



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

January 21, 2025

DIVISION MEMORANDUM

No. 069, s. 2025

**HIRING OF TECHNICAL ASSISTANTS AND FEEDING ASSISTANT OF SBFP
 FEEDING COORDINATORS UNDER CONTRACT OF SERVICE**

To: Assistant Schools Division Superintendent
 Chief of the Schools Governance and Operations Division
 Chief of the Curriculum Implementation Division
 Education Program Supervisors
 PSDSs/DLC In-Charge
 Elementary and Secondary School Heads
 All Others Concerned

1. With reference to the Regional Office Memorandum No. 034 s. 2025 and OUOPS Memorandum, the Department of Education Regional Office VIII, through the Support Services Division-School Health and Nutrition Unit (ESSD-SHNU), this office is advised to continue the hiring of Administrative Support (AS II) for SDO's & Technical Assistant (TA I) for Central Kitchen Training Centers charged against the Program Support Funds.
2. The COS for hiring will be Two (2) per medium SDO, at least one (1) School Feeding Assistant (SFA) per one hundred beneficiaries per school or cluster schools subject to availability of funds.

No. of Vacant Position	Position	Salary/Monthly	Place of Assignment
Two (2)	Technical Assistant I (TA1)	P 28,000 2,800 Premium	SDO
	School Feeding Assistant	P 500 per feeding day	Specific School (to be Identified at the School)

3. To be guided in the conduct of these undertakings, the following enclosure are provided:
 - a. Enclosure A- Algorithm for hiring of the Technical Assistants and Feeding Assistant
 - b. Enclosure B- Terms of reference for Technical Assistant and School Feeding Assistant
 - c. Enclosure C- List of Documentary Requirements
 - d. Enclosure D-Minimum Qualification/s
4. All applicants will be evaluated and assessed based on DepEd Order No. 7 s. 2023(Guidelines on Recruitment, Selection and Appointment in the Department of Education.



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5. 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 servomechanism of this office.
6. All interested applicants shall submit the basic documentary requirements listed below to the schools where the vacancy exist and properly fastened in a folder with side tabbing not later than January 31, 2025.
7. All expenses incurred for meals and other incidental expenses of the Division Section Sub-Committees (DSSC) will be charged against local/school funds while the Division Selection Committees (DSC) will be charged against OSDS funds subject to the usual auditing and accounting rules and regulations.
8. Attached is the revised budget allocation for salaries and wages of the COS as per OO-OSEC-2024-306, titled, Amendments to Office Order OO-OSEC-2023-023.
9. Immediate and wide dissemination of this Memorandum are directed.


SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

Enclosures: As stated

Reference: RM No. 034, s. 2025; DM OUHROD-2023-09-10297;

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

TECHNICAL ASSISTANTS AND FEEDING ASSISTANT CONTRACT OF SERVICE

OSDS/AU/PS/NMB

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