



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

23 Apr 2025

DIVISION MEMORANDUM
OSDS No. **056** s. 2025

NOTICE OF VACANCY TECHNICAL ASSISTANT I- COS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Principal In-charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the following vacant positions”

a. Position Title: TECHNICAL ASSISTANT I

b. Position Details

Position Title	No.	Process of Hiring	Place of Assignment
Technical Assistant I	2	Contract of Service	SGOD-HEALTH
Administrative Support Staff	1		

c. CSC Qualification Standards

Position Title	Basic Monthly Salary	Education	Experience	Training
Technical Assistant I-CKTCs	25,000.00	Bachelor's degree relevant to the job (e.g. nutritionist, dietitian, allied health) * Graduate of Nutrition and Dietetics is an advantage	No experience required	No training required



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Position Title	Basic Monthly Salary	Education	Experience	Training
Administrative Support II	20,000	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	1 year of relevant experience	8 hours of relevant training

d. Terms of reference of the Schools Division Office SSD-COS Technical Assistant I

The proposed COS to be hired for the Schools Division Offices shall have the following terms of reference:

1. Acts as the School Feeding Coordinator and the Central Kitchen Focal Person;
2. Identifies the target beneficiaries based on the criteria provided, for approval by the School Head;
3. Finalizes the cycle menu for the whole duration of feeding, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the SDO;
4. Submits a copy of the approved PPMP to the School BAC and BAC Secretariat for the preparation of the School Annual Procurement Plan (APP) for approval by the School Head;
5. Establishes a School Core Group;

e. Terms of reference of the Schools Division Office SBFP-COS Administrative Support (AS) II

The proposed COS to be hired for the SDOs shall have the following terms of reference for the position of Administrative Support II:

1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning, etc.;



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3. Assists in the maintenance of database for SBFO and related programs and activities in the SDO.
4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
6. Contributes to team effort by accomplishing related results as needed; and
7. Performs other functions as may be deemed necessary.

The Deped Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and sent to the address below:

f. Documentary Requirements

- i. Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Ratings;
- iv. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- v. Photocopy of Certificate of Relevant Trainings ;
- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- viii. Checklist of Requirements and Omnibus Sworn Statement on the Certification and 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 DepEd Order OO7, s. 2023: Annex C; and



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- ix. Other documents that can use as means of verification on the following:
1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
 2. Application of Education
 3. Application of Learning and Development; and
 4. Photocopy of the Performance Rating obtained from the relevant work experience; if performance rating in Item d (viii) is not relevant to the position.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, "**Guidelines on Recruitment, Selection, and Appointment in the Department of Education**" enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Positions: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

1. The deadline for submission of pertinent documents shall be on May 2, 2025 at the Division Office. No pertinent papers shall be accepted thereafter.
2. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
3. Applicants are advised to submit One (1) Set of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.



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4. This division practices Equal Employment Opportunity Principle thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
5. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
6. For any inquiries, please refer to Ma. Luz E. Estember, Administrative Officer IV or email through maluz.estember001@deped.gov.ph or at the Office of the Assistant Schools Division Superintendent.
7. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

EMPLOYMENT	HIRING
RECRUITMENT	SELECTION

MLE/DM- notice of vacancy for Technical Assistant I- CoS
0000/April 23, 2025



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Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph