



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

18 July 2025

DIVISION MEMORANDUM
No. **476** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
TECHNICAL ASSISTANT I VACANT POSITION 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: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to the **Memorandum OUOPS No. 2023-09-10297** titled **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)**, this office announces the Recruitment, Selection, Evaluation and Ranking of Applicants to **Technical Assistant I** Vacant Position under Contract of Service (COS). The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Compensation	No. of Position	Place of Assignment
Technical Assistant I	Base Salary P 25,000.00 Premium P 2,500.00	1	Schools Governance and Operations Division (SGOD)

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at

tayabas.city@deped.gov.ph on or before **July 28, 2025 until 5:00 o'clock in the afternoon.** Moreover, see **Annex B** for the terms of reference of the position to be filled.

4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be accepted**, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process. Likewise, individuals who failed to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of applicants.

5. The qualification standards and competency requirements of the said position are as follows:

Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor of Science in Nutrition and Dietetics or	None Required	None Required	RA 1080 (Registered Nutritionist Dietitian)	Physically fit, Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication
Bachelor of Science in Nursing			None Required	

6. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	July 28, 2025	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	July 29- August 1, 2025	Personnel Administration Services Unit
Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	August 6, 2025	Office of the Assistant Schools Division Superintendent

Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	August 7, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

7. Wide and immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 019, s. 2022

DepEd Order No. 007, s. 2023

Memorandum OUOPS No. 2023-09-10297

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

RSP
TECHNICAL ASSISTANT I
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to technical
assistant i vacant position
PERLCA6N-001710/July 18, 2025

Annex A

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 007, s. 2023)**

Mandatory requirements

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain);

Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)/ Certified True Copy of the CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System;

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree;

6. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract of Service status;

Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable)

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

Note: For positions with experience requirement:

a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to

the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Note: For positions with NO experience requirement:

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

11. Outstanding Accomplishment acquired or earned after the last promotion (if any);

11.1. Awards and recognition *(All listed MOVs shall be submitted to earn points)*

11.1.1. Citation or Commendation (This shall apply only to General Services Positions)

11.1.1.1. Letter of Citation or Commendation from previous employer

11.1.2. Awards as Trainer/Coach (This shall apply only to School Administration Positions)

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

11.1.3 Outstanding Employee Award

11.1.3.1 Any issuance, memorandum or document showing the Criteria for the Search

11.3.1.2 Certificate of Recognition/ Merit

11.1.4 Academic or Inter-School Awards (This shall apply only to applicants with

no or less than 1 year work experience)

11.1.4.1 Academic or inter-school award or;

11.1.4.2 Ten Outstanding Students of the Philippines (TOSP)

Award or;

11.1.4.3 Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

11.2. Research and Innovation

- 11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

11.3. Subject Matter Expert / Membership in National TWG or Committees (relevant to the position being applied for)

- 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
- 11.3.2. Certificate of Participation or Attendance; and
- 11.3.3. Output/Adoption by the Organization/DepEd

11.4. Resource Speakership/Learning Facilitation *(All listed MOVs shall be submitted to earn points)*

- 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
- 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
- 11.4.3. Slide deck/s used and/or Session guide/s

11.5. NEAP Accredited Learning Facilitator

- 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

12. Application of Education (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

Note: For positions with experience requirement:

Relevant Intervention:

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

Note: For positions with NO experience requirement:

Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

13. Applications of Learning and Development (L&D)

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L & D

intervention is aligned to the core tasks of the incumbent or previous position shall be required;

- 13.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL)/ Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
- 13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

14. Latest approved appointment (if any).

Note: During the deliberation process, the applicants shall bring their original copies of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.

Annex B

TERMS OF REFERENCE OF THE TECHNICAL ASSISTANT I (TA I)

The proposed COS to be fired 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 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. For WinS:
 - 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 Management 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;
 - 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 WinS; and
 - g. 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 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 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 NSP-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.