



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF IMUS CITY

06 FEB 2026

**DIVISION MEMORANDUM**  
 No. 079 s. 2026

**CALL FOR APPLICATION FOR TECHNICAL ASSISTANT I  
 UNDER CONTRACT OF SERVICE (CoS) FOR SCHOOL-BASED  
 FEEDING PROGRAM (SBFP)**

TO: OIC-Assistant Schools Division Superintendent  
 OIC-School Governance and Operations Division  
 OIC-Curriculum Implementation Division  
 Education Program Supervisors  
 School Heads (All Public Schools)  
 All Others Concerned

1. Pursuant to Memorandum OUOPS No. 2023-09-10297 entitled “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)”, this Office announces the call for application for Technical Assistant I, detailed as follows:

Position	Qualification	Basic Salary plus premium	No. of Pos.	Place of Assignment
Technical Assistant I	Bachelor’s degree relevant to the job  Physically fit  Graduate of <b>Nutrition and Dietetics</b> is an advantage	Php 28,000.00 P2,800.00	1	Schools Governance and Operations Division

2. The CoS to be hired shall have the following terms of reference:

- A. 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).
- B. Oversees the implementation of SBFP, NSP and WinS in schools;
- C. For SBFP:
  - a. Provides technical support to schools to monitor in the implementation of the SBFP;



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**Facebook Page:** @sdoimuscity



- b. Conducts regular on-site visits to schools to monitor the SBFP implementation;
- c. Ensures the 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) 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 ensuring 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 ensures timely submission to the SDO.

D. For WinS:

- a. Provides technical support to schools in the implementation of WinS Program;
- b. Conducts regular on-site visits to schools to monitor the implementation of WinS Program;
- c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
- d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
- e. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;
- f. Checks records and data on WinS; and
- g. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS.

E. 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.

F. 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.

G. Performs other functions as may be deemed necessary.

3. Applicants are required to submit the following on or before February 27, 2026, (until 5:00 P.M.) to the Records Section:

**Mandatory Requirements:**

- A.** Application letter addressed to the office of the Schools Division Superintendent HOMER N. MENDOZA, OIC-Schools Division Superintendent, stating the position applied for;
- B.** Duly accomplished PDS (CSC Form 212, revised 2025);
- C.** Photocopy of scholastic/academic record such as but not limited to TOR and diploma, including completion of graduate and post- graduate units/degrees, if applicable;
- D.** Photocopy of valid and updated PRC license, if applicable;
- E.** Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- F.** Photocopy of Certificate of Training, if applicable;
- G.** Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
- H.** Checklist of Requirements and Omnibus Sworn Statement (The Certification on the Authenticity and Veracity (CAV) shall no longer be required to be notarized as stated in paragraph No. 10 of DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s, 2023), however, it shall be required to be sworn before any public officer authorized to administer oath pursuant to Republic Act 10755.

4. Only documents submitted by the deadline will be evaluated; no additional documents will be accepted thereafter.

5. Applicants may refer to DepEd Order No. 7, s. 2023 on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for the criteria and number of points assigned for each criterion.

6. The hiring and selection timeline for this position is detailed below:

Date	Activity
Feb 16-27, 2026	Submission and receipt of application to the Records Sections
March 2-3, 2026	Initial evaluation vis-à-vis minimum qualifications
March 5-6, 2026	Assessment of qualified applicants

March 10, 2026	Conduct of interview, written exam and work sample.
March 12-13, 2026	Prepare and submit assessment report to the SDS

7. The DepEd-Schools Division of Imus City adheres to the Equal Employment Opportunity Principle (EEOP) in Human Resource Management System. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliations.

8. Expenses related to the said activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

9. For queries and clarifications, you may contact Ms. Marilyn O. Anglo, HRMO, at (046) 4198450 local 206.

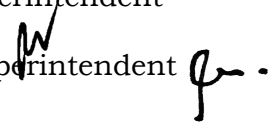
10. For immediate and wide dissemination.



Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.02.06  
20:32:10 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Encl.: none

Reference: OUOPS No. 2023-09-10297

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

EMPLOYMENT  
SELECTION