



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 404, s. 2024

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

To: Schools Division Superintendents

1. This pertains to the attached Memorandum of OIC-Director IV, Bureau of Learner Support Services and Learners Rights and Protection Office, Atty. Suzette T. Ganaban-Medina, Department of Education, Central Office, Meralco Avenue, Pasig City, on the above mentioned subject dated April 2, 2024 regarding the hiring of School-Based Feeding Program (SBFP) Feeding Coordinators under the Contract of Service. Please review it for information and guidance.
2. The attached Memorandum provides detailed instructions on the Hiring of Contract of Service personnel for the Regional Office, Schools Division Offices and SBFP Central Kitchen Training Centers. This initiative is facilitated through the Education Support Services Division, School Governance and Operations and Schools of the Central Kitchens, aimed at supporting the implementation of SBFP SY 2024-2025.
3. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Incl.: As Stated.

To be included in the Perpetual Index  
 under the following subjects:

HIRING                      PROGRAMS                      SCHOOLS

ESSD-DCN/mar/2024 MEMO  
 April 5, 2024

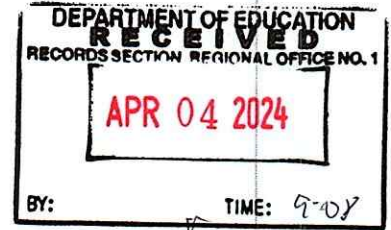


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Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**



**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



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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.