



DEC 12 2016

DIVISION MEMORANDUM
No. 818, s. 2016

**DIVISION ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR
ELEMENTARY SCHOOL HEADS OF THE SBFP RECIPIENT SCHOOLS
SY 2016-2017**

TO: Assistant Schools Division Superintendents
Education Program Supervisors / Coordinators
Elementary School Heads

1. This Office announces the conduct of the **Division Orientation on School-Based Feeding Program for School Heads** of the SBFP recipient schools from 7:30am-5:00pm for the following dates: (Strictly no proxy allowed)

DATES	VENUES	PARTICIPANTS
Dec. 14, 2016	Pavillon Hall , ECOTECH Sudlon, Lahug, Cebu City	North
Dec. 15, 2016	Pavillon Hall, ECOTECH Sudlon, Lahug, Cebu City	South

2. Nurses assigned in the North and South Districts must attend on the specified dates for their participants, while those nurses who will serve as trainers are required to check- in on Dec. 13, 2016-12:00 noon at ECOTECH, Sudlon, Lahug, Cebu City, and will check –out after lunch by Dec. 15, 2016. They are: Mr. Reynaldo Payot; Minerva Perales; Ivy Diez ; Florence Tabalin; and Charity Buenconsejo.
3. Enclosed is the Training Matrix for the information and guidance of the participants.
4. Traveling, per diem and other incidental expenses incurred by the participants shall be chargeable against **LOCAL SCHOOL / SEF / MOOE / PTA** funds, subject to their availability and the usual accounting and auditing rules and regulations, while snacks and as well as breakfast and lunch shall be chargeable against **DIVISION FUNDS** board and lodging of trainers subject to their availability and the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as Participants’ Authority to Travel.
6. Immediate dissemination of the contents of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

DIVISION ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP)
For SY 2016-2017

Pavillon Hall, ECOTECH, Sudlon, Lahug, Cebu City
(Venue)

December 14 & 15 ,2016
7:30 AM – 5:00 PM

TRAINING MATRIX

TIME	ACTIVITY	SPEAKER
7:30 – 8:00	Registration	Florence Tabalin, R.N. Charity Buenconsejo, R.N.
8:00 – 8:15	Opening Program	Emcee
8:15 – 9:45	<ul style="list-style-type: none"> • Background • Aims • Coverage • Budget Allocation • Feeding Models/ Modalities • Creation of SBFP Core Group 	Dr. Virgilio C. Tantuico, M.D. MO-III, Section Chief
9:45 – 10:00	BREAK	
10:00 – 11:00	<ul style="list-style-type: none"> • Orientation of Program Implementers • Commodities • Procurement and Delivery • Feeding Program • Storage and Control System • Complementary Activities 	Mr. Reynaldo A. Payot, R.N. M.A.N Division Nurse In-Charge
11:00 – 12:00	<ul style="list-style-type: none"> • Roles and Responsibilities • Partnership Building and Creation of Local Allocation • Value of Partnership Building • Partnership Arrangement • Coordination Mechanics 	Ivy B. Diez, R.N. Facilitator
12:00 – 1:00	LUNCH	
1:00 – 2:30	<ul style="list-style-type: none"> • Procedure for Fund Availment/Release • Work and Financial Plan • Procurement Process and 	Riann C. Villamante, CPA Accountant Minerva M. Perales, R.N., M.A.N.

	Financial Operations <ul style="list-style-type: none"> • Eligible Expenses 	Facilitator
2:30 – 3:15	<ul style="list-style-type: none"> • Program Monitoring and Evaluation • Submission of Reports • Awards and Incentives • Penalty Clause 	Mr. Reynaldo A. Payot, R.N. M.A.N Division Nurse In-Charge
3:15 – 3:30	BREAK	
3:30 – 4:45	<ul style="list-style-type: none"> • Workshop – Action Plan for SBFP SY 2016-2017 • Presentation 	FACILITATORS
4:45 – 5:00	CLEARING HOUSE	

EMCEE:

ABIGAIL APPLE MALAGAR
Nurse - II