





Republika ng Pilipinas

## Kagawaran ng Edukasyon

REHIYON V - BICOL

### TANGGAPANG PANSANGAY NG CATANDUANES

political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”

7. For information, guidance and wide dissemination.

  
**CECILE C. FERRO CESO VI**

Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure No. 1 to Division Memorandum No. 129 s. 2024

|  |  |
|--|--|
| <b>Position Title</b>  | TECHNICAL ASSISTANT I (TA I)   |
| <b>Basic Monthly Salary</b>  | Base Salary-Php25,000.00<br>Premium-Php2,500.00  |
| <b>Place of Assignment</b>   | The TA I shall report to the Schools Division Office (SDO)- School Governance and Operations Division (SGOD) on designated days to coordinate with the SDO SBFP Focal Persons under the SGOD-School Health and Nutrition Unit (SGOD-HNU) but are expected to report to the schools assigned to them to oversee the implementation of SBFP, NSP and WinS. |
| <b>Qualifications:</b>   |  |
| <ul style="list-style-type: none"> <li>1. Bachelor's degree relevant to the job</li> <li>2. Physically fit</li> <li>3. Graduate of Nutrition and Dietetics is an advantage</li> </ul>  |  |
| <b>Terms of Reference:</b>   |  |
| <ol style="list-style-type: none"> <li>1. Provides technical and administrative support to cluster of schools in delivering efficient and effective plans and activities of SBFP, NSP(Gulayan sa Paaralan, Integrated School Nutrition Model, and Food Safety) and WinS.</li> <li>2. Oversees the implementation of SBFP, NSP, and WinS</li> <li>3. For SBFP:             <ol style="list-style-type: none"> <li>a. Provides technical support to schools in the implementation of the SBFP;</li> <li>b. Conducts regular on-site visits to schools to monitor the SBFP implementation;</li> <li>c. Ensures conduct of and maintenance of school records of baseline and endline nutritional assessment;</li> <li>d. Coordinates with the School Head and the Project Development Officer I (PDO I) for the establishment and operation of a School Core Group;</li> <li>e. Monitors deliveries of food commodities in drop-off points;</li> <li>f. Coordinates with the School Heads that storage areas are clean, safe, pest-free, secured, and well-ventilated;</li> <li>g. Ensures the readiness of the schools to start the feeding activity according to the prescribed timelines;</li> <li>h. Monitors the conduct of the feeding activity or food distribution;</li> <li>i. Conducts random inspection and counting of stored food commodities;</li> <li>j. Ensures that food safety standards in schools are in place and address food safety-related incidents in schools; and</li> <li>k. Monitors and validates SBFP records and forms by schools and ensure timely submission to the SDO.</li> </ol> </li> <li>4. For WinS:             <ol style="list-style-type: none"> <li>a. Provides technical support to schools in the implementation of the WinS Program;</li> <li>b. Conducts regular on-site visits to schools to monitor the implementation of the WinS Program;</li> <li>c. Using the Online Monitoring System (e-OMS), checks the schools' compliance to the WinS standards, including the Three-Star Approach;</li> <li>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;</li> <li>e. Coordinates with the School Head and the PDO I for the establishment and operation of a School Core Group to manage WASH activities;</li> <li>f. Checks records and data on WinS activities;</li> <li>g. Assists in addressing concerns during the program implementation, especially when it comes to the e-OMS.</li> </ol> </li> <li>5. For NSP:</li> </ol> |  |



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### TANGGAPANG PANSANGAY NG CATANDUANES

- a. Provides technical support to schools in the implementation of NSP components, particularly the Integrated School Nutrition Model (SNM), Gulayan sa Paaralan (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 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 and 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. Performs other functions as may be deemed necessary.

### CRITERIA/POINT SYSTEM

#### Education-30 points

| Points | Range   |   |
|--------|---|---|
|        | From  | To  |
| 30     | Master's Degree or higher                                 |   |
| 25     | 39 units earned towards the completion of Master's Degree | Complete Academic Requirement completed towards a Master's Degree   |
| 20     | 30 units earned towards the completion of Master's Degree | Less than 39 units earned towards the completion of Master's Degree |
| 15     | 15 units earned towards the completion of Master's Degree | Less than 30 units earned towards the completion of Master's Degree |
| 10     | Bachelor's Degree   | Less than 15 units earned towards the completion of Master's Degree |

#### Training- 20 points

| Points | Range              |                    |
|--------|--------------------|--------------------|
|        | From               | To                 |
| 20     | More than 40 hours |                    |
| 15     | 32 hours           | 40 hours           |
| 10     | 24 hours           | Less than 32 hours |
| 5      | 16 hours           | Less than 24 hours |
| 1      | 8 hours            | Less than 16 hours |

#### Experience- 20 points

| Points | Range                        |                              |
|--------|------------------------------|------------------------------|
|        | From                         | To                           |
| 20     | More than 3 years & 6 months |                              |
| 15     | 3 years                      | 3 years & 6 months           |
| 10     | 2 years & 6 months           | Less than 3 years            |
| 8      | 2 years                      | Less than 2 years & 6 months |
| 6      | 1 year & 6 months            | Less than 2 years            |
| 4      | 1 year                       | Less than 1 year & 6 months  |
| 2      | 6 months                     | Less than 1 year             |

#### Written Examination/Work Sample Test- 15 points

#### Behavioral Even Interview - 15 points



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