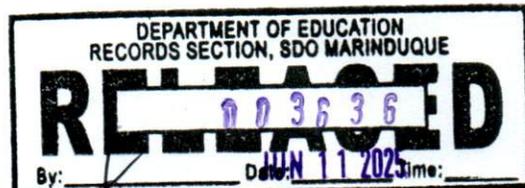




Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
 SCHOOLS DIVISION OF MARINDUQUE



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-PS-2025-015

To: Office of the Schools Division Superintendent Officials and Personnel  
 School Governance and Operations Division Chief and Personnel  
 Curriculum Implementation Division Chief and Personnel  
 Public Elementary and Secondary School Heads, Teachers and  
 Personnel  
 All Others Concerned

From:   
**LYNN G. MENDOZA, EdD**  
 Officer-In-Charge  
 Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT SCHOOL-BASED FEEDING PROGRAM (SBFP) COORDINATORS UNDER CONTRACT OF SERVICE (COS) IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: June 10, 2025

1. This Office announces the invitation for submission of pertinent documents for the following vacant positions:

Work Category	No. of Vacancy	Status	Rate	Education	Training	Experience
Technical Assistant (TA) I	1	Contract of Service	P28,000 Premium 2,800	Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health)  Graduate of Nutrition and Dietetics is an advantage	No training required	No experience required

**TERMS OF REFERENCE**

1. 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);
2. Assists in the integration and harmonization of SBFP policies and programs and related programs and activities in the division;

3. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
4. 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 division;
5. Assists in drafting letters, memoranda, and other types of communications;
6. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
7. 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;
8. Maintains database of SBFP and related programs and activities;
9. Attends meetings as assigned; and
10. Performs other functions as may be deemed necessary.

<b>Work Category</b>	<b>No. of Vacancy</b>	<b>Status</b>	<b>Rate</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>
Administrative Support (AS) II	1	Contract of Service	P22,000 Premium 2,200	Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	No training required	No experience required

**TERMS OF REFERENCE**

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.;
3. Assists in the maintenance of database for SBFP 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.

2. All interested applicants to vacant positions shall submit the following documentary requirements to the respective HRMOs, through the Records Section or designated sub-committee/s, on or before June 20, 2025, 5:00 PM:
  - a. Letter of intent addressed to the SDS;
  - b. Duly accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Photocopy of Scholastic Record/Academic Record, such as but not limited to Transcript of Records (TOR);
  - d. Photocopy of Service Record or Certificate of Employment, if applicable;
  - e. Photocopy of Certificates of Training, if applicable;

- f. Checklist of Requirements/Omnibus Sworn Statement;
- g. Other relevant documents.

3. Individuals who will fail to submit the listed requirements until June 20, 2025 shall not be included in the pool of applicants. No further documents shall be accepted after the deadline.

4. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

5. For dissemination and information.

*"Marinduque Heart of the Philippines  
Lead to Excel, Excel to Lead"*



Malusak, Boac, Marinduque

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