



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

23 October 2025

DIVISION MEMORANDUM

No. 611, s. 2025

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT OF TECHNICAL ASSISTANT I (TA I) UNDER CONTRACT OF
SERVICE STATUS TO SUPPORT THE NUTRITION AND HYGIENE UNIT OF THE
SCHOOL HEALTH DIVISION**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the submission of pertinent papers of applicants for Technical Assistant I (TA I) under Contract of Service status to support the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (Wins) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model ISNM).

Compensation Items	Maximum no. of Personnel	CoS Salary
Technical Assistant I Base Salary: Php 28,000.00 Premium: Php 2,800.00	3 per large or very large SDO	Php 30,800.00

2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.



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3. For ease of consolidation and retrieval, the following steps shall be undertaken:
- 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
- 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
- a. Letter of intent addressed to the Schools Division Superintendent. Please include the position and the section you are interested in applying for.
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;
 - c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 - d. 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/ degrees if applicable;
 - e. Photocopy of Certificate/s of training, if applicable;
 - f. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
 - g. Photocopy of latest appointment, if applicable;
 - h. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
 - i. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.
4. Please be guided by the following attached enclosures to this Division memorandum:
- 4.2 Enclosure No 1 The Qualifications Standard (QS) of the positions.
- 4.3 Enclosure No 2 Terms of Reference of the Technical Assistant I (TA I)
- 4.5 Enclosure No 3 Checklist of Requirements (Annex C)
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5. Application documents shall be accepted until **November 04, 2025**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
6. Applicants are advised to register at this link; **bit.ly/SDOBATANGAS-HIRING** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. The term of contract between the Department and the individual shall be for a maximum period of six (6) months, renewable at the option of the Head of Office, provided the requirements set out are met.
8. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
9. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Call For Submission Of Pertinent Papers For Comparative Assessment Of Technical Assistant I (Ta I) Under Contract Of Service Status To Support The Nutrition And Hygiene Unit Of The School Health Division/ S2-1113034/ 10/23/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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Enclosure 1. Qualifications of the Technical Assistant (TA) I

1. Bachelor's degree relevant to the job;
2. Physically fit
3. Graduate of Nutrition and Dietetics is an advantage

Enclosure 2. 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. ForWinS:
 - 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;



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- 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 Paarngan 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 NSF-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.



Republika ng Pilipinas
Department of Education

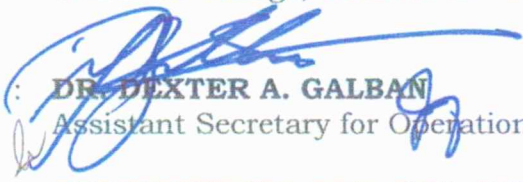
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-__-__

FOR : Regional Directors
Assistant Regional Directors
Schools Division Superintendents

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

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.



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

THROUGH : **ATTY. EDSON BYRON K. SY**
Assistant Secretary for Finance
Officer-in-Charge
Office of the Undersecretary for Finance

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

: **DEXTER A. GALBAN** 02/18/25
Assistant Secretary for Operations

FROM : **MIGUEL ANGELO S. MANTARING**
Director IV, BLSS

SUBJECT : **COMPLETE STAFF WORK FOR THE CLEARANCE TO PROCEED WITH THE DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR THE HIRING OF TECHNICAL 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), AND ADDITIONAL PROGRAM SUPPORT FUNDS TO SELECT SCHOOLS DIVISION OFFICES (SDOS) ON THE HIRING OF CONTRACT OF SERVICE FOR SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR SY 2025-2026**

DATE : February 14, 2025

I. BACKGROUND INFORMATION

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (Wins) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These are grouped under the Nutrition and Hygiene Unit of the School Health Division as complementary programs that support the operations of SBFP; WinS for ensuring safe and drinking water, proper sanitation facilities and improving our learners' hygiene practices; Gulayan sa Paaralan Program for establishing and maintaining a vegetable garden for a healthy environment in schools and communities.

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process.

The DepEd School-Based Feeding Program (SBFP) drafted the Authority to Conduct (ATC) that grants the necessary authorization for the designated individuals or teams to undertake specific tasks or programs. This document is crucial for ensuring efficient and effective program delivery within the educational system, fostering transparency, and promoting accountability among all stakeholders. It covers mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring and evaluation of the SBFP. Select Regional Offices and Schools Division Offices have allocated additional Program Support Funds for the hiring of Technical Assistant I 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. LEGAL BASIS/REFERENCES

1. Republic Act No. 11037 also known as the "*Masustansyang Pagkain para sa Batang Pilipino Act*" mandates DepEd to implement a School-Based Feeding and Milk Feeding Program
2. DepEd Order No. 31, s. 2021 or the "*Operational Guidelines on the Implementation of the School-Based Feeding Program*", DepEd Order Nos. 10 and 38, s. 2022 as *Supplemental Guidelines of DO No. 31, s. 2021*

III. OBJECTIVES

The signing of the request for Authority to Conduct will enable BLSS-SHD to ensure the effective use of the SBFP downloaded funds.

IV. EXPECTED OUTPUT

Clearance to proceed with the signing and approval of the Authority to Conduct Downloading of Program Support Funds for the hiring of Technical Assistants under CoS for the SBFP, WinS, and NSP and Downloading of Additional Program Support Funds to select Schools Division Offices with insufficient funds.

V. AVAILABILITY OF FUNDS

The funds for Program Support Funds of SDOs shall be downloaded to Schools Division Offices based on the allocation of funds provided by the BLSS-SHD SBFP FY 2025 Current Funds.



Republic of the Philippines
Department of Education

14 February 2025

MEMORANDUM

ATC-2025-CO-00144

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

THRU : **DR. DEXTER A. GALBAN**
 Assistant Secretary for Operations

FROM : **DR. MIGUEL ANGELO S. MANTARING**
 Director IV, Bureau of Learner Support Services

SUBJECT : **AUTHORITY TO CONDUCT DOWNLOADING OF
 PROGRAM SUPPORT FUNDS FOR THE HIRING OF
 TECHNICAL 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), AND
 ADDITIONAL PROGRAM SUPPORT FUNDS TO
 SELECT SCHOOLS DIVISION OFFICES (SDOS) ON
 THE HIRING OF CONTRACT OF SERVICE FOR
 SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR
 SY 2025-2026**

NAME OF- PROGRAM(S) / PROJECT(S)	SCHOOL BASED FEEDING PROGRAM
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OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	<table border="1"> <tr> <th data-bbox="432 163 711 241">Output Code</th> <th data-bbox="711 163 1129 241">Output</th> <th data-bbox="1129 163 1426 241">Physical Target</th> </tr> <tr> <td data-bbox="432 241 711 483">OC-25-BLS1S-SHD-SBFP-2-016</td> <td data-bbox="711 241 1129 483">Field Offices received additional Program Support Funds for the hiring of Technical Assistants under CoS</td> <td data-bbox="1129 241 1426 483">16</td> </tr> </table>			Output Code	Output	Physical Target	OC-25-BLS1S-SHD-SBFP-2-016	Field Offices received additional Program Support Funds for the hiring of Technical Assistants under CoS	16																														
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ACTIVITY/IES WITH DOWNLOADI NG	The total amount of P163,411,600.00 shall be downloaded to SDOs: <table border="1"> <thead> <tr> <th>Regions</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Region 1</td><td>8,870,400.00</td></tr> <tr><td>Region 2</td><td>5,913,600.0</td></tr> <tr><td>Region 3</td><td>14,784,000.00</td></tr> <tr><td>Region 4A</td><td>17,371,200.00</td></tr> <tr><td>Region 4B</td><td>5,544,000.00</td></tr> <tr><td>Region 5</td><td>10,348,800.00</td></tr> <tr><td>Region 6</td><td>14,784,000.00</td></tr> <tr><td>Region 7</td><td>12,936,000.00</td></tr> <tr><td>Region 8</td><td>8,870,400.00</td></tr> <tr><td>Region 9</td><td>6,283,200.00</td></tr> <tr><td>Region 10</td><td>9,240,000.00</td></tr> <tr><td>Region 11</td><td>8,131,200.00</td></tr> <tr><td>Region 12</td><td>5,913,600.00</td></tr> <tr><td>Caraga</td><td>7,761,600.00</td></tr> <tr><td>NCR</td><td>12,566,400.00</td></tr> <tr><td>CAR</td><td>5,913,600.00</td></tr> <tr> <td>Total</td> <td>155,232,000.00</td> </tr> </tbody> </table> Please see the attached breakdown of allocation of program support funds per SDOs. Downloading of additional program support funds for ATTY. EDSON BYRON K. SY Assistant Secretary for Finance Officer-in-Charge Office of the Undersecretary for Finance <i>[Signature]</i> <i>[Signature]</i> BCN 300 RC 8-16-2000 P163,411,600.00 AC-25-BLSS-SHD-SBFP-2-030 310400100001000 - MOOE ALLOTMENT AVAILABLE <i>[Signature]</i> MARIA-BELEN DEMONTEVERDE Supervising Administrative Officer OIC, Budget Division			Regions	Amount	Region 1	8,870,400.00	Region 2	5,913,600.0	Region 3	14,784,000.00	Region 4A	17,371,200.00	Region 4B	5,544,000.00	Region 5	10,348,800.00	Region 6	14,784,000.00	Region 7	12,936,000.00	Region 8	8,870,400.00	Region 9	6,283,200.00	Region 10	9,240,000.00	Region 11	8,131,200.00	Region 12	5,913,600.00	Caraga	7,761,600.00	NCR	12,566,400.00	CAR	5,913,600.00	Total	155,232,000.00
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the hiring of CoS will be as follows:

Region	SDOs	Amount to be downloaded
CAR	Baguio City	314,600.00
CAR	Benguet	314,600.00
CAR	Mt. Province	314,600.00
CAR	Tabuk City	314,600.00
CAR	Ifugao	314,600.00
CAR	Kalinga	314,600.00
CARAGA	Bayugan City	314,600.00
CARAGA	Tandag City	314,600.00
CARAGA	Bislig City	314,600.00
NCR	City of San Juan	314,600.00
Region I	Vigan City	314,600.00
Region I	Batac City	314,600.00
Region I	Candon City	314,600.00
Region II	Batanes	314,600.00
Region III	Baliwag	314,600.00
Region III	Balanga City	314,600.00
Region IV-A	Sto. Tomas	314,600.00
Region VI	Passi City	314,600.00
Region VI	Victorias City	314,600.00
Region VII	Siquijor	314,600.00
Region VII	Tagbilaran City	314,600.00
Region VII	Canlaon City	314,600.00
Region VIII	Borongan City	314,600.00
Region VIII	Maasin City	314,600.00
Region X	El Salvador	314,600.00
Region X	Ozamiz	314,600.00
Total		8,179,600.00

	The said amount is enough to cover thirteen (13) months of salaries from January 2025 to January 2026 and will be charged against the FY 2025 Current Funds.		
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	Activity Code	Name of Activity	Amount to be bumped-off
	AC-25-BLSS-SHD-SBFP-2-017	Downloading of Program Support Funds for the hiring of Technical Assistants under CoS for the SBFP, WinS, and NSP	P 155,232,000.00
	AC-25-BLSS-SHD-SBFP-2-015	Downloading of additional Program Support Funds for the Hiring of Contract of Services (Administrative Support II) in SDOS with Insufficient Program Support Funds	P 8,179,600.00
	Grand Total		P 163,411,600.00
JUSTIFICATION <i>(for ATC only)</i>	This activity is indicated in the SBFP's Work and Financial Plan (WFP) for FY 2025 Current Funds. WFP is not yet signed due to the high-level review and deliberation of indicative WFPs. There is an urgent need to conduct this downloading to ensure the timely utilization of program support funds and implementation of programs. The hiring of Technical Assistants will augment the current workload of the SBFP Focal Persons 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 and efficient and effective implementation of the program. Select SDOs with insufficient program support funds requested additional program support funds on the hiring Contract of Service (Administrative Supports II) on School-Based Feeding Program from January 2025 to January 2026.		
FINANCIAL REQUIREMENTS	Activity Code	Name of Activity	Amount Requested
	AC-25-BLSS-SHD-	Downloading of Program Support Funds for the hiring of Technical Assistants under CoS for	P 163,411,600.00

	SBFP-2-030	the SBFP, WinS, and NSP, and additional PSF to select SDOs on the hiring of CoS for SBFP for SY 2025-2026	
	Grand Total		P 163,411,600.00
SOURCE OF FUNDS	BLSS-SHD SBFP FY 2025 Current Funds		
ADMINISTRATIVE ARRANGEMENTS	1. The additional program support funds cover the expenses of hiring technical assistants and administrative supports under COS in the amount of P163,411,600.00 will be downloaded to Schools Division Offices.		
ANNEXES	1. Breakdown for the Downloading of Program Support Funds for Central Kitchen, NSP, WinS Program, HGSEF Program for FY 2025 (SY 2025-2026) 2. Guidelines on the Hiring of Technical Assistants and Feeding Assistants under Contract of Service		

All expenses incurred in this activity are subject to the usual accounting and auditing rules and regulations.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.