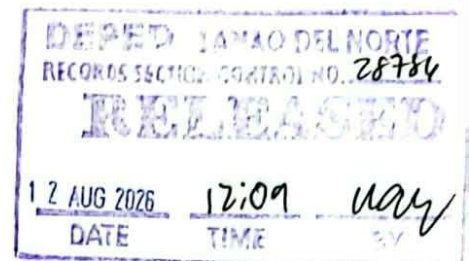




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



August 6, 2026

DIVISION MEMORANDUM

No. 404, s. 2026

**CALL FOR APPLICATION FOR TECHNICAL ASSISTANT I UNDER
CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING
PROGRAM (SBFP), WATER, SANITATION, AND HYGIENE IN SCHOOLS
(WinS) AND NUTRITION SENSITIVE PROGRAMS (NSP)**

To: Assistant Schools Division Superintendent

Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All Others Concerned

1. This Office calls for the submission of applications for a Technical Assistant I under Contract of Service (CoS) for the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene in Schools (WinS) and Nutrition Sensitive Program (NSP) assigned in the Health and Nutrition Section under School Governance and Operations Division.
2. all applicants and personnel concerned are directed to refer to Attachment A: Detailed Hiring Guidelines and Application Procedures for information regarding the Qualification Standards, key timelines, required documents and submission n instructions.
3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN P. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: Attachment A: Detailed Hiring Guidelines and Application Procedures
To be indicated in the Perpetual Index under the following subjects:
HIRING NOTICE OF VACANCY PERSONNEL



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte
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Detailed Hiring Guidelines and Application Procedures

Position Title	Technical Assistant I	Salary Grade	Basic Rate: 28,000 Premium: 2,800
Parenthetical Title		Governance Level	Schools Division Office
Office/Bureau/Service	School	Unit/Division	School Governance and Operations Division
Reports to	Chief Education Supervisor SBFP Focal Persons	Effectivity Date	
Positions Supervised			
PLACE OF ASSIGNMENT			
The SBFP-COS (Technical Assistant I) personnel 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.			
QUALIFICATION STANDARDS			
A. CSC-Approved Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility			
Trainings	None required		
DUTIES AND RESPONSIBILITIES			
Terms of Reference	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 distributions. 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 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 <i>Three-Star Approach</i>. 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 Heads 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. g. Assist 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 Heads and PDO I for the establishment and operation of a School Core Group to manage GPP of 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 in NSP-related activities such as sustainable gardening, food safety practices, and nutrition education. f. Assists in the preparation of reports related to NSP.
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6. Performs other functions as may be deemed necessary.

ANNOUNCEMENT: Mandatory Compliance for Technical Assistant I Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for a Technical Assistant I position assigned in the Health and Nutrition Section under the School Governance and Operations Division.

Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

Understanding these provisions is crucial as it informs you of the entire Recruitment, Selection, and Appointment (RSA) process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

*(*Required Documents)*

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, *Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte*. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025)*** with **Work Experience Sheet(WES)** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are **ON THE 4TH PAGE** of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.



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For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Transcript of Records and Diploma***
- D. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if available
- E. Photocopy of relevant Certificate/s of Training and seminars attended, if available

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be **CLEAR** and **READABLE** and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are **RELEVANT** to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

- F. Photocopy of required Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- Applicants who fail to submit the required documents within the given deadline **SHALL NOT BE INCLUDED** in the official pool of applicants.
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application documents to any school within this Division who has an Administrative Officer II stationed **on or before August 21, 2026**.
- Administrative Officer IIs shall submit the received applications to the Personnel Section through Records Section on or before **2:00 P.M. August 24, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



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