



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

April 2, 2024

DIVISION MEMORANDUM

NO: 233 s. 2024

**ANNOUNCING THE HIRING OF REGIONAL LEARNER RIGHTS AND PROTECTION
FOCAL PERSON AND TECHNICAL ASSISTANT 1 POSITIONS UNDER CONTRACT OF
SERVICE**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 276 s. 2024 titled "Announcing the Hiring of Regional Learner Rights and Protection Focal Person and Technical Assistant 1 Positions under Contract of Service" the contents of which are self-explanatory.
2. Please see attached Regional Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

		<p>monitoring and evaluation systems, programs, projects, and activities;</p> <p>4. Works efficiently and requires minimal supervision;</p> <p>5. Familiar with various office software like Google Docs, Sheets, and Forms; and</p> <p>Working knowledge on various web conferencing software such as Zoom, Google Meet, and Microsoft Teams is an advantage.</p>			
<p>Technical Assistant I for School-based Feeding Program</p> <p>Base Salary: P 25,000.00</p> <p>Premium: P 2,500.00</p>	1	<p>Bachelor's degree relevant to the job (e.g. Nutritionist-Dietitian, allied health)</p> <p>***Graduate of Nutrition and Dietetics is an advantage</p>	None required	None required	DepEd Regional Office VII

2. Below are the terms of reference for the two positions:

The LRPO shall handle the following tasks and responsibilities:

1. Provision of technical assistance in the area of capacity building, monitoring, research, policy, advocacy, and partnerships;
2. Facilitate the implementation of LRP Programs with the Schools Division Offices under the jurisdiction of his/her Regional Office;

3. Facilitate the collection and consolidation of LRP reports/data form the Schools Division Offices;
4. Draft memoranda, indorsements, and other similar communications related to LRP;
5. Coordinate with, and gather information from, the Schools Division Offices relative to the LRP reports/ concerns;
6. Assist the Regional Focal Person for the close monitoring of LRP activities and concerns in the Schools Division level;
7. Assist the LRPO in the dissemination of announcements and other relevant information to the Schools Division Offices; and
8. Perform functions related to LRP only, as may be directed by the immediate Supervisor, the Regional Director, the Director of the LRPO and the Undersecretary for Operations.

Tasks and responsibilities of the Technical Assistant I

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 region;
 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 and related programs and activities in the region;
 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 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.
3. All interested qualified applicants are required to submit one copy of the following through the Records Section of DepEd Regional Office VII, Sudlon, Lahug, Cebu City or through email at hrmpsrb.ro7@deped.gov.ph on or before **5:00 PM of April 5, 2024**:

- a. Letter of intent addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017);
 - c. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - d. Photocopy of Certificate/s of Training, if applicable;
 - e. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
4. For the information and guidance of all concerned.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director