



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

June 27, 2024

DIVISION MEMORANDUM

No. 443, s. 2024

ANNOUNCING THE HIRING OF SBFP COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
PSDSs/DLC In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. The office hereby informs the field of the Hiring of SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP) with the following qualification standards and terms of reference:

POSITION	RATE	Vacant
Administrative Support Staff (AS II)	Base salary 20,000.00 Premium 2,000.00	1

Qualification Standards:

- a. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
- b. No training required; and
- c. No experience required

Terms of Reference:

- Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
- Carries out administrative duties such as filling, recording, receiving/releasing documents, typing, copying, binding, scanning, etc;
- Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
- Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;



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- Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
 - Contributes to team effort by accomplishing related results as needed; and
 - Performs other functions as may be deemed necessary.
2. In view thereof, all interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, or political affiliation are encouraged to join the Screening through the **OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Open Ranking System)** mechanism of this office.
 3. All interested applicants shall submit the basic documentary requirements listed below **to the HR office, addressed to SHERLITA A. PALMA EdD, CESO VI, OIC-Schools Division Superintendent** and properly tabbed/labelled **received at the Records section** not later than **5:00 pm of July 4, 2024**:
 - a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post graduate units/degrees, if available;
 - d. Photocopy of Certificates of Training, if available;
 - e. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
 - f. Photocopy of latest appointment, if applicable.
 4. Enclosure A states the Algorithm for Administrative Support.
 5. Meals and snacks during the conduct of the evaluative assessment and other incidental expenses in the conduct of this undertaking shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
 6. Immediate dissemination of and strict compliance with this Memorandum are directed.

Sherlita

SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures: As stated

Reference: Memorandum from the Office of the Undersecretary of Finance dated November 30, 2023 and

Memorandum from Bureau of Learner Support Services and Learner Rights and Protection Office dated April 2, 2024

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

ADMINISTRATIVE SUPPORT STAFF

CONTRACT OF SERVICE

SBFP

OSDS/PS/NMB/ 062724



Schools Division of Tacloban City, Brgy. 54 Real Street, Tacloban City, Leyte 6500
Facebook Page: DepEd Tayo Tacloban City Official email: sdotaclobancity@deped.gov.ph

