



June 13, 2018

DIVISION MEMORANDUM
NO. 46, 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.





Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO




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 - 9:3am	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
12:00nn – 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

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Salvado Waniwan, R.N Milagros P. Apellanes Nonilyn C. Francisco Francis Gumawa	<ul style="list-style-type: none">• In-charge of attendance• Ensure that participants are registered• Prepare registration / attendance sheets
Program, Invitation and Certification	Jed David dela Cruz, R.N.	<ul style="list-style-type: none">• Prepare program and certificates and facilitates its distribution
Physical Arrangement and Technical / ICT	Ma. Liza Valdez / Manuel Brudo, Jr. Juan Sumulong ES	<ul style="list-style-type: none">• Prepare the venue and decorations to be used during the activity• Ensures technical assistance throughout the program.• Assist the participants throughout the workshop
Food and Refreshments	Mary Ann Berja Alona Villagracia	<ul style="list-style-type: none">• Prepare meal attendance sheet• Oversee food to be served for meals and snack• Ensure all participants were able to have their share of the food and signed the meal attendance sheet.
Health and Welfare / Documentation	Arline Dulin, R.N. Elaine A. Calacday, R.N	<ul style="list-style-type: none">• Ensures the provisions for health, wellness, and security are taken care of• Documents event for the roll-out and submit narrative and pictorial report
Monitoring and Evaluation	Mrs. Isabel M. Gonzales	<ul style="list-style-type: none">• Monitor the conduct of the orientation-workshop• Administer monitoring and evaluation