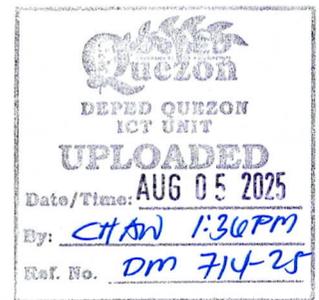




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 August 2025

**DIVISION MEMORANDUM**  
DM No. 714, s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO QUEZON - SCHOOL HEALTH AND NUTRITION UNIT FOR ONE (1) ADMINISTRATIVE SUPPORT STAFF (AS II) AND THREE (3) 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 Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the Regional Memorandum No. 219, s. 2024 with reference **RM-2024-219**, or the *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 **vacancies in the Department of Education – Schools Division of Quezon, School Health and Nutrition Unit (SHNU) for one (1) Administrative Support II (AS II) and three (3) 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.

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- The pertinent documents of the Administrative Support Staff (AS II) and Technical Assistant (TA) I position must be arranged accordingly;

**Mandatory Requirements**

- Curriculum Vitae (CV);
  - Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017);
  - Transcript of Records (TOR); and
  - Other hiring documents needed.
- All application documents shall be submitted on or before **August 7, 2024 (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.**
  - 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:
    - Authority to Hire;
    - Accomplished Terms of Reference (TOR);
    - Contract; and
    - Other hiring documents needed.
  - Attached is the suggested timeline on the Hiring of Administrative Support (AS) II and Technical Assistant (TA) I under School-Based Feeding Program - Contract of Service (SBFP-COS).
  - Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Persm08/04/2025

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Enclosure 1 to Division Memorandum No. 714 s. 2025

**QUALIFICATION STANDARDS FOR THE ADMINISTRATIVE SUPPORT STAFF II (AS II)  
 AND TECHNICAL ASSISTANT I (TA I) UNDER SCHOOL-BASED FEEDING PROGRAM -  
 CONTRACT OF SERVICE (SBFP-COS)**

<b>NO. OF VACANCY: 1</b>	
<b>POSITION: Administrative Support (AS) II</b>	
<b>OFFICE ASSIGNMENT: School Health and Nutrition Unit (SHNU)</b>	
<b>PERIOD OF SERVICE: AUGUST 15, 2025 - DECEMBER 31, 2025</b>	
<b>BASIC SALARY: PhP 22,000.00 PREMIUM: PhP 2,200.00</b>	
<b>SPECIFIC FUNCTIONS</b>	<b>QUALIFICATION STANDARDS</b>
<p>The Administrative Support (AS) II shall provide assistance to the SDO in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures. The position shall be under the direct supervision of the focal person under the School Health and Nutrition Unit (SHNU). The AS II shall provide administrative support to ensure efficient operation of SBFP and related activities in the SDO;</p> <p>Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning, etc.;</p> <p>Assists in the maintenance of database for SBFP and related programs and activities in the SDO;</p> <p>Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;</p> <p>Assists in the monitoring and evaluation, as well as preparation of reports on the implementation of SBFP and related programs and activities;</p> <p>Contributes to team effort by accomplishing related results as needed; and</p> <p>Performs other functions as may be deemed necessary.</p>	<p><b>Educational Attainment:</b>          Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job</p> <p><b>Specialization/Skills Required:</b>          No training and experience required.          Can communicate and write fluently.          Able to prepare basic correspondences and basic reportorial requirements.          Computer literate, preferably in MS Office Suite          Can operate office equipment (printers, fax machines, photocopiers, etc.).          Can coordinate and collaborate with other concerned personnel and offices.</p> <p><b>Experience / Other Qualifications:</b>          Work related experience is a plus.</p>

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<b>NO. OF VACANCIES: 3</b>	
<b>POSITION: Technical Assistant (TA) I</b>	
<b>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.</b>	
<b>PERIOD OF SERVICE: AUGUST 15, 2025 - DECEMBER 31, 2025</b>	
<b>BASIC SALARY: PnP 25,000.00 PREMIUM: PnP 2,500.00</b>	
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"> <li>Provides technical support to schools in the implementation of the SBFP;</li> <li>Conducts regular on-site visits to schools to monitor the SBFP implementation;</li> <li>Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;</li> <li>Coordinates with the School Head and the Project Development Officer I (PDO) in for the establishment and operation of a School Core Group;</li> <li>Monitors deliveries of food commodities in drop-off points;</li> <li>Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;</li> <li>Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;</li> <li>Monitors the conduct of the feeding activity or food distribution;</li> <li>Conducts random inspection and counting of stored food commodities;</li> <li>Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and</li> <li>Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.</li> </ol> <p>For WinS:</p> <ol style="list-style-type: none"> <li>Provides technical support to schools in the implementation of the WinS Program;</li> </ol>	<p><b>Educational Attainment:</b>          Bachelor's degree relevant to the job – preferably Allied Medicine like RND or Nurse.          Graduate of Nutrition and Dietetics is an advantage.</p> <p><b>Specialization/Skills Required:</b>          Able to prepare templated reports          Computer literate          Proficient in Excel, Word, etc.          Can operate office equipment's          Good organizational and time management.</p> <p><b>Experience / Other Qualifications:</b>          Work related experience is a plus.          Physically fit.</p>

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- 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;
- 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. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

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.

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

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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.

Technical Assistants I (TA I) shall perform other functions as may be deemed necessary.

**SUGGESTED TIMELINE ON THE HIRING FOR ADMINISTRATIVE SUPPORT II (AS) AND TECHNICAL ASSISTANT I (TA I) UNDER SCHOOL-BASED FEEDING PROGRAM - CONTRACT OF SERVICE (SBFP-COS)**

STEPS	RESPONSIBLE	TIMELINE
<b>1. JOB POSTING</b> <ul style="list-style-type: none"> <li>Post job vacancy on Administrative Support Staff (AS II) and Technical Assistant I (TA I) under Contract of Service (COS)</li> </ul> <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	August 4-8, 2025  5 CALENDAR DAYS
<b>2. ASSESSMENT</b> <ul style="list-style-type: none"> <li>Conduct assessment process for qualified applicants such as review of CV, interviews, etc.</li> <li>Evaluate the results of assessment process.</li> <li>Prepare Authority to Hire, accomplished Terms of Reference (TOR), Contract, and other hiring documents.</li> </ul> <p><i>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.</i></p>	SDO-SHNU	July 11, 2025  1 DAY
<b>3. HIRING OF COS</b> <ul style="list-style-type: none"> <li>Submit authority to hire, contract, TOR, and other hiring documents for processing by SDO.</li> </ul>	SDO-SHNU	July 12-14, 2025  3 DAYS
<ul style="list-style-type: none"> <li>Evaluation and signing of contract by the appointed authority.</li> </ul>	SUPERINTENDENT	

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<b>Note: The COS shall be responsible for the notarized contract.</b>		
<b>4. MONITORING</b> <ul style="list-style-type: none"><li>Update the status on the hiring of Administrative Support Staff in the Monitoring Tool.</li></ul>	SDO-HRMO	July 15, 2025

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

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