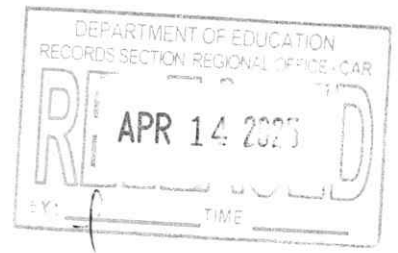




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



10 April 2025

REGIONAL MEMORANDUM

No. 270-2025

**DOWNLOADING OF ADDITIONAL PROGRAM SUPPORT FUNDS FOR THE
HIRING OF SCHOOL-BASED FEEDING PROGRAM TECHNICAL
ASSISTANTS UNDER CONTRACT OF SERVICE**

To: Assistant Regional Director
Schools Division Superintendents
School Health Personnel
All Others Concerned

1. Relative to OM-OUOPS-2024-08-01153, this Office shall download additional Program Support Funds (PSF) for the hiring of COS Technical Assistants I for the School-Based Feeding Program (SBFP). The hiring will augment additional workforce to ensure that the SBPF will be implemented according to implementation arrangements set by the Bureau of Learner Support Services.
2. For FY 2025, additional PSF for the hiring of Administrative Support II was downloaded to select SDOs. These SDOs were the SDOs with insufficient PSF identified in FY 2024. It is reiterated that the allocated PSF will cover thirteen months of salaries from 2025 to 2026.
3. The breakdown of allocation of additional PSF per SDO for COS-TA 1 and COS-AS II is as follows:

SDO	Additional PSF for the hiring of Admin Support II (directly downloaded to SDOs)	Additional PSF for the hiring of Technical Assistant I (2 TA I per SDO)
1. Abra		739,200.00
2. Apayao		739,200.00
3. Baguio	314,600.00	739,200.00
4. Benguet	314,600.00	739,200.00
5. Ifugao	314,600.00	739,200.00
6. Kalinga	314,600.00	739,200.00
7. Mt. Province	314,600.00	739,200.00
8. Tabuk	314,600.00	739,200.00
TOTAL	1,887,600.00	5,913,600.00

4. All SDOs are advised to follow the new rates for hiring of COS as stated in OO-OSEC-2024-306. Furthermore, all SDOs are reminded to adhere to the Terms and Reference particularly on the scope of work of the AS II and TA I attached as Enclosure 1.



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

5. For other important details on the hiring of SBFP COS, please refer to Enclosure 2.
6. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief Education Supervisor through email car.essd@deped.gov.ph or Diane B. Joaquin, Nutritionist Dietitian II through email diane.joaquin@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Encl: as stated

ESSD/GCD/dbj/aal/ Downloading of additional PSF for the hiring of SBFP COS

April 10, 2025

TERMS AND REFERENCE OF SBFP COS

Terms of Reference of the SBFP-COS, Administrative Support (AS) 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 function as may be deemed necessary.

Terms of Reference of the SBFP-COS, Technical Assistant I (TAI)

1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, NSP (GPP and ISNM) and 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) 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 of 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;
 - 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;

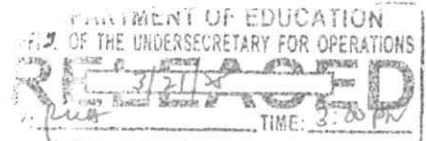
- b. Conducts regular on-site visits to schools to monitor the implementation of the WinS program;
 - c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;
 - d. Coordinates with the SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of WinS activities;
 - e. Coordinates with the School 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.
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 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.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-08-01153



Approved & passed by OUIOPS

FOR : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

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

DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **CORRIGENDUM FOR THE 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 : February 25, 2025

In reference to the issued OO-OSEC-2024-306 titled, Amendments to Office Order OO-OSEC-2023-023, signed by Secretary Sonny Angara dated December 16, 2024, please be guided by the following new rates for the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

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 Base Salary: 28,000.00	1 per Regional Office (RO) 1 per small SDO 2 per medium SDO	30,800.00	All SDOs/ 420 CoS	155,232,000.00 chargeable against downloaded funds from BLSS-SHD-SBFP or SDO PSF



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Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



Certificate No. PNP-QMS
2255-0001

Compensation Items	Maximum no. of Personnel	CoS Salary	No. of Ros/SDOs/Schools	Total Amount for the Hiring of CoS (January to December 2025)
<u>Premium:</u> 2,800.00	3 per large or very large SDO *Request for additional COS shall be approved by the Undersecretary for Operations			
Administrative Support II Base Salary: 22,000.00 Premium: 2,200.00	1 or more per SDO depending on the availability of funds and size of SDO	24,200.00	All SDOs	8,179,600.00 downloaded funds from BLSS-SHD-SBFP or SDO PSF *Additional PSF will be downloaded to 26 SDOs with insufficient funds
School Feeding Assistant Base salary: P500.00 per feeding day	At least 1 per 100 beneficiaries per School or school cluster (for those under central kitchens)	P500.00 per feeding day per school Note: Schools may use lower rates subject to availability of funds	32,927	approximately P500 x 175 days = P87,500 per school Chargeable against School Operational Expenses or SDO PSF Note: Schools may hire on selected days only and not for the full 175 days

For immediate implementation and dissemination.

Thank you very much.

	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

ADDITIONAL INFORMATION: OGC-SEC-2023-023
 0152 - December 9, 2023





Republic of the Philippines
Department of Education

DEC 16 2024

OFFICE ORDER
OO-OSEC-2024-308

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 BHRD.

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



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04-10297
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.



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

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 TAI 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 TAI 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.