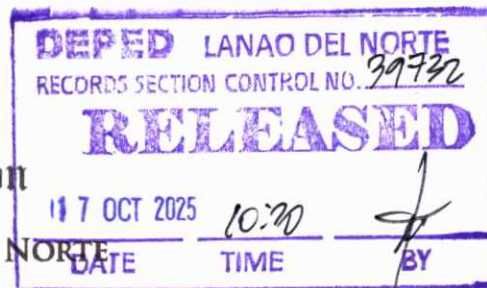




Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



October 8, 2025

**DIVISION MEMORANDUM**

No. 627 s. 2025

**NOTICE OF HIRING 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  
Functional Division Chiefs  
Section/Unit Heads  
All Others Concerned

1. This is to announce the hiring for the position below:

POSITION TITLE	NO. OF VACANCIES	RATE
Technical Assistant I	2	Basic Salary: Php 28,000.00  Premium: 2,800.00

**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.

**Terms of Reference**

- Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, Nutrition Sensitive Programs (Gulayan sa Paaralan, Integrated School Nutrition Model, and Food safety) and Water, Sanitation, and Hygiene in Schools (WinS).
- Oversees the implementation of SBFP, NSP, and WinS in the schools.
- For SBFP:
  - Provides technical support to schools in the implementation of the SBFP



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- 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 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 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





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- 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.
6. Performs other functions as may be deemed necessary.

**Qualifications:**

**Education:** Bachelor's degree relevant to the job

**Training:** None required

**Experience:** None required

**Preferred qualifications:**

- Physically Fit
- Graduate of Nutrition and Dietetics/Nursing

**Supervision of SBFP-COS**

The Technical Assistant 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.

2. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.
3. All interested applicants shall submit the following documentary requirements to the Personnel Section (HRMO), through the **RECORDS SECTION** on or before **October 20, 2025 at 2:00PM.**
  - a. Letter of intent addressed to the Head of Office
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet
  - c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree, if available.
  - d. Photocopy of Certificate/s of Training.



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- e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, if available.
4. Individuals who failed to submit complete mandatory documents on the set deadline indicated above shall not be included in the pool of official applicants.
5. No additional documents shall be accepted after the deadline.
6. All official applicants shall be assigned with application code.
7. For information, guidance and widest dissemination.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



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