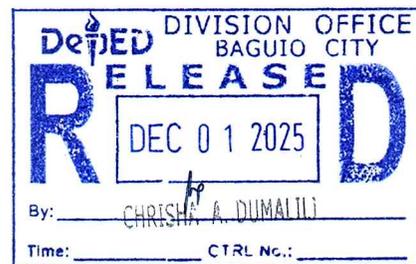




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



December 1, 2025

**DIVISION MEMORANDUM**

No. 784-2025

**HIRING OF TECHNICAL ASSISTANT I AND ADMINISTRATIVE SUPPORT II 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: Schools Division Superintendent  
 Chiefs of Division  
 All Others Concerned

1. This is to inform all interested applicants of the vacant position in the Division Office:

**VACANCIES/PARTICULARS**

<b>Position Title:</b>		Technical Assistant I	
<b>Basic Monthly Salary:</b>		P 28,000 plus 10% premium	
<b>Place of Assignment:</b>		School Governance and Operations Division (SGOD)	
<b>Qualifications:</b>			
<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Competency</b>
Bachelor's degree relevant to the job	None required	None required	<ul style="list-style-type: none"> <li>Physically fit</li> <li>Graduate of Nutrition and Dietetics is an advantage</li> </ul>
<b>Terms of Reference:</b>			
<ol style="list-style-type: none"> <li>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;</li> <li>Oversees the implementation of SBFP, NSP and WinS in the schools;</li> <li>For SBFP:             <ol style="list-style-type: none"> <li>Provides technical support to schools in the implementation of the SBFP;</li> <li>Conducts regular on-site visits to schools to monitor the SBFP implementation;</li> <li>Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;</li> <li>Coordinates with the School Head and the Project Development Officer I (PDO) for the establishment and operation of a School Core Group;</li> <li>Monitors deliveries of food commodities in drop-off points;</li> <li>Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;</li> <li>Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;</li> <li>Monitors the conduct of the feeding activity of food distribution;</li> <li>Conducts random inspection and counting of stored food commodities;</li> <li>Ensures that food safety standards in schools are in place and address food safety-related incidents in the schools;</li> <li>Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.</li> </ol> </li> </ol>			



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

<https://depedpines.com>



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4. For WinS:
  - a. Provide 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 e SDO WinS Coordinators, school heads, local government units, and other stakeholders to ensure a collaborative approach to the implementation of the 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;
  - g. Assists in addressing concerns during the program implementation, especially when it comes to e-OMS and;
  
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 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.

<b>Position Title:</b>	<b>Administrative Support II</b>	
<b>Basic Monthly Salary:</b>	<b>P 22,000 plus 10% premium</b>	
<b>Place of Assignment:</b>	<b>School Governance and Operations Division (SGOD)</b>	
<b>Qualifications:</b>		
<b>Education</b>	<b>Training</b>	<b>Experience</b>
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
<b>Terms of Reference:</b>		
<ol style="list-style-type: none"> <li>1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;</li> <li>2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.</li> <li>3. Assist in the maintenance of database for SBFP and related programs and activities in the SDO;</li> <li>4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;</li> <li>5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;</li> </ol>		



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6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.

2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to submit the following documentary requirements:

- a. Letter of intent addressed to the Head of Office;

**SORAYA T. FACULO PhD, CESO V**

Schools Division Superintendent  
DepEd-Division of Baguio City  
#82 Military Cut-Off, Baguio City

- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with **Work Experience Sheet**;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of trainings, if applicable;
- g. Photocopy of Certificate of employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of 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.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

3. Interested and qualified applicants are advised to submit **one copy** of the documentary requirements to the records section on or before **December 10, 2025, not later than 5:00 PM.**
4. For information and dissemination.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent