



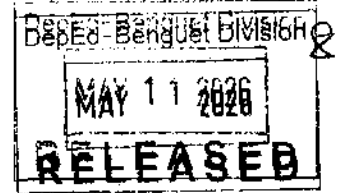
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

11 May 2026

**DIVISION MEMORANDUM**

No. 167, s. 2026

**To: Chiefs, SGOD and CID**  
**Public Schools District Supervisors/ Districts-in-charge**  
**School Heads**  
**All Others Concerned**



**HIRING OF TWO (2) TECHNICAL ASSISTANTS AND ONE (1) ADMINISTRATIVE SUPPORT STAFF UNDER CONTRACT OF SERVICE FOR SCHOOL-BASED FEEDING PROGRAM (SBFP)**

1. This is to inform all interested applicants of vacant positions in the Schools Division Office of Benguet:

**PARTICULARS**

<b>Position Title:</b>	Technical Assistant I (School-Based Feeding Program)	
<b>Basic Monthly Salary:</b>	PHP 28,000.00 plus PHP 2,800 premium	
<b>Qualifications:</b>		
<i>Education</i>	<i>Training</i>	<i>Experience</i>
Bachelor's degree relevant to the job Preferably a graduate of Nutrition and Dietetics	None required	None required
<b>Terms of Reference:</b>		
1. Provides technical and administrative assistance in the implementation of the School-Based Feeding Program (SBFP), Nutrition-Sensitive Programs (NSP), Water, Sanitation, and Hygiene in Schools (WinS) across assigned schools. 2. Assists in the gathering, consolidation, and reporting of data and information related to program implementation. 3. Supports coordination and communication between the Schools Division Office (SDO), School Heads, PDO I, LGUs, and other stakeholders regarding program activities, requirements, and schedules. 4. Assists in monitoring program implementation through site visits, documentation, and preparation of monitoring reports, under the guidance of the SDO focal person. 5. Provides basic technical assistance to schools. 6. Assists in tracking and documenting implementation.		



Address: Wangal, La Trinidad,  
 Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)





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7. Supports the use of monitoring systems and tools (e.g., e-OMS) by assisting with data encoding, checking submissions, and consolidating reports from schools.
8. Assists in the preparation, validation, and timely submission of reports and program documents, including but not limited to SBFP forms, NSP, and WinS reports.
9. Documents issues, gaps, and concerns encountered during implementation and elevates these to the appropriate SDO focal person for proper action.
10. Provides logistical and administrative support in the conduct of meetings, trainings, orientations, and benchmarking activities related to the programs.
11. Performs other related technical and administrative support tasks as may be assigned by the immediate supervisor.

**Position Title:** Administrative Support II (School-Based Feeding Program)

**Basic Monthly Salary:** PHP 22,000.00 plus PHP 2,200 premium

**Qualifications:**

<i>Education</i>	<i>Training</i>	<i>Experience</i>
Completion of at least two (2) years in college, or Senior High School Graduate with specialization relevant to the job	8 hours of relevant training	One (1) year of relevant experience

**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 the 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 the 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 and qualified applicants, including persons with disabilities (PWD), members of indigenous communities, and those from any sexual orientation, gender identities, and gender expressions (SOGIE), are highly encouraged to apply. Submit the following documents in three (3) copies on or before **May 15, 2026**:



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- a. Letter of intent addressed to the Head of Office,
- b. Duly accomplished PDS (CS Form No. 212, revised 2025) with Work Experience Sheet,
- c. Photocopy of a valid and updated PRC license/ID, if applicable,
- d. Photocopy of Certificate of Eligibility/Ratings,
- e. Photocopy of scholastic/academic records, such as but not limited to, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees,
- f. Photocopy of Certificates of Training/s, if applicable,
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is applicable,
- h. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position before the last date of submission, if applicable.

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

3. Qualified applicants are advised to submit their application and documents to the SDO Benguet Record Section, addressed to:

**CARMEL F. MERIS**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent  
DepEd – SDO Benguet  
Wangal, La Trinidad, Benguet

4. For information and dissemination.

**CARMEL F. MERIS**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

*For the ASDS & OIC-SDS:*

  
**LUCIO B. ALAWAS**  
Chief Education Supervisor-SGOD

*SGOD/CES/SHNU*



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