



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 21, 2024

DIVISIONAL MEMORANDUM

No. 24, s. 2024

**ANNOUNCEMENT OF VACANCY FOR ADMINISTRATIVE SUPPORT II UNDER
CONTRACT OF SERVICE FOR SCHOOL-BASED FEEDING PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. This Office calls for the submission of Applications for Administrative Support II under Contract of Service for School-Based Feeding Program in this Division.
2. The ranking shall abide with the guidelines stipulated in the ranking shall abide with the guidelines stipulated in Memorandum dated November 30, 2023, otherwise known as “*Guidelines on the Hiring of SBFP Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)*”, using the following qualification standard as follows:

Position	SG	Education	Training	Experience	Remarks
Administrative Support II (COS) for School-Based Feeding Program	To be indicated on the MOA	Completion of at least two (2) years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1 year of relevant experience	To be assigned in the Division Office under SGOD-School Health Section



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

3. All interested applicants shall submit the following documentary requirements to this Division:

- a) Letter of intent addressed to the Schools Division Superintendent;
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c) Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- d) Photocopy of Service Record or Certificate of Employment, if applicable;
- e) Photocopy of Certificates of Training, if applicable;
- f) Photocopy of the Performance Rating covering three (3) years performance, if applicable; and
- g) Checklist of Requirements

4. Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anaclea A. Gacasan
	Eulalio S. Rupinta	Maricel D. Avila
	Dorothy Joy B. Yting	
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and Smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
September 6, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
September 10, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
September 11, 2024	Submission of the Comparative Assessment result in print and electronic	HRMPSB



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

	copies to the Schools Division Superintendent	
--	--	--

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

HIRING RECRUITMENT SELECTION

SBC-stv/DM Announcement of Vacancy for Administrative Support II
_____ August 21, 2024



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



PANDONG
#PadayonAsensoOzamiz



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

OFFICE OF THE DIRECTOR

Sub-ARO 5071-5092

MEMORANDUM

TO : **CHOLITA F. TIONG**
Chief Administrative Officer
Budget Division

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



SUBJECT : **REQUEST FOR THE ISSUANCE OF SUB-ARO FOR
DOWNLOADING OF FUNDS, RE: ADDITIONAL PROGRAM
SUPPORT FUNDS TO SELECT SCHOOLS DIVISION
OFFICES (SDOS) ON THE HIRING OF CONTRACT OF
SERVICE FOR SCHOOL-BASED FEEDING PROGRAM
(SBFP)**

DATE : 15 July 2024

This is to respectfully request for the issuance of Sub-Aro for the downloading of funds to select Schools Division Offices for the additional program support funds on the hiring of Contract of Service in the total amount of Two Million Nine Hundred Four Thousand (PhP2,904,000.00).

Attached for ready reference are the following:

1. Letter of request from Schools Division Offices
2. Approved Authority to Conduct

Thank you.

D3572



Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2024


PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA340 310400100001000 - Continuing Appropriations School-Based Feeding Program (SBFP)		REFERENCE: FY 2023 GAAAO dated 01/03/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-10-24-5091
FUND CODE: 01102101		ORGANIZATION CODE: 070010100000	LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA
PURPOSE: <i>Transfer of Additional Program Support Funds (PSF) for the Hiring of Contract of Service (COS).</i>		DATE: 17-Jul-24	FISCAL YEAR: FY 2024
To: The Schools Division Superintendent Schools Division of El Salvador City DepEd - Region X 070010810007		Region : 10	
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	132,000.00
AMOUNT IN WORDS: *** One Hundred Thirty Two Thousand Pesos Only ***		Total:	132,000.00
NOTE: The MOOE or CO allotment herein sub-alloted are valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-alloted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office


SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2024


PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA340 310400100001000 - Continuing Appropriations School-Based Feeding Program (SBFP)		REFERENCE: FY 2023 GAAAO dated 01/03/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-10-24-5092
FUND CODE: 01102101		ORGANIZATION CODE: 070010100000	LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA
PURPOSE: <i>Transfer of Additional Program Support Funds (PSF) for the Hiring of Contract of Service (COS).</i>		DATE: 17-Jul-24	FISCAL YEAR: FY 2024
To: The Schools Division Superintendent Schools Division of Ozamis City DepEd - Region X 070010810012		Region : <u>10</u>	
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	132,000.00
AMOUNT IN WORDS: *** One Hundred Thirty Two Thousand Pesos Only ***		Total:	132,000.00
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:


CHOLITA V. TIONG
Chief Administrative Officer
Budget Division

APPROVED:


ANNALYN M. SEVIELA
Undersecretary for Finance




Republic of the Philippines
Department of Education

20 June 2024

MEMORANDUM:
ATC-2024-CO- 00640

FOR : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

THRU : **DR. DEXTER A. GALBAN**
Assistant Secretary for Operations

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

SUBJECT : **AUTHORITY TO CONDUCT DOWNLOADING OF ADDITIONAL PROGRAM SUPPORT FUNDS FOR THE HIRING OF CONTRACT OF SERVICES IN SDOS WITH INSUFFICIENT PROGRAM SUPPORT FUNDS**

NAME OF PROGRAM(S)/ PROJECT(S)	School-Based Feeding Program (SBFP)		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-24-BLSS-SHD-SBFP-P014	Provided Schools Division Offices Program Support Funds for the hiring of Contract of Service (CoS)	22

ATC 207

ACTIVITY/IES TO BE REQUESTED

Activity Code	Name of Activity
AC-24-BLSS-SHD-SBFP-P020	Downloading of additional Program Support Funds for the <u>Hiring of Contract of Services</u> in SDOS with Insufficient Program Support Funds

ACTIVITY/IES WITH DOWNLOADING

Downloading of additional program support funds for the hiring of CoS will be as follows:

Region	SDOs	Amount to be downloaded
CAR	Baguio City	132,000
CAR	Benguet	132,000
CAR	Mt. Province	132,000
CAR	Tabuk City	132,000
CAR	Ifugao	132,000
CAR	Kalinga	132,000
CARAGA	Bayuga n City	132,000
CARAGA	Tandag City	132,000
CARAGA	Bislig City	132,000
NCR	City of San Juan	132,000
Region I	Vigan City	132,000
Region I	Batac City	132,000
Region II	Batanes	132,000
Region III	Balanga City	132,000
Region VI	Passi City	132,000
Region VII	Siquijor	132,000
Region VII	Tagbilaran City	132,000
Region VII	Canlaon City	132,000
Region VIII	Borongon City	132,000
Region VIII	Maasin City	132,000
Region X	El Salvador	132,000


5071 ✓
5072 ✓
5073 ✓
5074 ✓
5075 ✓
5076 ✓
5077 ✓
5078 ✓
5079 ✓
5080 ✓
5081 ✓
5082 ✓
5083 ✓
5084 ✓
5085 ✓
5086 ✓
5087 ✓
5088 ✓
5089 ✓
5090 ✓
5091 ✓

BCW NO. 1025- P 2, 504, 000 -
AC-24-BLSS-SHD-Feeding-2024
310400100001000 Crd.

ALLOTMENT AVAILABLE

CHOLITA HONG
Chief Administrative Officer
Budget Division

ANNALYN M. SEVILLA
Undersecretary for Finance

	<table border="1"> <tr> <td>Region X</td> <td>Ozamiz</td> <td>132,000</td> </tr> <tr> <td colspan="2">Total</td> <td>2,904,000.00</td> </tr> </table>	Region X	Ozamiz	132,000	Total		2,904,000.00				
Region X	Ozamiz	132,000									
Total		2,904,000.00									
	<p>The said amount is enough to cover six (6) months of salaries from July to December 2024. Salaries for March to December 2025 will be charged against the FY 2025 budget.</p>										
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	<table border="1"> <thead> <tr> <th>Activity Code</th> <th>Name of Activity</th> <th>Amount to be bumped off</th> </tr> </thead> <tbody> <tr> <td>AC-24-BLSS-SHD-SBFP- P011</td> <td>Conduct of WinS Year-End Forum</td> <td>P2,904,000.00</td> </tr> <tr> <td colspan="2">Grand Total</td> <td>P2,904,000.00</td> </tr> </tbody> </table>		Activity Code	Name of Activity	Amount to be bumped off	AC-24-BLSS-SHD-SBFP- P011	Conduct of WinS Year-End Forum	P2,904,000.00	Grand Total		P2,904,000.00
	Activity Code	Name of Activity	Amount to be bumped off								
	AC-24-BLSS-SHD-SBFP- P011	Conduct of WinS Year-End Forum	P2,904,000.00								
	Grand Total		P2,904,000.00								
FINANCIAL REQUIREMENTS											
<table border="1"> <thead> <tr> <th>Activity Code</th> <th>Amount in WFP</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr> <td>AC-24-BLSS-SHD-SBFP- P020</td> <td>P3,311,300</td> <td>P2,904,000.00</td> </tr> <tr> <td colspan="2">Grand Total</td> <td>P2,904,000.00</td> </tr> </tbody> </table>		Activity Code	Amount in WFP	Amount Requested	AC-24-BLSS-SHD-SBFP- P020	P3,311,300	P2,904,000.00	Grand Total		P2,904,000.00	
Activity Code	Amount in WFP	Amount Requested									
AC-24-BLSS-SHD-SBFP- P020	P3,311,300	P2,904,000.00									
Grand Total		P2,904,000.00									
SOURCE OF FUNDS	School-Based Feeding Program Funds FY 2024 – Continuing Funds										
JUSTIFICATION	Select SDOs with insufficient program support funds requested additional program support funds on the hiring Contract of Service on School-Based Feeding Program from July 2024 to December 2024.										
ADMINISTRATIVE ARRANGEMENTS	1. The request for additional program support funds in the amount of P2,904,000.00 will be downloaded to the Schools Division Office through the issuance of Sub-ARO.										
ANNEXES	<ol style="list-style-type: none"> Breakdown of Request for Additional Funds Letter from SDOs 										

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.



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

SUBJECT : Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations
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



2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Website: www.deped.gov.ph
Telephone No.: (02) 633-7208; 633-7228, 687-2992, Fax No.: (02) 636-4876

D2698

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.

Budget for COS				
Compensation items	Maximum no. of Personnel	January to December 2024	No. of ROs/ SDOs/ Schools	Total Amount for the Hiring of COS
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.