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

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
NOV 26 2026
By:
Time: CTRL No.:

November 26, 2026

DIVISION MEMORANDUM

No. 814-2026

HIRING OF TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (CoS) FOR THE SCHOOL-BASED FEEDING FROGRAM (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

Position Title:		**Technical Assistant I (2 vacancies)**	
Basic Monthly Salary:		**P 28,000 plus 10% premium**	
Place of Assignment:		**School Governance and Operations Division (SGOD)**	
Qualifications:			
Education	**Training**	**Experience**	**Competency**
Bachelor's degree relevant to the job	None required	None required	• Physically fit • Graduate of Nutrition and Dietetics is an advantage

Terms of Reference:

1. Provides technical and administrative assistance in the implementation of the School -Based Feeding Program (SBFP), Nutrition-Sensitive Programs (NSP), Water, Sanitation, and Hygiene in Schools (WinS), and Central Kitchen operations across assigned schools.
2. Assist in the gathering, consolidation, and reporting of data and information related to program implementation, including baseline and endline data, school profiles, and other required reports.
3. Supports coordination and communication between the Schools Division Office (SDO), School Heads, PDO 1, Central Kitchen Focal Persons, LGUs, and other stakeholders regarding program activities, requirements, and schedules.
4. Assist in monitoring program implementation through site visits, documentation, and preparation of monitoring reports, under the guidance of SDO focal persons.
5. Provides basic technical assistance to schools by:
   a. Supporting orientation on program guidelines and processes;
   b. Assisting in the preparation and maintenance of required records and forms;
   c. Supporting the organization and documentation of School Core Groups and volunteer participation.
6. Assists in tracking and documenting program implementation, including:
   a. Delivery and receipt of food commodities and supplies;
   b. Status of feeding activities, WinS compliance, and NSP implementation;
   c. Kitchen operations and workflow in Central Kitchens;
   d. Availability and condition of facilities such as storage areas and WASH facilities, based on prescribed standards.
7. Supports the use of monitoring systems and tools (e.g., e-OMS) by assisting in data encoding, checking submissions, and consolidating reports from schools.

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8. Assist in the preparation, validation, and timely submission of reports and program documents, including but not limited to SBFP forms, NSP and WinS reports, and Central Kitchen documentation.
9. Documents issues, gaps, and concerns encountered during implementation and elevates these to the appropriate SDO focal persons for proper action.
10. Provides logistical and administrative support in the conduct of meetings, training, orientations, and benchmarking activities related to the programs.
11. Performs other related technical and administrative support tasks as may be assigned by the immediate supervisor.

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 2026) 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 7, 2026, not later than 5:00 PM.**

4. For information and dissemination.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent