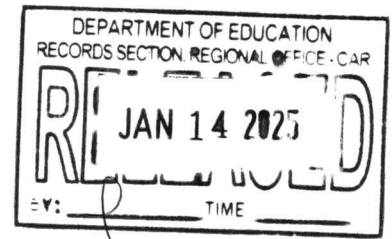




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 January 2025

REGIONAL MEMORANDUM

No. 027.2025

**ADDITIONAL GUIDELINES ON THE RENEWAL OF SBFP FEEDING
COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR
THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

To: Assistant Regional Director
Schools Division Superintendents
School Health Personnel
All Others Concerned

1. This Office disseminates the OUOPS Memorandum titled "**Additional Guidelines on the Renewal of SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP)**" dated December 26, 2024.
2. It is reiterated that all Schools Division Offices (SDO) are requested to:
 - continue the hiring of Administrative Support II (COS) to be charged against the SBFP Program Support Funds.
 - apply the flexible time set-up to the COS position, and that all non-working and regular holidays, and work suspensions declared by the respective local government units shall be paid.
 - adjust new rates per work category starting this January 2025 as per the attached OO-OSEC-2024-306.
3. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief Education Supervisor through email car.essd@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

Encl. as stated
ESSD/GCD/dbj/aal/Additional guidelines on the renewal of SBFP coordinators (COS)
January 13, 2025



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



MEMORANDUM
OM-OUOPS-2024-__-__

FOR : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents

FROM : **MALCOLM S. GARMA**
Assistant Secretary for Operations
Officer-in-Charge
Office of the Undersecretary for Operations

: **DR. MIGUEL ANGELO S. MANTARING**
Director IV, Bureau of Learner Support Services
Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **ADDITIONAL GUIDELINES ON THE RENEWAL OF SBFP FEEDING COORDINATORS UNDER CONTRACT OF SERVICE (COS) FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : December 26, 2024

In reference to the issued OUOPS Memorandum, signed by then Atty. Michael Wesley T. Poa, OIC, Office of the Undersecretary for Finance and Atty. Revsee A. Escobedo, Undersecretary for Operations dated November 30, 2023, please be guided by the following additional guidelines on the hiring of SBFP Feeding Coordinators under COS for the School-Based Feeding Program:

1. ROs and SDOs are advised to continue the hiring of TA I for ROs, AS II for SDOs, & TA I for Central Kitchen Training Centers charged against their Program Support Funds.
2. The abovementioned offices are requested to apply the flexible time set-up to the COS positions. It is also reiterated that non-working and regular holidays, and work suspensions declared by their respective local government units shall be paid.
3. Please see attached revised budget allocation for the salaries and wages of the COS, as per OO-OSEC-2024-306, titled, Amendments to Office Order OO-OSEC-2023-023.



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| | | | |
|----------------|----------|------|--------|
| Doc. Ref. Code | OM-OUOPS | Rev | 01 |
| Effectivity | 03.23.23 | Page | 1 of 2 |



| Compensation Items | Maximum no. of Personnel | CoS Salary | No. of Ros/SDOs/Schools | Total Amount for the Hiring of CoS (January to December 2025) |
|--|--------------------------|------------|-------------------------|---|
| Technical Assistant I <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00 | 1 per RO | 30,800.00 | 16 | 5,913,600.00 |
| Administrative Support II <u>Base Salary:</u> 22,000.00 <u>Premium:</u> 2,200.00 | 1-3 per SDO | 24,200.00 | 420 | 121,968,000.00 |
| Technical Assistant I <u>Base Salary:</u> 28,000.00 <u>Premium:</u> 2,800.00 | 1 per School | 30,800.00 | 15 | 5,544,000.00 |

For immediate implementation and dissemination.

Thank you very much.



Republic of the Philippines
Department of Education

DEC 16 2024

OFFICE ORDER
OO-OSEC-2024-306

AMENDMENTS TO OFFICE ORDER OO-OSEC-2023-023

(Updated Implementing Guidelines on the Hiring and Renewal of Contract of Service Workers in the Department of Education Central Office)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

1. On February 13, 2023, the Department of Education (DepEd) issued an Office Order (OO) No. OO-OSEC-2023-023 titled, **Updated Implementing Guidelines in the Hiring and Renewal of Contract of Service (CoS) Workers in the Department of Education Central Office**, to institutionalize a uniform process in the hiring and renewal of CoS workers and to strengthen the effectiveness of the organization with the appropriate manpower requirements.
2. With due consideration of the concerns raised in the implementation of certain provisions, the **Department amends the following provisions under the said Order** which shall read as follows:

III. General Provisions

9. The term of the contract between the Department and the individual shall be for a **maximum period of one (1) year**, renewable at the discretion of the Head of Office, provided the requirements set in these guidelines are met. The effectivity of this engagement shall take effect in the beginning of CY 2025. However, the six-month service agreement shall be automatically applied starting January of every Presidential Election period.

The Hiring of CoS personnel including requests for change of work category shall be put on hold for the whole month of December. Only renewal of service agreements shall be strictly processed by the BHROD.

For the newly-hired CoS personnel, their first engagement should be a maximum of six (6) months.

3. The rates per work category shall be adjusted based on the comparable positions of the work category aligned with the new salary structure. The new rates shall be allotted and processed starting in **January 2025**.

Work Categories and Arrangements

| Work Category | Education | Training | Experience | Rate |
|---|---|-------------------------------|---------------------------------|-------------------------------------|
| Skilled Professional Workers | | | | |
| Technical Assistant IV (Attorney IV) | Bachelor of Laws or Juris Doctor | 4 hours training | 1 year of relevant experience | P74,000.00 Premium P7,400.00 |
| Technical Assistant III (Attorney III) | Bachelor of Laws or Juris Doctor | 2 hours training | 6 months of relevant experience | P 67,000.00 Premium P6,700.00 |
| Technical Assistant II | Bachelor of Laws | None Required | None Required | P48,000.00 Premium P4,800.00 |
| Technical Assistant IV (Engineer III/Architect III) | Bachelor's degree in Engineering/Architecture | 8 hours relevant training | 2 years of relevant experience | P 52,000.00 Premium P5,200.00 |
| Technical Assistant III (Engineer II/Architect II) | Bachelor's degree in Engineering/Architecture | 4 hours relevant training | 1 year of relevant experience | P 41,000.00 Premium P4,100.00 |
| Technical Assistant IV (Medical Officer III) | Doctor of Medicine | 4 hours training | 1 year of relevant experience | P 67,000.00 Premium P6,700.00 |
| Technical Assistant | | | | |
| Technical Assistant IV | Bachelor's degree relevant to the job | 32 hours of relevant training | 3 years of relevant experience | P 67,000.00 Premium P6,700.00 |
| Technical Assistant III | Bachelor's degree relevant to the job | 24 hours of relevant training | 2 years of relevant experience | P 48,000.00 Premium P4,800.00 |
| Technical Assistant II | Bachelor's degree relevant to the job | 8 hours of relevant training | 1 year of relevant experience | P 38,000.00 Premium P3,800.00 |
| Technical Assistant I | Bachelor's degree relevant to the job | None required | None required | P 28,000.00 Premium P2,800.00 |
| Administrative Support Staff | | | | |
| Administrative Support II | Completion of at least two years in college; or High School graduate with relevant specialization | 8 hours of relevant training | 1 year of relevant experience | P 22,000.00 Premium 2,200.00 |
| Administrative Support I | At least junior high school graduate; or Grade 10 passer with | None required | None required | P 20,000.00 Premium 2,000.00 |

| | | | | |
|--|-------------------------------------|--|---------------|-----------------------------------|
| | relevant vocational/trade course | | | |
| General Services Group | | | | |
| <ul style="list-style-type: none"> • Driver • Skilled Worker | At least elementary school graduate | None Required (For Driver, professional driver's license) | None Required | P18,000 Premium: P1,800 |
| <ul style="list-style-type: none"> • Utility Worker • Ground Maintenance • Caretaker • Messenger | | | | P16,000 Premium: P1,600 |

4. All other issuances and provisions of issuances inconsistent with the aforementioned are repealed or modified accordingly.

5. Immediate dissemination of this Order is directed.


SONNY ANGARA
 Secretary

JDMC/APA, OO Amendment to OO-OSEC-2023-023
 0452 - December 9, 2024

