



Republic of the Philippines
Department of Education
Region II - Cagayan Valley
SCHOOLS DIVISION OF SANTIAGO CITY

ACTIVITY PROPOSAL

Part I. Activity Details		
ACTIVITY CODE (AC):	AC-310400100001000	SGOD
TITLE	Funding of hired Contract of Service (COS) Technical Assistant 1 (TA1) Salaries and Premium SY 2025-2026	
PROPONENTS	Catherine A. Madrid RN Rydiant Joy Blessing L. Manuel RN, MD	
ACTIVITY SCHEDULE	August 2025- December 2025	
VENUE/MODALITY	SDO Santiago	
TARGET PARTICIPANTS	School Health and Nutrition Unit	
ACTIVITY DESCRIPTION	<p>School-Based Feeding Program aims to sustain the implementation of various health programs to aid in the promotion of learners' growth on different aspects for them to attain their full potential. The provision of any related activities that encourage and engage learners to develop attitudes and desirable habits towards healthier lifestyle is one of the main goals of School-Based Feeding Program.</p> <p>In essence, the SBFP relies heavily on the support of individuals hired under a COS-TA1 to ensure the program's success in addressing hunger and malnutrition among students. COS-TA1 plays a vital role in supporting the program's objectives of improving the nutritional status and school attendance of students. SBFP has been shown to directly increase the educational and nutritional status of recipient children and has an indirect impact to the economic and social lives of themselves and their family.</p>	
ACTIVITY OBJECTIVES	To ensure effective and efficient implementation of the Program	
EXPECTED OUTPUT	SBFP operates smoothly and efficiently in compliance with guidelines and regulations.	
MONITORING AND EVALUATION	SHIRLYN R. MACASPAC PhD	
Part II. Financial Details		
BUDGET REQUIREMENT:	Php:369,600.00 (Sub-Aro No. RO-2-25-00310) for 12 months	

sgod/rbg/cam



Childrens Park, Calaocan, Santiago City, 3311

(078) 682-0156

santiago.city@deped.gov.ph <https://santiagocity.deped.gov.ph>

<https://www.facebook.com/SDoSantiagoCitySCTEx>



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SOURCE OF FUND:	MOOE			
EXPENDITURE MATRIX	Nature of Expenditure	No.	Amount	Total
	Salary payment (12 months)	12/6	30,800.00	369,600.00
				184800
Grand Total				

Part III. Review and Certification

Requested by: CATHERINE A. MADRID RN Proponent RYDIANT JOY BLESSING L. MANUEL MD Proponent	Reviewed as to AIP/WFP/PMIS SHIRLYN R. MACASPAC PhD SEPS SMME MENEZO M. ARCILLA LLB Planning Officer III
Attested: ROSALIA B. GUTIERREZ, EdD Chief Education Supervisor-SGOD	Certified as to availability of funds: ERIK A. PALOMARES Budget Officer III CHERY ANN R. SEGUNDO CPA Accountant III
Recommending Approval: JACQUELINE S. RAMOS PhD, CESE Assistant Schools Division Superintendent	
Approved: FLORDELIZA C. GECOBE PhD, CESO V Schools Division Superintendent	

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Annex A. Service Agreement for COS Technical Assistant Hiring

SERVICE AGREEMENT			
FIRST PARTY		SECOND PARTY	
DEPARTMENT OF EDUCATION (DEPED) SCHOOLS DIVISION OF SANTIAGO CITY		Name:	RODERICK N. TA-A
Address: Children's Park, Calaocan, Santiago City Representative: FLORDELIZA C. GECOBE PhD, CESO V Schools Division Superintendent		TIN: 747-838-657-00000 Address: Purok 2, Brgy. Osmeña, Cordon, Isabela	
TERMS AND CONDITIONS			
Office/Place of Assignment		DEPARTMENT OF EDUCATION- Schools Division of Santiago City	
Contract Period	August 1, 2025 – December 31, 2025	Comparable Position/Position	TECHNICAL ASSISTANT I
Basic Service Fee per month	Php 28,000.00/	Premium Pay	Php 2,800
GENERAL PROVISION			
1. The FIRST PARTY engages in the services of the SECOND PARTY at the rate equivalent to Php 30,800 and is expected to perform the functions detailed in the Terms of Reference attached hereto as Annex "A", which is made an integral part hereof. This notwithstanding the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.		9. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.	
2. The SECOND PARTY must render work for at least five (5) days a week or whenever required to perform work. The SECOND PARTY must, twice a month, submit to the Personnel Division (PD) [HIS/HER] detailed Accomplishment Report (AR) and Daily Time Record (DTR) signed by [HIS/HER] immediate supervisor.		10. Nothing in this Agreement shall be construed as a guarantee for a permanent position or regularization of the SECOND PARTY. This notwithstanding, the SECOND PARTY may be considered for appointments to vacant Plantilla positions in the FIRST PARTY's Organization Structure and Staffing Pattern, subject to existing Civil Service laws, rules and regulations.	
3. The FIRST PARTY may, in its direction, transfer the SECOND PARTY to another, or additional, place of assignment, in a temporary or permanent capacity, without any change in the emoluments and other monetary privileges, taking into consideration the latter's background and qualifications.		11. During the first six (6) months of effectiveness of this Agreement, the FIRST PARTY shall evaluate the performance of the SECOND PARTY, and upon the results thereof, determine whether or not to continue engaging the services of the latter for the next six (6) months, which shall in no case go beyond the current calendar year, subject to the availability of funds and continued need for the latter's services.	
4. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Department Orders, and other relevant laws, circulars, and issuances.		12. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.	
5. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for Plantilla or regular personnel, nor shall (HIS/HER) services rendered be credited as		13. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of (his/her) duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND	
government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No. 1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.		PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.	

Annex A. Service Agreement for COS Technical Assistant Hiring

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GENERAL PROVISION			
1. The FIRST PARTY engages in the services of the SECOND PARTY at the rate equivalent to Php 30,800 and is expected to perform the functions detailed in the Terms of Reference attached hereto as Annex "A", which is made an integral part hereof. This notwithstanding the SECOND PARTY cannot perform work rendered by regular personnel of the FIRST PARTY, unless necessary in the exigency of service.	9. The SECOND PARTY shall perform the services with the highest standards of professionalism, ethical competence, and integrity, and in this regard, strictly comply with the FIRST PARTY's code of conduct and other applicable policies, rules and regulations. The SECOND PARTY shall undergo and must pass the performance evaluation to be conducted by [HIS/HER] immediate supervisor or the department official duly designated by the Secretary. Failure to pass such evaluation may be a ground for termination of this Agreement.		
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4. The engagement of the SECOND PARTY shall be governed by the provisions, prohibitions, and limitations, including the qualifications and disqualifications, laid down in existing DEPED Department Orders, and other relevant laws, circulars, and issuances.	12. For the duration of this Agreement and for a period of six (6) months from its expiry or termination, the SECOND PARTY shall be prohibited from being engaged or otherwise employed by any private person or entity that has an existing contract with the FIRST PARTY.		
5. There shall be no employer-employee relationship between the Parties arising from, as a result of, or in relation to this Agreement. The SECOND PARTY shall neither be covered by the Civil Service Rules and Regulations for Plantilla or regular personnel, nor shall [HIS/HER] services rendered be credited as government service. Nevertheless, [HE/SHE] shall be covered by the CSC-COA-DBM Joint Circular No. 1 s. 2017, as amended, and other relevant and applicable laws, policies, circulars, rules and regulations.	13. The SECOND PARTY may be allowed to travel only if it is: a) local; and b) required in the performance of (his/her) duties, as indicated in the TOR, subject to compliance with applicable laws, rules and regulations. The SECOND PARTY cannot go on official travels abroad at the expense of the government. Similarly, The SECOND		
	PARTY is not entitled to local and foreign training programs, seminars, conferences, and other similar gatherings that are facilitated, conducted, or sponsored at the expense of the FIRST PARTY.		

6. The SECOND PARTY warrants that HE/SHE] is of good moral standing and has not been previously dismissed by reason of any administrative or criminal case, and that [HE/SHE] possesses the qualifications, education, experience, skills, or expertise required to perform the services.	14. The SECOND PARTY shall assign to the FIRST PARTY all intellectual property rights, including, but not limited to, patents, copyright, utility model, and related rights arising from the services that the sooner will render to the latter, in exchange for the service fee that the SECOND PARTY receives in connection with (HIS/HER] duties and responsibilities under this Agreement. The SECOND PARTY shall execute all documents and do all acts as may be deemed necessary by the FIRST PARTY, to give effect to this provision.
7. The FIRST PARTY may, from time to time, subject the SECOND PARTY to random tests for prohibited or regulated drugs to ensure [HIS/HER] fitness for the job or work to be performed.	15. The provisions of relevant issuances, circulars, and department orders shall form an integral part hereof. In addition, all relevant laws, rules and regulations also apply and govern this Agreement.
8. The SECOND PARTY shall not be entitled to the benefits granted to regular Plantilla employees, such PERA, RATA, mid-year bonus, productivity incentive, thirteenth month pay, Christas bonus, cash gifts, and other similar benefits under pertinent CSC, DBM, and COA laws, directives, policies, circulars, rules, and regulations on the matter.	
SERVICE FEE, OTHER REMUNERATION & FUNDING	NON-DISCLOSURE OF CONFIDENTIAL INFORMATION
<p>1. The amounts due to the SECOND PARTY as Service Fee shall be payable in two (2) equal payments, subject to the existing guidelines on payment of Contract of Service, supported by the SECOND PARTY's duly approved AR and DTR, and subject to applicable government taxes.</p> <p>2. The SECOND PARTY may be allowed to claim transportation and other related expenses incurred during official and /or project-related local travels related to SECOND PARTY's functions as may be chargeable against the applicable General Appropriations Act (GAA) funds of the FIRST PARTY covering the period of this Agreement, in accordance with existing DepEd Issuances and Executive Order No. 77, s. 2019, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>3. The SECOND PARTY is entitled to premium pay based on their remuneration rate under the contract and in accordance with the existing guidelines of DepEd, and subject to availability of funds therefore, and under strict compliance with the budgeting, accounting, and auditing rules and regulations.</p> <p>4. This Agreement shall be faded from the GAA 2023 LSP Fund under the, School Health Division for the fiscal year covering the effectivity period of this Agreement.</p>	<p>All the information received by the SECOND PARTY in connection with the services rendered to the FIRST PARTY and marked or indicated in any way as proprietary and/or confidential, shall not be disclosed or given to any third party. in case of doubt, the information shall be treated as confidential, except under the following circumstances:</p> <ul style="list-style-type: none"> a. Information already known or obliged by the receiving party by independent means through no breach of any obligation of confidentiality. However, when such information becomes an integral component of the DEPED on any of its undertaking, they shall be deemed as propriety and/or confidential. b. Information in the public domain. c. Information required to be disclosed by law or pursuant to an order of the Court, or at the direction of any competent government authority; and d. Information that the FIRST PARTY agrees in writing that the SECOND PARTY may disclose to third parties. <p>The foregoing obligation on confidentiality and non-disclosure shall survive and subsist even after the expiration or termination of this Agreement. In case of breach of this provision, the FIRST PARTY may exercise its rights against the SECOND PARTY in accordance with all relevant laws, rules, regulations, and issuances, in addition to this Agreement.</p>
TERMINATION OF AGREEMENT	
<p>1. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement.</p> <p>2. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance; conflict of interest, or for any of the grounds enumerated under Office Order OSEC-2023-023 dated 13 February 2023. In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.</p>	

TURN OVER AND CLEARANCE REQUIREMENTS	DISPUTE RESOLUTION
<p>1. The SECOND PARTY shall, within thirty (30) days after either the expiration or the notice of termination of this Agreement, and without need of any demand: a Turnover to the FIRST PARTY all files, records, programs, reports, official documents, codes, security keys, and other departmental equipment, items, and assets that are in his possession and custody.</p> <p>b. Secure Clearance from All Accountabilities duly approved by the FIRST PARTY.</p> <p>2. The SECOND PARTY shall submit the duly approved Clearance from All Accountabilities as a condition precedent to the release of his/her final Service Fee payment.</p>	<p>1. The Agreement shall be construed, interpreted, and governed by the laws of the Philippines. Any conflict or dispute arising out of this Agreement or the interpretation of any provision hereof shall be settled amicably, through the authorized representatives of the Parties, within thirty (30) days from written notice of either Party, specifying the alleged dispute, and the proposed schedule for the resolution thereof, which must be finalized within five (5) days from issuance of the written notice.</p> <p>2. If the Parties fail to settle their conflict or dispute amicably, either Party may initiate to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd.</p> <p>3. In case of failure to settle any conflict or dispute through alternative dispute resolution mechanisms in DepEd, suits for any breach of this Agreement shall only be instituted in the court of competent jurisdiction in City, to the exclusion of all other courts.</p>

IN WITNESS WHEREOF, the Parties have hereunto set their hands this 29th day July 2025 at Santiago City, Philippines.

For the Office of the Schools Division Superintendent:	
<u>FLORDELIZA C. GECODE PhD, CESO V</u> Schools Division Superintendent First Party	<u>RODERICK N. TA-A</u> Second Party
Certification as to Availability of Funds:	<u>CHERY ANN R. SEGUNDO CPA</u> Division Accountant
ORBRS:	
AMOUNT:	

ACKNOWLEDGEMENT

Republic of the Philippines

Before me, A Notary Public for and in Santiago City, on the date and or the place first written, personally appeared the following:

Name	Gov't. Issued ID	Place Issued	Date Issued
1 st Party FLORDELIZA C. GECODE	PRC # 0168406		
2 nd Party RODERICK N. TA-A	PRC - 0040613	SANTIAGO CITY	

Known to me and to me known to be the same persons who executed the foregoing Service Agreement consisting of three (3) pages including that page on which the Acknowledgement is written, and they acknowledged to be the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the organizations herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date above written.