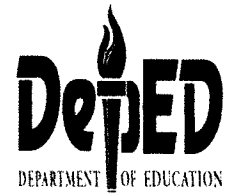


Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon , Lahug , Cebu City



August 14, 2017

**DIVISION MEMORANDUM**

No. 525 , s. 2017

**DIVISION LIVE-IN ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP)  
FOR ELEMENTARY SCHOOL HEADS, SCHOOL NUTRITION COORDINATORS,  
ELEMENTARY SCHOOL NURSES AND SELECTED DISTRICT ADASs  
OF THE SBFP RECIPIENT- SCHOOLS FOR SY 2017 - 2018**



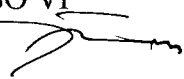
To: Assistant School Division Superintendents  
SGOD Chief/ CID Chief  
Education Supervisors/ Coordinators  
Elementary School Nurses  
PSDSs/OICs  
Elementary School Heads  
Elementary School Nutrition Coordinators  
Selected District Administrative Assistants (ADASs)

1. This Office announces the conduct of a **Two-Day Division Orientation on School-Based Feeding Program** for elementary school heads, elementary school nutrition coordinators, elementary school nurses and selected District ADASs of the SBFP - recipient schools which will start at 7:30 a.m on the following dates:

DATES	VENUE	PARTICIPANTS
Sept. 5-6, 2017	ECOTECH- Pavilion	North
Sept. 7-8, 2017	ECOTECH- Pavilion	South

2. Nurses assigned in the North and South Districts must attend this activity on the specified dates for their participants, while those nurses who will serve as trainers: Reynaldo Payot, Junmar Yanson, Minerva Perales, Ivy Diez, Florence Tabalin, Charity Buenconsejo and Abigail Apple Malagar are required to check-in at Ecotech Center, Lahug on September 4, 2017 at 12:00 noon and will check-out after breakfast on September 9, 2017. On the other hand, participants coming from the islands shall check-in on Day 0 and check out after breakfast on Day 3. Other participants will check-in on Day 1 and check out in the afternoon of Day 2.

3. Enclosed is the Training Matrix for the information and guidance of all 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 their board and lodging, snacks as well as breakfast, lunch and dinner, including those of the trainers shall be chargeable against **DepEd SBFP Funds**, subject to their availability and 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 LIVE-IN ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP)  
FOR SY 2017-2018**

**Ecotech Center Pavilion and Executive Hall, Lahug, Cebu City**  
Venue

**September 5-6, 7-8, 2017**  
7:30 a.m – 8:00 p.m

**TRAINING MATRIX**  
**Day 1**

<b>TIME</b>	<b>ACTIVITY</b>	<b>SPEAKER</b>
7:30 - 8:00	* Registration	Ms. Florence Tabalin, R.N Ms. Charity Buenconsejo, R.N
8:00 - 8:30	* Opening Program • Opening Message	EMCEE Rhea Mar A. Angtud, Ed.D. CESO V Schools Division Superintendent  Novie O. Mangubat, Ed. D SGOD, Chief
8:30 – 9:30	* Background/ Rationale • Aims • Coverage • Creation of SBFP Core Group	Dr. Virgilio Tantuico, M.D MO-III, School Health Office Section Chief
9:30 – 9:45	BREAK	
9:45 – 11:00	• Orientation of Program Implementers • Commodities • Procurement and Delivery • Feeding Program • Storage and Control System • Complimentary Activities	Reynaldo A. Payot, R.N., M.A.N Division Nurse In-Charge
11:00 – 12:00	• WASH/ WinS • Aims • Program of Activities • Other Matters	Junmar Yanson, R.N. Facilitator 3
12:00 – 1:00	LUNCH BREAK	

1:00 – 3:00	<ul style="list-style-type: none"> <li>• Procedure for Fund Availment/ Release</li> <li>• Procurement Process and Financial Operations</li> <li>• PPMP</li> <li>• Eligible Expenses</li> <li>• Work and Financial Plan</li> <li>• Forms needed</li> </ul>	<p>Rian C. Villamente, CPA Accountant</p> <p>Minerva M.Perales, R.N., M.A.N Facilitator</p>
3:00 – 3:15	BREAK	

<b>TIME</b>	<b>ACTIVITY</b>	<b>SPEAKER</b>
3:15 – 4:15	<ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Partnership Building and Creation of local Allocation</li> <li>• Value of Partnership Building</li> <li>• Partnership Arrangement</li> <li>• Coordination Mechanics</li> </ul>	<p>Minerva M. Perales, R.N., M.A.N Facilitator 1</p> <p>Ivy B. Diez, R.N. Facilitator 2</p>
4:15 – 5:00	<ul style="list-style-type: none"> <li>• Program Monitoring and Evaluation</li> <li>• Submission of Reports</li> <li>• Awards and Incentives</li> <li>• Penalty Clause</li> </ul>	Reynaldo A. Payot, R.N., M.A.N Division Nurse In-Charge
5:00 – 6:00	<ul style="list-style-type: none"> <li>• Workshop/Action Plan on SBFP For SY 2017- 2018</li> </ul>	<p>Reynaldo A. Payot, R.N., M.A.N Division Nurse In-Charge</p> <p>Facilitators</p>
6:00 – 7:00	DINNER\	
7:00 – 8:00	PRESENTATION OF OUTPUTS	
		Facilitators

## TRAINING MATRIX

### Day 2

TIME	ACTIVITY	SPEAKER
7:30 - 8:00	<ul style="list-style-type: none"><li>• Physical Activity</li><li>• Recapitulation of Ist Day</li></ul>	EMCEE
8:00 – 10:30	<ul style="list-style-type: none"><li>• Orientation on the Policy and Guidelines on Healthy Foods and Beverages choices in schools and in DepEd Offices</li><li>• Importance of Food Safety/ Information/Guidelines</li><li>• Working Break</li></ul>	Ivy B. Diez, R.N Facilitator 2  Dr. Parolita A. Mission Regional Nutrition Program Coord. National Nutrition Council DOH- RO VII
10:30 – 12:00	<ul style="list-style-type: none"><li>• Edible Landscaping/</li><li>• National Greening Program</li></ul>	Rosanna U. Godinez PSDS Division EPP Coordinator
12:00- 1:00	LUNCH BREAK	
1:00 – 3:30	<ul style="list-style-type: none"><li>• Gulayan sa Paaralan Project (GPP)</li></ul>	Dr. Roland V. Villegas EPP/TLE/TVE and TVL Regional Supervisor NGP/GPP Regional Coordinator DepEd-RO VII, Central Visayas
3:30 – 3:45	BREAK	
3:45-5:00	<ul style="list-style-type: none"><li>• Open Forum</li><li>• Closing Program Activity</li><li>• Clearing House/Homeward Bound</li></ul>	Facilitators

EMCEE: Ms. Abigail Apple Malagar, R.N.  
Nurse II  
Training Staff