



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 10, 2025

REGIONAL MEMORANDUM

No. **034** s. 2025

**GUIDELINES ON THE RENEWAL AND HIRING OF TECHNICAL ASSISTANTS
AND FEEDING ASSISTANT OF SBFP FEEDING COORDINATORS UNDER
CONTRACT OF SERVICE**

To: Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

1. With reference to the issued OUOPS Memorandum, the Department of Education Regional Office VIII, through the Education Support Services Division – School Health and Nutrition Unit (ESSD-SHNU), advised the ROs and SDOs to continue the hiring of Technical Assistant (TA I) for ROs, Administrative Support (AS II) for SDOs, & Technical Assistant (TA I) for Central Kitchen Training Centers charged against the Program Support Funds.
2. The COS for hiring will be one (1) Technical Assistant (TA) I per small SDO, two (2) per medium SDO, and three (3) per large SDO; at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster of schools subject to availability of funds.
3. Attached is the revised budget allocation for the salaries and wages of the COS, as per OO-OSEC-2024-306, titled, Amendments to Office Order OO-OSEC-2023-023.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director



Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following Subject: Contract of Service Date: 1-10-25

CONTRACT OF SERVICE HIRING SBFP

ESSD-SHNU-GDC



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-__-__

FOR : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : **MALCOLM S. GARMA**
Assistant Secretary for Operations
Officer-in-Charge
Office of the Undersecretary for Operations

: **DR. MIGUEL ANGELO S. MANTARING**
Director IV, Bureau of Learner Support Services
Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **ADDITIONAL GUIDELINES ON THE RENEWAL OF SBFP**
FEEDING COORDINATORS UNDER CONTRACT OF SERVICE
(COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : December 26, 2024

In reference to the issued OUOPS Memorandum, signed by then Atty. Michael Wesley T. Poa, OIC, Office of the Undersecretary for Finance and Atty. Revsee A. Escobedo, Undersecretary for Operations dated November 30, 2023, please be guided by the following additional guidelines on the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

1. ROs and SDOs are advised to continue the hiring of TA I for ROs, AS II for SDOs, & TA I for Central Kitchen Training Centers charged against their Program Support Funds.
2. The abovementioned offices are requested to apply the flexible time set-up to the COS positions. It is also reiterated that non-working and regular holidays, and work suspensions declared by their respective local government units shall be paid.
3. Please see attached revised budget allocation for the salaries and wages of the COS, as per OO-OSEC-2024-306, titled, Amendments to Office Order OO-OSEC-2023-023.

Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
Technical Assistant I <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00	1 per RO	30,800.00	16	5,913,600.00
Administrative Support II <u>Base Salary:</u> 22,000.00 <u>Premium:</u> 2,200.00	1-3 per SDO	24,200.00	420	121,968,000.00
Technical Assistant I <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00	1 per School	30,800.00	15	5,544,000.00

For immediate implementation and dissemination.

Thank you very much.




Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-09-10297

MEMORANDUM

TO : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : **WILFREDO E. CABRAL**
Undersecretary
Office of the Undersecretary for Human Resource and
Organizational Development


Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **GUIDELINES ON THE HIRING OF TECHNICAL ASSISTANTS
AND FEEDING ASSISTANTS UNDER CONTRACT OF SERVICE
(COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP),
WATER, SANITATION, AND HYGIENE IN SCHOOLS (WinS),
AND NUTRITION SENSITIVE PROGRAMS (NSP)**

DATE : **December 3, 2024**

This has reference to the hiring of additional Contract of Service (CoS) personnel for the Schools Division Offices (SDOs) through the School Governance and Operations (SGOD) - School Health and Nutrition Unit; and School Feeding Assistants (SFAs), to support in the implementation of the School-Based Feeding Program (SBFP), Water, sanitation, and Hygiene in Schools (WinS), and Nutrition Sensitive Programs (NSP) starting Calendar Year 2025 chargeable against the downloaded funds to the Schools Division Offices (SDOs) and Schools Operational Expenses. The COS for hiring will be one (1) Technical Assistant (TA) I per small SDO, two (2) per medium SDO, and three (3) per large or very large SDO; and at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster of schools subject to availability of funds.

This guidelines supplements the Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A. Escobedo titled "Guidelines on the Hiring of Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)" dated November 30, 2023.

BLSS-SHD, FMN



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Starting SY 2024-2025, additional TA I and SFAs may be hired chargeable against the SDO SBFP Program Support Funds (SDO-PSF) subject to availability of funds.

For the SBFP, the most recent development in the National Expenditure Program for FY 2024 is the doubled budget allocation at P11.7 Billion Pesos to cover all undernourished Kinder to Grade 6 learners for 175 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG-TICKET program, thus needing additional technical and administrative support in the SDOs and schools dedicated solely to the program. It is the first time that SBFP will be implemented year-round, and it entails a strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others. Moreover, the issuance of DepEd Order No. 2 titled "Immediate Removal of Administrative Tasks of Public School Teachers" became a big challenge in terms of manpower at the school level.

In order to comply with the abovementioned legal bases and to carry out the implementation of the **School-Based Feeding Program**, there must be adequate staff to handle the workload of SBFP at all levels of DepEd staff and personnel (namely the Central Office, the Regional Offices, School Division Offices, and Schools).

Currently, the ESSD and SGOD, which serve as the division of the Regional/Schools Division Offices tasked to carry out all school health and nutrition programs/projects have already full workload. The hiring of Technical Assistants and Feeding Assistants will augment the current workload of the SBFP Focal Persons in order to ensure that the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized to the highest extent possible for an efficient and effective implementation of the program.

I. Background

The School-Based Feeding Program (SBFP) is among DepEd's big ticket programs with a big annual budget allocation. With the Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Development Plan, through the BEDP 2030, envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners. The budget allocation for SBFP in the National Expenditure Program for FY 2025 is at P11.7 Billion Pesos to cover 3,398,541 all Kinder and undernourished Grades 1-6 learners.

The need for hiring TAs and SFAs under COS was also brought about during consultations conducted by the SBFP under the Bureau of Learner Support Services – School Health Division (BLSS-SHD), with Regional Office Coordinators to address the manpower gap at the school level because of the issuance of DepEd Order No. 2, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers". In view of the foregoing, the following guidelines regarding the hiring of COS are provided.

II. Financial Aspect

a. Funds for the Salary of the SBFP-COS

For the implementation of the hiring of Contract of Service (COS) personnel, the Bureau of Learner Support Services – School Health Division (BLSS-SHD) shall allocate funds from the Fiscal Year 2025 School-Based Feeding Program, totaling Php 136,600,000.00. This allocation will be charged against the Program Support Funds of the respective Schools Division Offices (SDOs) for the hiring of COS personnel from January to December 2025. The allocation per SDO is detailed in Annex B.

To ensure the sustainability of the program, the BLSS-SHD shall commit to allocating funds to SDOs for FY 2025 and in subsequent years.

Compensation items	Budget for COS			Total Amount for the Hiring of COS and Source of Funds
	Maximum no. of Personnel	January to December 2025	No. of ROs/ SDOs/ Schools	
<p>TA I</p> <p><u>Base salary:</u> P25,000.00</p> <p><u>Premium:</u> P2,500.00</p>	<p>1 per small SDO</p> <p>2 per medium SDO</p> <p>3 per large or very large SDO</p> <p>*Request for additional COS shall be approved by the Undersecretary for Operations</p>	P27,500.00	218 SDOs/ 420 CoS	138,600,000.00chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF
<p>School Feeding Assistant</p> <p><u>Base salary:</u> P500.00 per feeding day</p>	<p>At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)</p>	<p>P500 per feeding day per school</p> <p>Note: Schools may use lower rates subject to availability of funds</p>	32,927	<p>approximately P500 x 175 days = P87,500 per school</p> <p>Chargeable against School Operational Expenses or SDO PSF</p> <p>Note: Schools may hire on selected days only and not for the full 175 days</p>

b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the SDOs and Schools following the qualifications stated hereunder. Thus, the payment for the COS shall be made by the SDOs or schools.

III. Hiring of SDO and School COS for the School-Based Feeding Program

a. Place of 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.

While the SFAs shall report to the specific school that hired them.

b. Terms of Reference of the Technical Assistant I (TA I)

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Technical Assistant I:

1. 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).
2. Oversees the implementation of SBFP, NSP, and WinS in the schools;
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;
 - c. 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) in for the establishment and operation of a School Core Group;
 - e. Monitors deliveries of food commodities in drop-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;
 - h. Monitors the conduct of the feeding activity or food 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
 - k. 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;
 - 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;
 - f. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
 - g. Checks records and data on WinS; and
 - h. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

5. 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.

6. 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
 - 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.

7. Performs other functions as may be deemed necessary.

The CoS shall be allowed to enjoy flexi-time arrangements and claim reimbursements of transportation expenses for SBFP-related activities.

c. Qualifications of the Technical Assistant (TA) I

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

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

d. Terms of Reference of the School Feeding Assistant

The proposed COS to be hired for the schools shall have the following terms of reference for the position of Feeding Assistants:

1. Assists in the food preparation and distribution of meals and/or food commodities in the school and/or Central Kitchen together with the school SBFP core group;
2. Maintains the cleanliness and functionality of all equipment and facilities used for the feeding activity and program, e.g., feeding area, storage area, and food preparation area together with the school SBFP core group;
3. Assists in the conduct of baseline and endline nutritional assessment in schools;
4. Assists in the collection and consolidation of SBFP forms and records accomplished at the school level;
5. Assists in maintaining the school garden and checking of WASH facilities; and
6. Perform other functions as may be deemed necessary

e. Qualifications of the School Feeding Assistant.

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Completion of at least Senior High School graduate
2. Physically fit

f. Issuance of Contract

The Schools Division Offices and schools shall issue the contract (Service Agreement) of the abovementioned COS and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

IV. Supervision of SBFP-COS and School Feeding Assistants

The TA I shall be under the supervision of the Schools Division Superintendent through the Chief, School Governance and Operations Division (SGOD) and the SBFP Focal Persons.

While the SFAs shall be under the supervision of the School Head and the roving TA I of the SDO.

The SDOs/Principals, shall ensure that the SBFP-COS completes and performs the tasks enumerated in Chapter 3 through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Head or their designated Official, shall be submitted to their respective Schools Division Offices.

V. Roles and Responsibilities

a. Roles and Responsibilities of the BLSS-SHD (Central Office)

The BLSS-SHD shall be responsible for the following:

1. Downloads the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months;
2. Conducts policy orientation and capacity-building to field offices as deemed necessary;
3. Monitors compliance to this policy;
4. Provides technical assistance to field offices; and
5. Participate, if needed, in the conduct of screening of applicant SBFP-COS.

b. Roles and Responsibilities of the Regional/Schools Division Offices

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Allocate funding from the SBFP PSF for the salary of the SBFP-COS for twelve (12) months and ensure timely payments of salaries;
2. Conduct screening of the applicants for the SBFP-COS;
3. Prepare and manage the contract of the SBFP-COS, following the prescribed service agreement of the SBFP-COS (See Annex A);
4. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
5. Supervise the SBFP-COS in performing the tasks according to the TOR; and
6. Review and approve the accomplishment report for submission to BLSS-SHD.

c. Roles and Responsibilities of the Schools

The Schools shall be responsible for the following:

1. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program, Nutrition Sensitive Programs (NSP), and Water, Sanitation, and Hygiene in Schools (WinS);
2. Supervise the SBFP-COS in performing the tasks according to the TOR;
3. Review and approve the accomplishment report for submission to the SDO; and
4. Allocate funding from the School Operational Expenses for the salary of Feeding Assistants for 175 days and ensure timely payment of salaries.

Please see attached Annexes for your reference.

Annex A. Proposed Service Agreement for COS hiring

SERVICE AGREEMENT			
FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) REGIONAL OFFICE NO. ____		Name	
Address		TIN	
Representative	(Name of Regional Office Director)	Address	
TERMS AND CONDITIONS			
Office/Place of Assignment	DEPARTMENT OF EDUCATION — REGIONAL OFFICE NO. ____		
Contract Period	January 1 to December 31, 2025	Comparable Position/Position	TECHNICAL ASSISTANT I/SCHOOL FEEDING ASSISTANT
Basic Service Fee per month	Php 25,000.00/Php 20,000.00	Premium Pay	Php 25,000.00/Php 500/day
GENERAL PROVISIONS			
<p>1. The FIRST PARTY engages the services of the SECOND PARTY at the rate equivalent to Php 35,000.00/ Php 25,000 and is expected to perform the functions detailed in the Terms of Reference attached hereto as Annex "A", which is made an integral part hereof. This notwithstanding, the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.</p>		<p>9. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.</p>	
<p>2. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.</p>		<p>10. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointment to vacant plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.</p>	
<p>3. The FIRST PARTY may, in its discretion, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.</p>		<p>11. During the first six (6) months of effectivity of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.</p>	
<p>4. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED</p>		<p>12. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.</p>	

<p>Department Orders, and other relevant laws, circulars, and issuances.</p>	
<p>5. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No.1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.</p>	<p>13. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of [his/her] duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.</p>
<p>6. The SECOND PARTY warrants that [HE/SHE] is of good moral standing, and has not been previously dismissed by reason of any administrative or criminal case, and that [HE/SHE] possesses the qualifications, education, experience, skills, or expertise required to perform the services.</p>	<p>14. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the former will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with [HIS/HER] duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents, and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.</p>
<p>7. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure [HIS/HER] fitness for the job or work to be performed.</p>	<p>15. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.</p>
<p>8. The SECOND PARTY shall not be entitled to the benefits granted to regular plantilla employees, such as PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christmas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.</p>	
<p>SERVICE FEE, OTHER REMUNERATIONS & FUNDING</p>	<p>NON-DISCLOSURE OF CONFIDENTIAL INFORMATION</p>
<p>1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes. 2. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable General Appropriations Act (GAA) funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p>	<p>All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY, and marked or indicated in any way as proprietary and/or confidential shall not be disclosed or given to any third party. In case of doubt, the information shall be treated as confidential, except under the following circumstances: a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as proprietary and/or confidential; b. Information in the public domain; c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and</p>

3. The SECOND PARTY is entitled to premium pay based on their remuneration rate under the contract and in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.

4. This Agreement shall be funded from the GAA 2023 LSP Fund under the School Health Division for the fiscal year covering the effectivity period of this Agreement.

d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties. The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.

TERMINATION OF AGREEMENT

1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.

2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds enumerated under Office Order OO-OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

TURN OVER AND CLEARANCE REQUIREMENTS	DISPUTE RESOLUTION
<p>1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand:</p> <p>a. Turn over to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody.</p> <p>b. Secure the Clearance from All Accountabilities duly approved by the FIRST PARTY.</p>	<p>1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the aforementioned written notice.</p>
<p>2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.</p>	<p>2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.</p>
	<p>3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in ____ City, to the exclusion of all other courts.</p>

IN WITNESS WHEREOF, the Parties have hereunto set their hands this ____ day of _____ 20____ at _____ City, Philippines.

<p align="center">_____ Regional Office Director/Schools Division Superintendent</p>	<p align="center">_____ (Name)</p>
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Certification as to Availability of Funds:

OBRs:
AMOUNT:

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

Before me, a Notary Public for and in _____ City, on the date and at the place first above written, personally appeared the following:

Name	Gov't Issued ID	Place Issued	Date Issued
1st Party			
2nd Party			

Known to me and to me known to be the same persons who executed the foregoing **Service Agreement** consisting of two (2) pages including this page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Annex B. Budget Allocation for COS Hiring per SDO

SY 2023-2024 Enrolment		
Region	No. of Schools	Total Amount (No. of Schools x 500 x 175 days)
CAR	1,472	128,800,000
Abra	269	23,537,500
Apayao	157	13,737,500
Baguio City	45	3,937,500
Benguet	340	29,750,000
Ifugao	225	19,687,500
Kalinga	159	13,912,500
Mt. Province	202	17,675,000
Tabuk City	75	6,562,500
CARAGA	1,601	140,087,500
Agusan del Norte	160	14,000,000
Agusan del Sur	404	35,350,000
Bayugan City	57	4,987,500
Bislig City	50	4,375,000
Butuan City	90	7,875,000
Cabadbaran City	21	1,837,500
Dinagat Island	109	9,537,500
Siargao	120	10,500,000
Surigao City	65	5,687,500
Surigao del Norte	162	14,175,000

Guihulngan City	77	6,737,500
Lapu-Lapu City	43	3,762,500
Mandaue City	27	2,362,500
Negros Oriental	403	35,262,500
Siquijor	59	5,162,500
Tagbilaran City	17	1,487,500
Talisay City	26	2,275,000
Tanjay City	68	5,950,000
Toledo City	50	4,375,000
Region VIII	3,535	309,312,500
Baybay City	65	5,687,500
Biliran	120	10,500,000
Borongan City	50	4,375,000
Calbayog City	132	11,550,000
Catbalogan City	49	4,287,500
Eastern Samar	405	35,437,500
Leyte	1,105	96,687,500
Maasin City	56	4,900,000
Northern Samar	515	45,062,500
Ormoc City	70	6,125,000
Samar (Western Samar)	636	55,650,000
Southern Leyte	290	25,375,000



Republic of the Philippines
Department of Education

MEMORANDUM

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

FROM : Atty. *MICHAEL WESLEY T. POA*
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

Revsee A. Escobedo
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : *W/T* **GUIDELINES ON THE HIRING OF SBFP FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : November 30 , 2023

This has reference to the hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (ESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2023 (continuing), 2024, and the succeeding years. The COS for hiring will be One (1) Technical Assistant (TA) I per Region; One (1) Administrative Support (AS) II per SDO, and One (1) Technical Assistant (TA) I for the 15 CKTCs.

I. Background

The School-Based Feeding Program (SBFP) is among DepEd's big ticket programs with a big annual budget allocation. With the Department's agenda, consistent with the thrusts of the national government embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Development Plan, through the BEDP 2030 envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners. The Department is now operating under the MATATAG basic education agenda which aims to: MA- Make the curriculum simple

but relevant to produce competent and job-ready learners; TA- Take steps to accelerate delivery of basic education facilities and services; TA – Take good care of learners by promoting inclusive education and learner well-being, and ; G – Give support to teachers to teach better. For the SBFP, the most recent development in the National Expenditure Program for FY 2024 is the doubled budget allocation at P11.7 Billion Pesos to cover all undernourished Kinder to Grade 6 learners for 220 days.

The need for hiring TAs under COS was also brought about during consultations conducted by the SBFP under the Bureau of Learner Support Services – School Health Division (BLSS-SHD), with Regional Office Coordinators. This was also supported by the Management Team headed by Assistant Secretary Dexter A. Galban. In view of the foregoing, the following guidelines regarding the hiring of COS' are provided.

II. Financial Aspect

a. Funds for the Salary of the SBFP-COS

The hiring of COS for the Regional and Division Offices shall be achieved through the SBFP Program Support Funds (PSF) for Fiscal Year (FY) 2023 (continuing), FY 2024, and the succeeding years. Funds for the hiring of the COS at the ROs shall be chargeable against the RO SBFP-PSF; funds for the hiring of the COS at the SDOs shall be chargeable against the SDO SBFP-PSF; and the funds for the hiring of the COS for the 15 CKTCs shall be downloaded by BLSS-SHD.

Compensation items	Budget for COS		No. of ROs/ SDOs/ Schools	Total Amount for the Hiring of COS
	Maximum no. of Personnel	January to December 2024		
TA I				
<u>Base salary:</u> P25,000.00	1 per RO	P27,500.00	16	P5,280,000.00
<u>Premium:</u> P2,500.00				
AS II				
<u>Base salary:</u> P20,000.00	1 per SDO	P22,000.00	217	P57,288,000.00
<u>Premium:</u> P2,000.00				
TA I				
<u>Base salary:</u> P25,000.00	1 per School	P27,500.00	15	P4,950,000.00
<u>Premium:</u> P2,500.00				

b. Process of Hiring and Downloading of Funds

The hiring of the proposed COS shall be done by the ROs and SDOS following the qualifications stated hereunder. Thus, the payment for the COS shall be downloaded to the Regional Offices.

III. Hiring of Regional/Division COS for the School-Based Feeding Program

a. Place of Assignment

The SBFP-COS shall report to their respective ROs/SDOs/schools to assist the Regional/Schools Division School-Based Feeding Program Focal Persons under the School Health and Nutrition Unit (SHNU) and to act as Feeding Coordinators of the CKTCs.

b. Terms of Reference of the SBFP-COS, Technical Assistant (TA) I

The proposed COS to be hired for the ROs shall have the following terms of reference for the position of Technical Assistant I:

1. Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools).
2. Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;
3. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
4. Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports, and presentations among others regarding SBFP and related programs and activities in the region;
5. Assists in drafting letters, memoranda, and other types of communications;
6. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
7. Assists in the coordination with different offices in the Department, other concerned government agencies, partners, and nutrition experts in the implementation of SBFP and related programs and activities as well as in the delivery of nutrition services and interventions;
8. Maintains database of SBFP and related programs and activities;
9. Attends meetings as assigned; and
10. Performs other functions as may be deemed necessary.

c. Qualifications of the SBFP-COS, Technical Assistant (TA) I

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);

2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics is an advantage

d. Terms of Reference of the SBFP-COS, Administrative Support (AS) II

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Administrative Support II:

1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;
3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.

e. Qualifications of the SBFP-COS, Administrative Support (AS) II

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job
2. 8 hours of relevant training
3. 1 year of relevant experience

f. Terms of Reference of the SBFP-COS, Technical Assistant (TA) I

The proposed COS to be hired for the 15 CK pilot schools shall have the following terms of reference for the position of Technical Assistant I:

1. Acts as the School Feeding Coordinator and the Central Kitchen Focal Person;
2. Identifies the target beneficiaries based on the criteria provided, for approval by the School Head;
3. Finalizes the cycle menu for the whole duration of feeding, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the SDO;
4. Submits a copy of the approved PPMP to the School BAC and BAC Secretariat for the preparation of the School Annual Procurement Plan (APP) for approval by the School Head;
5. Establishes a School Core Group;

6. Identifies the parents/volunteers who shall help in the whole duration of the Program (identified parents/volunteers must be physically and mentally fit);
7. Orients all other SBFP implementers at the school on the program flow and its implementing guidelines;
8. Prepares the daily or weekly schedule of parent/volunteers who shall prepare and cook the menu for the day, prepare the feeding area, supervise the daily feeding program, and wash the dishes;
9. Supervises the work flow in the central kitchen;
10. Educates and trains parents, volunteers, and central kitchen staff who shall help in the food preparation and distribution;
11. Oversees the implementation of the program and facilitate prompt liquidation of SBFP downloaded funds;
12. Does the recording and reporting using the School-Based Feeding Program form;
13. Submits the terminal report at the end of feeding to the Schools Division Office through the District Office;
14. Reports any issues and concerns regarding the implementation of the program to the division SBFP Focal Persons; and
15. Does other related tasks.

As Training Center:

1. Explains what the BLT Central Kitchen is and its different elements; and
2. Demonstrates the day-to-day operations of the Central Kitchen for those LGUs who's going for benchmarking and training purposes.

g. Qualifications of the SBFP-COS, Technical Assistant (TA) I

In relation to the above-mentioned terms of reference, the COS shall have the following qualifications:

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);
2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics is an advantage

h. Issuance of Contract

The Regional/Schools Division Offices shall issue the contract (Service Agreement) of the abovementioned COS and execute the same in accordance with the Guidelines on the Hiring of COS issued by the Office of the Secretary, this Department, Civil Service Commission, Commission on Audit, and Department of Budget and Management.

IV. Supervision of SBFP-COS

The SBFP-COS shall be under the supervision of the Regional Director thru the Chief, Educational Support Services Division (ESSD), the Schools Division Superintendent through the Chief, Schools Governance and Operations Division (SGOD), and the Principal for the ROs, SDOs, and Schools, respectively.

The ROs/SDOs/Principals, shall ensure that the SBFP-COS completes and performs the tasks enumerated in Chapter 3 through the submission of an accomplishment report every 15th and 30th day of the month. Further, the accomplishment reports reviewed and approved by the Head or their designated Official, shall be submitted to the BLSS-SHD every month by email at sbfp@deped.gov.ph.

V. Roles and Responsibilities

a. Roles and Responsibilities of the BLSS-SHD (Central Office)

The BLSS-SHD shall be responsible for the following:

1. Download the funds to the SDOs through the ROs to cover the salaries for the period of twelve (12) months for the 15 COS of CKTCs;
2. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
3. Supervise the SBFP-COS in performing the tasks according to the TOR;
4. Collect the monthly accomplishment report of the SBFP-COS; and
5. Participate in the conduct of screening of applicant SBFP-COS.

b. Roles and Responsibilities of the Regional/Schools Division Offices/Schools

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Allocate funding from the SBFP PSF for the salary of the SBFP-COS for twelve (12) months and ensure timely payments of salaries;
2. Conduct screening of the applicants for the SBFP-COS;
3. Prepare and manage the contract of the SBFP-COS, following the prescribed service agreement of the SBFP-COS (See Annex A);
4. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
5. Supervise the SBFP-COS in performing the tasks according to the TOR; and
6. Review and approve the accomplishment report for submission to BLSS-SHD.

c. Roles and Responsibilities of the Schools

The Regional Offices/Schools Division Offices shall be responsible for the following:

1. Conduct orientation for the SBFP-COS about the activities, programs, and policies relative to the School-Based Feeding Program;
2. Supervise the SBFP-COS in performing the tasks according to the TOR; and
3. Review and approve the accomplishment report for submission to the SDO and to BLSS-SHD.

VI. Justification for Hiring

For the SBFP, the most recent development in the National Expenditure Program for FY 2024 is the doubled budget allocation at P11.7 Billion Pesos to cover all undernourished Kinder to Grade 6 learners for 220 days.

With the quantum leap expansion of the SBFP, it is greatly necessary to consider the SBFP as BIG program, thus needing additional technical and administrative support in the ROs/SDOs dedicated solely to the program. It is the first time that SBFP will be implemented year-round and it entails strengthened approach in monitoring the program, maintaining databases, monthly feedbacking of status, issues and concerns, among others.

In order to comply with the abovementioned legal bases and to carry out the implementation of the **School-Based Feeding Program**, there must be adequate staff to handle the work load of SBFP at all levels of DepEd staff and personnel (namely the Central Office, the Regional Offices, School Division Offices, and Schools).

Currently, the ESSD and SGOD, which serve as the division of the Regional/Schools Division Offices tasked to carry out all school health and nutrition programs/projects have already full work load. The hiring of Technical Assistants and Administrative Staffs will augment the current work load of the SBFP Focal Persons in order to ensure that the program will be implemented according to the implementation arrangements set by BLSS-SHD and that funds will be obligated and utilized to the highest extent possible for an efficient and effective implementation of the program .

For immediate implementation and dissemination.

Thank you very much.



Republic of the Philippines
Department of Education

DEC 16 2024

OFFICE ORDER
OO-OSEC-2024-306

AMENDMENTS TO OFFICE ORDER OO-OSEC-2023-023

(Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

1. On February 13, 2023, the Department of Education (DepEd) issued an Office Order (OO) No. OO-OSEC-2023-023 titled, **Updated Implementing Guidelines in the Hiring and Renewal of Contract of Service (CoS) Workers in the Department of Education Central Office**, to institutionalize a uniform process in the hiring and renewal of CoS workers and to strengthen the effectiveness of the organization with the appropriate manpower requirements.
2. With due consideration of the concerns raised in the implementation of certain provisions, the **Department amends the following provisions under the said Order** which shall read as follows:

III. General Provisions

9. The term of the contract between the Department and the individual shall be for a **maximum period of one (1) year**, renewable at the discretion of the Head of Office, provided the requirements set in these guidelines are met. The effectivity of this engagement shall take effect in the beginning of CY 2025. However, the six-month service agreement shall be automatically applied starting January of every Presidential Election period.

The Hiring of CoS personnel including requests for change of work category shall be put on hold for the whole month of December. Only renewal of service agreements shall be strictly processed by the BHROD.

For the newly-hired CoS personnel, their first engagement should be a maximum of six (6) months.

3. The rates per work category shall be adjusted based on the comparable positions of the work category aligned with the new salary structure. The new rates shall be allotted and processed starting in **January 2025**.

Work Categories and Arrangements

Work Category	Education	Training	Experience	Rate
Skilled Professional Workers				
Technical Assistant IV (Attorney IV)	Bachelor of Laws or Juris Doctor	4 hours training	1 year of relevant experience	P74,000.00 Premium P7,400.00
Technical Assistant III (Attorney III)	Bachelor of Laws or Juris Doctor	2 hours training	6 months of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant II	Bachelor of Laws	None Required	None Required	P48,000.00 Premium P4,800.00
Technical Assistant IV (Engineer III/Architect III)	Bachelor's degree in Engineering/Architecture	8 hours relevant training	2 years of relevant experience	P 52,000.00 Premium P5,200.00
Technical Assistant III (Engineer II/Architect II)	Bachelor's degree in Engineering/Architecture	4 hours relevant training	1 year of relevant experience	P 41,000.00 Premium P4,100.00
Technical Assistant IV (Medical Officer III)	Doctor of Medicine	4 hours training	1 year of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant				
Technical Assistant IV	Bachelor's degree relevant to the job	32 hours of relevant training	3 years of relevant experience	P 67,000.00 Premium P6,700.00
Technical Assistant III	Bachelor's degree relevant to the job	24 hours of relevant training	2 years of relevant experience	P 48,000.00 Premium P4,800.00
Technical Assistant II	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience	P 38,000.00 Premium P3,800.00
Technical Assistant I	Bachelor's degree relevant to the job	None required	None required	P 28,000.00 Premium P2,800.00
Administrative Support Staff				
Administrative Support II	Completion of at least two years in college; or High School graduate with relevant specialization	8 hours of relevant training	1 year of relevant experience	P 22,000.00 Premium 2,200.00
Administrative Support I	At least junior high school graduate; or Grade 10 passer with	None required	None required	P 20,000.00 Premium 2,000.00

	relevant vocational/trade course			
General Services Group				
<ul style="list-style-type: none"> • Driver • Skilled Worker 	At least elementary school graduate	None Required (For Driver, professional driver's license)	None Required	P18,000
<ul style="list-style-type: none"> • Utility Worker • Ground Maintenance • Caretaker • Messenger 				Premium: P1,800 P16,000 Premium: P1,600

4. All other issuances and provisions of issuances inconsistent with the aforementioned are repealed or modified accordingly.

5. Immediate dissemination of this Order is directed.


SONNY ANGARA
 Secretary

JDMC/APA, OO Amendment to OO-OSRC - 343 D23
 0452 – December 9, 2024





Republic of the Philippines
Department of Education

DEC 27 2024

OFFICE ORDER
OO-OSEC-2024- 319

**DESIGNATION OF DR. MIGUEL ANGELO S. MANTARING AS OFFICER-IN-CHARGE,
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

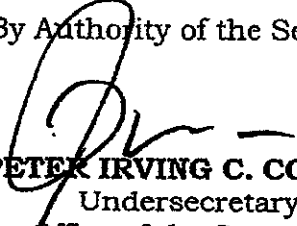
1. In view of the Personal travel of **Dr. Dexter A. Galban**, Assistant Secretary for Operations, and in the exigency of service, **Dr. Miguel Angelo S. Mantaring**, Director IV of Bureau of Learner Support Services, is designated as Officer-in-Charge (OIC), Office of the Assistant Secretary for Operations effective December 23,26-27,2024 and Jan.2-3 2025.

2. As OIC, **Dr. Mantaring** shall sign official correspondence in the following manner:

DR. MIGUEL ANGELO S. MANTARING
Director IV
Bureau of Learner Support Service
Officer-in-Charge
Office of the Assistant Secretary for Operations

3. Immediate dissemination of this Order is directed.

By Authority of the Secretary:


PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary

MCDK APA MPC, OO Designation of Dr. Mantaring as OIC of OASOPS
0437 - November 27, 2024





Republic of the Philippines
Department of Education

06-00090

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Ellafher Ramos**
 Subject: **Additional Guidelines on the Hiring of SBFP Feeding Coordinators Under COS for the School-Based Feeding Program (SBFP)**
 Document Code: **CO-BLSS1-2024-12-1596**
 Date and Time Added: **2024-DEC-26 10:27:32 AM**
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12-24	SHD	OD	FOR APPROVAL	mary 12/24/24 11:18 am
12-27	BLSS-OD	OASOPS	OK w/ OASOPS, for OWDPS' approval.	Ria 12/27/24 2:06 PM
1-7-25	OASORC-LSS	OWDPS	for approval	DEPARTMENT OF EDUCATION OFFICE OF THE UNDERSECRETARY FOR OPERATIONS RECEIVED BY: [Signature] DOC. # [Signature] TIME: 1P
	RELEASED DATE: 11/8/24 TIME: 6 PM NAME: [Signature] OFFICE: OFFICE OF THE UNDERSECRETARY FOR OPERATIONS	SHD	SIG MED/ams	

D3799



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : REGIONAL DIRECTORS
Regions I- XII, CARAGA, CAR, & NCR
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection Office

SUBJECT : CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER
CONTRACT OF SERVICE (COS)

DATE : April 2, 2024

This has reference to the signed Memorandum on the Hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (ESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2024 (current and continuing) and the succeeding years.

The following guidelines are further issued for clarification:

1. Schools Division Offices under Large and Extra Large categories may hire more than one (1) Administrative Support (AS) II subject to availability of funds.
2. On Qualification Standards:
 - a. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned at the Regional Offices
 1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);
 2. No training required;
 3. No experience required; and
 4. Graduate of Nutrition and Dietetics is an advantage

DepED
MATATAG



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 632-9935; (02) 8635-3763 | Email Address: blss.od@deped.gov.ph

02907

b. Qualifications of the SBFP-COS, Administrative Support (AS) II assigned at the Schools Division Offices

1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
2. No training required; and
3. No experience required

c. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned in Central Kitchens

1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health, hotel and restaurant management);
2. No training required;
3. No experience required;
4. Graduate of Nutrition and Dietetics or Hotel and Restaurant Management is an advantage

For immediate implementation and dissemination.

Thank you very much.



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
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A handwritten signature in black ink, located at the bottom right of the page.