DIVISION MEMORANDUM
NO. 4b, s. 2018

PROGRAM IMPLEMENTATION REVIEW CUM ORIENTATION ON SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR F.Y. 2018

To: Assistant Schools Division Superintendent
   Chief, Curriculum Implementation Division
   OIC-Chief, School Governance and Operations Division
   Public Schools District Supervisors
   Public Elementary School Heads/Principals
   Public Elementary School-Based Feeding Program Coordinator
   All Others Concerned

1. In reference to DepEd Order No. 39, s. 2017 known as Implementation Guidelines of School-Based Feeding Program DepEd Order No. 015, s. 2018 known as Supplemental Guidelines on the Implementation of School-Based Feeding Program for Fiscal Year 2018, the Department of Education shall implement the School-Based Feeding Program, which aims to contribute to the improvement of classroom attendance and school performance of target beneficiaries to more than 85% per year, and encourage learners to go to school everyday.

In connection to this, the Health and Nutrition Unit will conduct a Program Implementation Review Cum Orientation on the Supplemental Guidelines on the Implementation of School-Based Feeding Program for F.Y. 2018 on June 18, 2018, 8am – 5pm, at Juan Sumulong Elementary School, 8:00 am to 5:00pm.

2. The following are the objectives of the activity:
   a. Review the implementation of School-Based Feeding Program for SY 2017-2018;
   b. award and recognize the Division Best Implementer of SBFP for S.Y 2017-2018;
   c. orient the supplemental Guidelines of SBFP for F.Y 2018, DepEd Order 15, s. 218;
   d. reiterate the forms and other SBFP requirements; and
   e. present the 20 days cycle menu to be implemented for SBFP F.Y 2018.

3. Attendees to this activity are the Public Schools District Supervisors (10), School Heads/Principals (46) and School-Based Feeding Program (SBFP) Coordinators (46) of all public Elementary Schools.

4. Registration fee of P500 per participant (School Head and SBFP Coordinator) will be collected charge to school local fund to cover expenses to the conduct of this activity such as food and other materials related to activity subject to usual accounting and auditing rules and procedures.

5. Participants are required to bring the FINAL consolidated Nutritional Assessment/ BMI signed by the School Head and noted by respective PSDS.
   a. 1 Original copy to be submitted upon registration on site (c/o Mr. Jed David dela Cruz)
   b. 1 photocopy to be used on the workshop

7. Participants are also required to bring laptop, extension cord, flash drive and pocket Wi-Fi to be used on the workshop.
6. School heads are advised to submit the names of participants through email: phanny.ramos001@deped.gov.ph or txt Mr. Salvador Waniwan at 0921 6050187 not later than June 15, 2018. **STRICTLY NO SUBSTITUTION.**
   a. School Head/Principal
   b. SBFP Coordinator

8. For clarification, kindly contact Phanny S. Ramos, at mobile number 0917-8244298.

8. For immediate dissemination and strict compliance.

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
Enclosure No. 1

Program of Activity

7:30am - 8:00am  Registration
8:00am - 8:30am  National Anthem
                  Prayer
                  CALABARZON March
                  Antipolo Hymn
                  Welcome Remarks
                  Inspirational Message
                  Statement of Purpose

8:30am - 9:30am  Orientation on Supplemental Guidelines on the Implementation of SFBF
                  for Fiscal Year 2018 (DepEd Order No. 15, s. 2018)

9:30am - 10:00am MORNING BREAK

10:00am - 11:00am SBFP Implementation Review

11:00am - 12:00pm Recognition of Division Search for School-Based Feeding
                  Program Best Implementer

12:00pm - 1:00pm LUNCH BREAK

1:00pm - 2:00pm  Re-iteration of SBFP Forms

2:00pm - 2:30pm  AFTERNOON BREAK

2:30pm - 4:30pm  Presentation of 20 Cycle Menu &
                  Preparation of WFP, PR, PO

4:30pm - 5:00pm  Closing Program
Enclosure No. 2

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Members:
Mr. Anselmo C. Celeste, Jr. – OIC-Chief, SGOD
Dr. Rico Reyes – Medical Officer
Phanny S. Ramos, R.N – Div. SBFP Coordinator / NIC

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<thead>
<tr>
<th>COMMITTEE</th>
<th>IN-CHARGE</th>
<th>TERMS OF REFERENCE</th>
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<tbody>
<tr>
<td>Registration</td>
<td>Salvado Waniwan, R.N</td>
<td>• In-charge of attendance</td>
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<td></td>
<td>Milagros P. Apellanes</td>
<td>• Ensure that participants are registered</td>
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<td>Norilyn C. Francisco</td>
<td>• Prepare registration / attendance sheets</td>
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<td>Francis Gumawa</td>
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<td>Program, Invitation and</td>
<td>Jed David dela Cruz, R.N.</td>
<td>• Prepare program and certificates and facilitates its distribution</td>
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<td>Certification</td>
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<td>Physical Arrangement and</td>
<td>Ma. Liza Valdez / Manuel Brudo, Jr.</td>
<td>• Prepare the venue and decorations to be used during the activity</td>
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<td>Technical / ICT</td>
<td>Juan Sumulong ES</td>
<td>• Ensures technical assistance throughout the program.</td>
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<td>• Assist the participants throughout the workshop</td>
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<td>Food and Refreshments</td>
<td>Mary Ann Berja</td>
<td>• Prepare meal attendance sheet</td>
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<td>Alona Villagracia</td>
<td>• Oversee food to be served for meals and snack</td>
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<td>• Ensure all participants were able to have their share of the food and signed the meal attendance sheet.</td>
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<td>Health and Welfare /</td>
<td>Arline Dulin, R.N.</td>
<td>• Ensures the provisions for health, wellness, and security are taken care of</td>
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<td>Documentation</td>
<td>Elaine A. Calacday, R.N</td>
<td>• Documents event for the roll-out and submit narrative and pictorial report</td>
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<td>Monitoring and Evaluation</td>
<td>Mrs. Isabel M. Gonzales</td>
<td>• Monitor the conduct of the orientation-workshop</td>
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<td>• Administer monitoring and evaluation</td>
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