



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 27, 2024

DIVISION MEMORANDUM

No. **224**, s. 2024

HIRING OF ADMINISTRATIVE SUPPORT (AS) STAFF UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL BASED FEEDING PROGRAM (SBFP)

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

1. Pursuant to MEMORANDUM dated November 30, 2023 with subject “GUIDELINES ON THE HIRING OF SBFP FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)”, this Office announces the hiring of SBFP-COS Administrative Support (AS) II. **Interested applicants shall submit the following documents to the Division Office c/o Records Unit on or before May 31, 2024, until 5:00 PM only:**
 - 1.1. Application letter addressed to the Schools Division Superintendent;
 - 1.2. Accomplished CSC Form 212 or the Personal Data Sheet (PDS) or Resume/Curriculum Vitae (CV);
 - 1.3. Transcript of Records;
 - 1.4. Certificate of relevant training/s; and
 - 1.5. Certificate of employment.
2. Listed below are the Terms of Reference of the SBFP-COS Administrative Support II:
 - 2.1. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO
 - 2.2. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;
 - 2.3. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;





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- 2.4. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
 - 2.5. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
 - 2.6. Contributes to team effort by accomplishing related results as needed; and
 - 2.7. Performs other functions as may be deemed necessary.
3. The following are the Qualifications of the SBFP-COS Administrative Support II
- 3.1. Completion of at least two (2) years in college; or Senior High School graduate with specialization relevant to the job
 - 3.2. 8 hours of relevant training
 - 3.3. 1 year of relevant experience
4. **It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Recruitment, Selection and Placement on account of age, gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances to run counter to the principles of equal opportunity.**
5. Immediate and wide dissemination of this Memorandum is highly enjoined.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Reference: As stated
Encl.: as stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

HIRING

RECRUITMENT

POLICY

RDP/mtb



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.online>

Email Address: aklan.1958@deped.gov.ph