



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2024-383**

**TO :** Schools Division Superintendents  
 School Health Personnel  
 All Others Concerned

**FROM :**   
**JOCELYN DR. ANDAYA**  
 Director IV

**SUBJECT :** **CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS)**

**DATE :** April 05, 2024

1. Enclosed is a copy of unnumbered memorandum signed by Atty. Suzette T. Ganaban-Medina, Officer-in-Charge, Director IV, Bureau of Learner Support Services and Learner Rights and Protection Office dated April 02, 2024 titled **“CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS)”**.
2. The contents of which are self-explanatory, for information, guidance and appropriate action of all concerned.
3. Immediate and compliance to the Memorandum is desired.



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Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

**OFFICE OF THE DIRECTOR**

**MEMORANDUM**

**FOR : REGIONAL DIRECTORS**  
*Regions I- XII, CARAGA, CAR, & NCR*  
**SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : ATTY. SUZETTE T. GANNABAN-MEDINA**  
*Officer-in-Charge, Director IV*  
*Bureau of Learner Support Services and*  
*Learner Rights and Protection Office*

**SUBJECT : CLARIFICATION ON THE HIRING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS)**

**DATE : April 2, 2024**

This has reference to the signed Memorandum on the Hiring of Contract of Service (COS) personnel for the Regional Offices (ROs), Schools Division Offices (SDOs), and the 15 SBFP Central Kitchen Training Centers (CKTCs), through the Regional Education Support Services Division (ESSD); Schools Governance and Operations (SGOD) - School Health and Nutrition Unit; and Schools of the 15 SBFP CKTCs, to support in the implementation of the School-Based Feeding Program starting Calendar Year 2024 chargeable against the Program Support Funds for FY 2024 (current and continuing) and the succeeding years.

The following guidelines are further issued for clarification:

1. Schools Division Offices under Large and Extra Large categories may hire more than one (1) Administrative Support (AS) II subject to availability of funds.
2. On Qualification Standards:
  - a. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned at the Regional Offices
    1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health);
    2. No training required;
    3. No experience required; and
    4. Graduate of Nutrition and Dietetics is an advantage

- b. Qualifications of the SBFP-COS, Administrative Support (AS) II assigned at the Schools Division Offices
1. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
  2. No training required; and
  3. No experience required
- c. Qualifications of the SBFP-COS, Technical Assistant (TA) I assigned in Central Kitchens
1. Bachelor's degree relevant to the job (e.g., nutritionist-dietitian, allied health, hotel and restaurant management);
  2. No training required;
  3. No experience required;
  4. Graduate of Nutrition and Dietetics or Hotel and Restaurant Management is an advantage

For immediate implementation and dissemination.

Thank you very much.