vacancy in the Department of Education – Schools Division of Quezon, School Health and Nutrition Unit (SHNU) for one (1) Technical Assistant I (TA I) under Contract of Service (COS)** (see attached enclosure for the Qualification Standards). All interested applicants who are qualified for the position are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
2. Interested qualified applicants must place their pertinent documents in a **folder** with an “ear tag”, which will be submitted to the **Division Office of Quezon** for checking and receiving of documents.
3. The pertinent documents of the Technical Assistant (TA) I position must be arranged accordingly;

Mandatory Requirements

- a. Curriculum Vitae (CV);
 - b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2025);
 - c. Transcript of Records (TOR); and
 - d. Other hiring documents needed.
4. All application documents shall be submitted on or before **May 21, 2026 (Thursday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon until 5:00 in the afternoon. No additional documents shall be accepted after the deadline.**

DEPEDQUEZON-TM-SDS-04-009-003





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5. The Schools Division of Quezon – Health Section must conduct the assessment process for qualified applicants such as **review of CV, interviews, etc.** They must also evaluate the results of assessment process and prepare the following pertinent documents:
 - a. Authority to Hire;
 - b. Accomplished Terms of Reference (TOR);
 - c. Contract; and
 - d. Other hiring documents needed.
6. Attached is the suggested timeline on the Hiring of Technical Assistant (TA) I under School-Based Feeding Program - Contract of Service (SBFP-COS).
7. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Perm.05/15/2026

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Enclosure No. 1 to Division Memorandum No. 0453 s. 2026

QUALIFICATION STANDARDS FOR THE TECHNICAL ASSISTANT I (TA I) UNDER SCHOOL-BASED FEEDING PROGRAM - CONTRACT OF SERVICE (SBFP-COS)

NO. OF VACANCY: 1	
POSITION: Technical Assistant (TA) I	
OFFICE 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.	
PERIOD OF SERVICE: JUNE 2026 – DECEMBER 2026	
BASIC SALARY: PhP 28,000.00 PREMIUM: PhP 2,800.00	
SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
<p>The Technical Assistants (TA) I shall 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). The TAs I oversee the implementation of SBFP, NSP, and WinS in the schools;</p> <p>For SBFP:</p> <ol style="list-style-type: none"> Provides technical support to schools in the implementation of the SBFP; 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; Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group; Monitors deliveries of food commodities in drop-off points; Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated; 	<p>Educational Attainment: Bachelor's degree relevant to the position, preferably in an allied health field such as Nutrition and Dietetics or Nursing. Graduate of Nutrition and Dietetics is an advantage. Registered Nutritionist-Dietitian (RND) or Registered Nurse is preferred.</p> <p>Specialization/Skills Required: Able to prepare standard and template-based reports. Computer literate and proficient in Microsoft Excel, Microsoft Word, and other office applications. Able to operate office equipment. Possesses good organizational and time management skills. Has strong communication and coordination skills. Able to prepare and draft letters, communications, correspondence, memoranda, and other official documents. Demonstrates good interpersonal skills and the ability to work harmoniously with team members and partner stakeholders. Willing to conduct fieldwork and travel when necessary.</p>

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<p>g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;</p> <p>h. Monitors the conduct of the feeding activity or food distribution;</p> <p>i. Conducts random inspection and counting of stored food commodities;</p> <p>j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and</p> <p>k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.</p> <p>Technical Assistants I (TA I) shall perform other functions as may be deemed necessary.</p>	<p>Willing to perform other duties and responsibilities that may be assigned in support of the School-Based Feeding Program (SBFP) and other related programs and activities.</p> <p>Organized, detail-oriented, and capable of handling multiple tasks and meeting deadlines.</p> <p>Experience / Other Qualifications: Relevant work experience is an advantage. Physically fit and in good health. Preferably male.</p>
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SUGGESTED TIMELINE ON THE HIRING FOR TECHNICAL ASSISTANT I (TA I) UNDER SCHOOL-BASED FEEDING PROGRAM - CONTRACT OF SERVICE (SBFP-COS)

STEPS	RESPONSIBLE	TIMELINE
<p>1. JOB POSTING</p> <ul style="list-style-type: none"> Post job vacancy on Technical Assistant I (TA I) under Contract of Service (COS) <p>Note: Local hiring is highly encouraged.</p>	SDO-HRMO	May 15 – 21, 2026 7 CALENDAR DAYS
<p>2. ASSESSMENT</p> <ul style="list-style-type: none"> Conduct assessment process for qualified applicants such as review of CV, interviews, etc. Evaluate the results of assessment process. Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents. <p>Note: The recommended COS for hiring should sign the TOR and Contract before submission to the Personnel Section. However, inform the recommended COS that their application is still subject for approval of the SDS.</p>	SDO-SHNU	May 25, 2026 1 DAY

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3. HIRING OF COS <ul style="list-style-type: none">Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.	SDO-SHNU	May 26 – 28, 2026
<ul style="list-style-type: none">Evaluation and signing of contract by the appointed authority. <p><i>Note: The COS shall be responsible for the notarized contract.</i></p>	SUPERINTENDENT	3 DAYS
4. MONITORING <ul style="list-style-type: none">Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.	SDO-HRMO	June 1, 2026

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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