



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

May 13, 2025

DIVISION MEMORANDUM

No. 125, s. 2025

**HIRING OF TECHNICAL ASSISTANT AND ADMINISTRATIVE SUPPORT UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL BASED FEEDING PROGRAM (SBFP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. The Schools Division of Batanes wishes to announce the hiring of Technical Assistant I and Administrative Support II under **Contract of Service (COS)** for the School Based Feeding Program (SBFP) of the School Governance and Operations Division.

2. All interested and qualified applicants must submit the attached **Checklist of Requirements** together with all the listed Basic Documentary Requirements to the Records Section, Schools Division Office, Basco, Batanes not later than **May 16, 2025**. No other documents shall be accepted after the set deadline but applicants may bring original copies during interview for verification purposes.

3. Below are the duties and responsibilities of the Technical Assistant I:

- 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).
- Oversees the implementation of SBFP, NSP, and Wins in the schools;
 - For SBFP:
 - 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;



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
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- Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;
- Monitors the conduct of the feeding activity or food distribution;
- Conducts random inspection and counting of stored food commodities;
- 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 SD.

4. The following are the qualifications and monthly salary per position:

Technical Assistant I, P30, 800.00

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

Administrative Support II, P24,200.00

- Completion of at least 2 years in college
- 8 hours relevant training
- 1 year of relevant experience

5. In accordance to the implementation of the **Equal Employment Opportunity Principle (EEOP)** set by the Civil Service Commission, all applicants regardless of sexual orientation, gender, age, religion, disability, ethnicity and political affiliation are eligible to apply for the position in as much as they meet the specified qualification standard.

6. Qualified applicants will be officially informed and will be called for an interview through a letter/text message or call.

7. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at batanes@deped.gov.ph.

8. Immediate and wide dissemination of this Memorandum is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

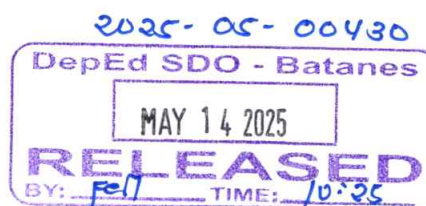
Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT
HIRING

OSDS/abgj/ebe



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest HRMO			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized Official			
k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment and			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.