

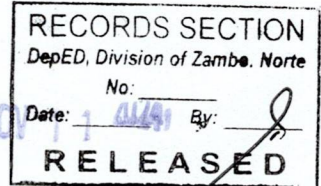


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



November 11, 2024

Division Memorandum
No. 609 s. 2024

CALL FOR APPLICANTS AND GUIDELINES FOR THE HIRING OF SCHOOL-BASED FEEDING PROGRAM (SBFP) FEEDING COORDINATOR CONTRACT OF SERVICE (CoS) IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE

**To: Assistant Schools Division Superintendents
Chief, Education Supervisors
Division Human Resource Management Office
All Others Concerned**

1. This Division invites all interested and qualified applicants for **School-Based Feeding Program (SBFP) Feeding Coordinator Contract of Service (CoS)-Administrative Support (AS) II** for the Schools Division Office under **Medical Section**.
2. This Division adheres to the **Equal Employment Opportunity Principle (EEOP)**, thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).
3. Interest and qualified applicants for **SBFP-COS, AS II** must meet the following **Qualification Standards**:
 - a. Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job;
 - b. No training required; and
 - c. No experience required

Applicants preferably must possess the following **competencies**:

- a. **Knowledge on Computer (MS Word, MS Excel, Power Point, Google Sheet and other computer related works); and**
 - b. **Proficient in written and oral communication skills**
4. The Contract of Service (CoS) for **SBFP, AS II** shall be hired for a period of not **more than one (1) year with an authorized Base Salary of Twenty Thousand (P20,000.00) and a Premium of Two Thousand (P2,000.00) pesos per month**, which may be renewed, subject to fund allocation for the Fiscal Years after.
 5. Applicants must secure **Division Unique Application Number (DUAN)** through this link **depedzn.net** or <https://depedzn.net/appreg>, see **Enclosure No. 1**, print out



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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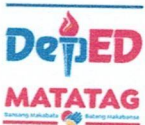
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

the initial registration form and attach it as the top sheet of the application documents and submit it to the **Division Office - Personnel Unit on or before November 15, 2024, Friday until 5:00 pm only**. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

6. **Documentary requirements to be submitted are as follows:**
 - a. Application letter addressed to the Schools Division Superintendent **ROY C. TUBALLA EMD, JD, CESO V**, Schools Division Superintendent, Schools Division of Zamboanga del Norte, Capitol Drive, Estaka Dipolog City, 7100.
 - b. Duly Accomplished CSC Form 212 or the Personal Data Sheet (PDS)
 - c. Resume / Curriculum Vitae (CV)
 - d. Transcript of Records (TOR)
7. Immediate dissemination of this memorandum is desired.
8. For information, guidance and compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

PSU/gdm/CallforApplicantsforSBFP-COS,ASII/November11,2024



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Enclosure No.1 to DM No. _____, s.2024

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create initial registration of application through **depedzn.net** or <https://depedzn.net/appreg>
 - 1.b. Update Personal Information
 - 1.c. Click Apply Now
 - 1.d. Select desired Position
 - 1.e. Click **Apply Now** Button
 - 1.f. Select District
 - 1.g. Select School/Office and click Continue
 - 1.h. Click Print Applicant Profile
 - 1.i. Download and Print (Attach Printout in the Application Documents)