



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



DIVISION MEMORANDUM

NO. 320, s. 2019

**TO: Public Schools District Supervisors/ OIC
Selected Elementary School Administrators
District Nutrition Coordinators
Selected SBFP Focal Persons
District ADAS
All Division Nurses (elementary)**

**FROM: RHEA MAR A. ANGTUD, ED. D., CESO VI
Schools Division Superintendent**

DATE: June 10, 2019

**SUBJECT: CONSULTATIVE CONFERENCE ON SCHOOL BASED FEEDING PROGRAM
IMPLEMENTATION C.Y. 2019**

1. This Office announces the conduct of a one-day reorientation on School-Based Feeding Program CY 2019 on July 3, 2019 at Ecotech Center, Cebu City.

2. The activity aims to:

- a) Update the key directions on SBFP.
- b) Determine the budget allocation per school year 2019
- c) Review on the needed SBFP forms for submission.

3. Participants of the activity are as follows:

Expected participants are:

- 2 school administrators per district
- 2 SBFP focal persons per district
- Designated district nutrition coordinator (strictly no proxy)
- ADAS per district and all nurses (elementary)

4. There should only be 2 representatives per district coming from different schools. It must be the designated focal person on SBFP of 2 different schools, and 2 school heads in 2 different schools. Attendance is compulsory, a substitute who has no knowledge of the program is not allowed.

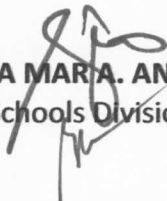
5. All District Nutrition Coordinators shall bring a hard copy on the District Breakdown of Severely wasted /wasted Data and District Consolidated Nutritional Status Baseline Data.

6. The Opening Program will start at 8:00 A.M. breakfast at 7:00am, the first snacks will be served 9:00 am. Participants from Bantayan and Camotes Islands are given Day zero (0). However expense per dinner or breakfast during Day zero (0) stay at the Ecotech Center will be considered as the participants' counterpart or share for this conference.

7. This memorandum serves as Travel Authority of the participants, trainers and support staff.

8. Travelling expenses of the participants shall be charged to the school's MOOE while travelling expenses of the trainers and division personnel shall be charged to SBFP Funds. Expenses for the food/meals and snacks, lodging accommodation for those with day zero (0) and materials given to the participants for the conference shall be charged to the SBFP 2018 funds subject to the usual accounting/auditing rules and regulations.

9. Wide dissemination and strict compliance of this memorandum is hereby directed.


RHEA MARIA. ANGTUD, ED. D., CESO VI
Schools Division Superintendent

CONSULTATIVE CONFERENCE ON SCHOOL BASED FEEDING PROGRAM IMPLEMENTATION CY 2019



RESPONSIBILITY GUIDE/ TRAINING MATRIX



TIME	TOPIC/ ACTIVITY	TRAINER/ FACILITATORS
July 3,2019	REGISTRATION OF PARTICIPANTS	C. BUENCONSEJO/ F.TABALIN, MIRALIZA ALVEOLA
7:30-8:30		
8:30-9:00	OPENING PROGRAM	ABIGAIL APPLE MALAGAR
9:00-10:00	REVIEW ON POLICY AND GUIDELINES ON SBFP	VIRGILIO C TANTUICO M.D, ASTERTERIE A. BERNALES, MD
10:00-11:00	PPMP/LIQUIDATION	Mrs. RIANN VILLAMANTE
11:00-12:00	REVIEW ON THE NEEDED SBFP FORMS	MINERVA M. PERALES
12:00-1:00	LUNCH BREAK	
1:00-2:00	WORK AND FINANCIAL PLAN	MINERVA M. PERALES
2:00-3:00	CYCLE MENU	NAMWE DELA TORRE
3:00-4:00	GUIDELINES ON FOOD SAFETY	IVY DIEZ
4 :00-4:30	PREPARATION OF ACTION PLAN PER DISTRICT	REYNALDO PAYOT
4:30- 5:00	OPEN FORUM/CLOSING PROGRAM	HAZEL TANEDO