




June 22, 2018

**DIVISION MEMORANDUM**  
NO. 46, s. 2018

**SCHOOL-BASED FEEDING PROGRAM FOOD SAFETY  
CUM HANDS-ON PREPARATION AND COOKING WORKSHOP**

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.
2. To strengthen the implementation of School-Based Feeding Program, the Health and Nutrition Unit will conduct a School-Based Feeding Program Food Safety Cum Hands-on Preparation and Cooking Workshop on **June 28 & 29, 2018 at Juan Sumulong Elementary School, 8:00 am to 12:00 noon for 1<sup>st</sup> & 3<sup>rd</sup> Batch and 1:00pm to 5:00pm for 2<sup>nd</sup> & 4<sup>th</sup> Batch.**
3. The following are the objectives of the activity:
  - a. Develop capacity of School-Based Feeding Program Coordinators and Head cooks on food safety & preparation;
  - b. realize the responsibilities for food safety and quality management; and
  - c. ensure children have access to food that is not only nutritious but also safe.
4. Attendees to this workshop are (1) School-Based Feeding Program Coordinator and (1) Head Cook of selected Elementary Schools.
5. **Registration fee of P1,500.00 per school** will be collected charge to school local fund to cover expenses for food ingredients, tool / equipment and other materials needed to be used during the workshop subject to usual accounting and auditing rules and procedures.
6. Each participant is advised to bring the following:
  - a. white apron
  - b. hair net
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 to Division Memorandum No. 46 S. 2018

**TARGET AND NUMBER OF PARTICIPANTS**

June 28, 2018

Participants – A.M.	No. of Participants
<b>1<sup>st</sup> Batch (SBFP Coordinator) &amp; Head Cook)</b>	
• Sta. Cruz ES	2
• Bagong Nayon I ES	2
• Bagong Nayon II ES	2
• Bagong Nayon IV ES	2
• Antipolo SPED Center	2
• Dela Paz ES	2
• Muntindilaw ES	2
• San Isidro ES	2
• Mambugan I ES	2
• Mayamot ES	2
<b>TOTAL</b>	<b>20</b>

Participants – P.M.	No. of Participants
<b>2<sup>nd</sup> Batch (SBFP Coordinator &amp; Head Cook)</b>	
• Cupang ES Annex	2
• Penafrancia ES Main	2
• Penafrancia ES Annex	2
• Taguete ES	2
• Binayoyo ES	2
• Cabading ES	2
• Inuman ES	2
• Old Boso-Boso ES	2
• Peace Village ES	2
• Mambugan II ES	2
<b>TOTAL</b>	<b>20</b>

June 29, 2018

Participants – A.M	No. of Participants
<b>3<sup>rd</sup> Batch (SBFP Coordinator &amp; Head Cook)</b>	
• San Luis ES	2
• Dalig ES	2
• Kaila ES	2
• Knights of Columbus ES	2
• Lores ES	2
• Nazarene Ville ES	2
• Isalag Tapales ES	2
• Jesus C. Cabarrus ES	2
• Pantay ES	2
• San Antonio Village ES	2
• Teofila Roviro ES	2
<b>TOTAL</b>	<b>22</b>

Participants – P.M	No. of Participants
<b>4<sup>th</sup> Batch (SBFP Coordinator &amp; Head Cook)</b>	
• Cupang ES Main	2
• Tanza ES	2
• Apia	2
• Calawis ES	2
• Kaysakat ES	2
• Rizza ES	2
• San Joseph ES	2
• San Ysiro	2
• Sumilang ES	2
• Sapinit ES	2
<b>TOTAL</b>	<b>20</b>

<b>GRAND TOTAL</b>	<b>82</b>
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**Enclosure No.3 to Division Memorandum No. 46 S. 2018**

### Program of Activity

#### **1<sup>st</sup> / 3<sup>rd</sup> Batch:**

7:30am – 8:00am	Registration
8:00am – 9:00am	Food Safety Handling Overview
9:00am – 9:30am	Break
9:30am – 12nn	Food Preparation and Cooking Workshop

#### **2<sup>nd</sup> / 4<sup>th</sup> Batch:**

12:30pm – 1:00pm	Registration
1:00pm – 2:00pm	Food Safety Handling Overview
2:00pm – 2:30pm	Break
2:30pm – 5:00pm	Food Preparation and Cooking Workshop



Enclosure No. 2 to Division Memorandum No. 46 S. 2018

**EXECUTIVE COMMITTEE**

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

Members:

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

**TECHNICAL WORKING COMMITTEE**

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Salvador Waniwan, R.N <b>June 28:</b> A.M - 1. Lilian N. Sarmiento 2. Jobe De Vera P.M - 1. Lerma A. Jemina 2. Cecilia Sevillano <b>June 29:</b> A.M - 1. Ann Krisenalyn P. Lauresta 2. Vilma D. Celestino P.M - 1. Norilyn Francisco 2. Melanie Pialane	<ul style="list-style-type: none"><li>• In-charge of attendance</li><li>• Ensure that participants are registered</li><li>• Prepare registration / attendance sheets</li></ul>
Program, Invitation and Certification	Jed David dela Cruz, R.N.	<ul style="list-style-type: none"><li>• Prepare program and certificates and facilitates its distribution</li></ul>
Physical Arrangement and Technical / ICT	Ma. Liza Valdez	<ul style="list-style-type: none"><li>• Prepare the venue and decorations to be used during the activity</li><li>• Ensures technical assistance throughout the program.</li><li>• Assist the participants throughout the workshop</li></ul>
Health and Welfare / Documentation	Dr. Rico Desiree Reyes Phanny S. Ramos, R.N. Arline Dulin, R. Jed David dela Cruz, R.N. Elaine A. Calacday, R.N. Salvador Waniwan, R.N	<ul style="list-style-type: none"><li>• Ensures the provisions for health, wellness, and security are taken care of</li><li>• Documents event for the roll-out and submit narrative and pictorial report</li></ul>