



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 01, 2024

REGION MEMORANDUM
AD-2024-014

**SCHEDULE OF SCREENING AND JOB INTERVIEW OF SBFP COORDINATOR
(TECHNICAL ASSISTANT) UNDER CONTRACT OF SERVICE (COS) FOR
SCHOOL HEALTH AND NUTRITION UNIT (ESSD)**

To: Schools Division Superintendents
Regional Office and Division HRMPSB

1. This announces the hiring of **one (1) School-Based Feeding Program Coordinator (Technical Assistant – COS) for School Health and Nutrition Unit (ESSD)** at the DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Brgy. Carpenter Hill, Koronadal City.

2. Important details and timelines regarding the vacancy such as but not limited to qualification standards, duties and responsibilities, and application document requirements are enclosed in the **Notice of Vacancy** for guidance of interested applicants.

3. Likewise, interested applicants are advised to observe the indicative schedule of HRMPSB activities as follows:

Date and Time	Activity	Person Responsible
March 18, 2024 01:00 pm	Online Orientation on the submission of Documents SBFP Coordinator (TA-COS)	HRMPSB Secretariat
April 02, 2024 09:00 am	Initial Screening/Deliberation of Documents (Face-to-Face) SBFP Coordinator (TA-COS)	HRMPSB



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April 04, 2024	Online Behavioral Event Interview And Open Ranking System SBFP Coordinator (TA-COS)	
08:00am – 08:15am	Setting-up/ Briefing/Orientation for the Applicants	HRMPSB Secretariat
08:20am – 11:20am (15-20 minutes per applicant)	Interview Proper SBFP Coordinator (TA-COS)	HRMPSB
11:25am – 12:00nn	Consolidation of Assessment and Final Deliberation	HRMPSB

5. It is reiterated that **applicants who fail to submit complete mandatory documents** particularly **items a. to j.** contained in the **Notice of Vacancy (NOV) – Enclosure A** on the set deadline shall not be included in the pool of official applicants.

6. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to: **Application of Education, and Application of Learning and Development** reckoned from the date of the last issuance of appointment, may be allowed to submit, subject to submission of the hard copies upon request of the HRMPSB during the initial deliberation/screening of documents for purposes of verification.

7. An **online Behavioral Event Interview (BEI)** shall be conducted using MS Teams. The committee still adopts the same process with that of the face-to-face interview. Likewise, the ICTU is tasked to maintain the stability of the internet connectivity during the online interview.

8. The **HRMPSB secretariat** shall send the link for the profile of applicants and the comparative assessment template for the initial deliberation through DepEd email account. **Potential** assignment of points shall be accomplished by the HRMPSB members during the job interview.

9. **The process, selection criteria and point system to be utilized shall adhere to DO No. 007, s. 2023 specifically on the computation of points for Non-Teaching Group Level II.**



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10. Applicants shall be informed of the result of the initial evaluation through official communication channels via email or SMS.
11. **See the following enclosures for details.**
Enclosure 1: Notice of Vacancy for SBFP Coordinator (Technical Assistant – COS)
Enclosure 2: Checklist of Requirements and Omnibus Sworn Statement (Annex C), notarized by an authorized official, for reference
12. Meals relative to the conduct of the activity shall be charged from the Regional MOOE Fund subject to the usual accounting and auditing rules and regulations.
13. For any inquiries, please contact **Emerin B. Astillero, Administrative Officer V at 0965-326-5725.**
14. Wide dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Enc.: Notice of Vacancy/ Checklist of Requirements and Omnibus Sworn Statement
Reference: DepEd Order No. 007, s. 2023
Allotment: None
To be indicated in the Perpetual Index under the subject:
HUMAN RESOURCE PERSONNEL

EBA/AD-P/RM/ SCHEDULE OF SCREENING AND JOB INTERVIEW ON THE HIRING OF SCHOOL-BASED FEEDING PROGRAM (SBFP) COORDINATOR (TECHNICAL ASSISTANT) UNDER CONTRACT OF SERVICE (COS) FOR SCHOOL HEALTH AND NUTRITION UNIT (ESSD)/006/March 01, 2024



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Enclosure 1 to Region Memorandum AD-2024-014

NOTICE OF VACANCY
March 07, 2024

Position/Salary Grade	School-Based Feeding Program Coordinator (Technical Assistant – COS)/10
Monthly Salary	Php 25,000.00
Premium	Php 2,500.00/mo.
No. of Position/ Place of Assignment	1/Education Support Services Division (ESSD - School Health and Nutrition Unit), DepEd SOCCSKSARGEN RO
Qualifications	
Education	Bachelor's degree relevant to the job (Nutritionist-Dietitian and other allied health courses)
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility or a Graduate of Nutrition and Dietetics is an advantage

Duties and Responsibilities of a **School-Based Feeding Program Coordinator (Technical Assistant - COS)**

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Assists in the management of School-Based Feeding Programs and Activities	<ul style="list-style-type: none">• Provides technical and administrative support in delivering efficient and effective plans and activities of SBFP and related programs and activities (Nutrition-Support Program and Water, Sanitation, and Hygiene in Schools);• Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the region;• Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;• Assists in the preparation of technical documents such as concept notes, program plan, activity designs, accomplishment reports, and presentations among others regarding SBFP and related programs and activities in the region;• Assists in drafting letters, memoranda, and other types of communications;• Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;• Assists in the coordination with different offices in the Department, other concerned government agencies, partners and nutrition experts in the implementation of SBFP and related programs and activities as well as in the delivery of nutrition services and interventions;• Maintains database of SBFP and related programs and activities;• Attends meetings as assigned; and• Performs other functions as may be deemed necessary• Does other related work.



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The DepEd SOCCKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **March 19, 2024**.

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating², 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 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;
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 200) is not relevant to the position to be filled, if applicable.

Qualified Applicants are advised to hand-in or send through courier/email their application to:

CARLITO D. ROCAFORT

Director IV

DepEd RO XII, Carpenter Hill, City of Koronadal

hrmps.region12@deped.gov.ph

The Personnel Section will be **accepting application of interested and qualified applicants** for evaluation of documents.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telephone Nos.: (083) 2288825/ (083) 2281893

Email Address: region12@deped.gov.ph

Website: depedroxii.org



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Please refer to DepEd Order No. 007, s. 2023, “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” for the criteria and number of points assigned to each criterion.


CARLITO D. ROCAFORT
Director IV

Note: Only applicant/s with complete requirements shall be entertained.