




MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisor
Elementary, Secondary and Senior High School Principals/OIC
All Other Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **COMPOSITION OF DIVISION TECHNICAL WORKING GROUP (TWG) ON THE IMPLEMENTATION OF DepED ORDER NO. 28 s. 2018**

DATE : November 5, 2018

1. In compliance to DepEd Order No. 28 s. 2018 otherwise known as the Policy and Guidelines on Oplan Kalusugan sa Department of Education, this office informs the field the Composition of the Division Technical Working Group (TWG) to oversee the strict implementation of School Health and Nutrition Program, to wit;

Name	Position	Roles and Responsibilities
Dr. Rommel C. Bautista, CESO V	SDS	<ul style="list-style-type: none"> Oversees the work of the Division and School TWG Approves its outputs and provide TA as needed
Dr. Gloria C. Roque	ASDS	<ul style="list-style-type: none"> Assists in overseeing the work of the Division and School TWG Facilitates the conduct of program implementation review based on the report Reviews and recommend approval of reports
Dr. Jonathan P. Domingo Lito A. Palomar	SGOD-Chief CID Chief	<ul style="list-style-type: none"> Leads the capability building of the core team Leads the training and capacity development of the implementers Ensures the provision of technical assistance to districts and schools Organize SHNP TWG sub-teams in all districts Submit the annual report to the ASDS Conduct periodic meetings for progress monitoring and reporting Conduct orientation of SHNP TWG and sub-teams Provide coaching/mentoring session to TA providers



	CID <ul style="list-style-type: none">• PSDS• EPS• ALS Coordinators	<ul style="list-style-type: none">• Ensure the integration of SHNP in the curriculum• Monitor the SHNP activities• Prepare reports on SHNP implementation• Provide TA on SHNP implementation and other related activities
Dr. Jonathan P. Domingo	SBM Coordinator	<ul style="list-style-type: none">• Provides TA on SBM practices related to SHNP• Provides in-depth analysis of SHNP reports in correlation to SBM• Submits reports to planning and research section for appropriate action
Albeno L. Del Monte Jr. Rizalvy C. Pineda	Soc Mob	<ul style="list-style-type: none">• Strengthen and sustain partnerships to support SHNP implementation• Intensify advocacy programs• Recognize stakeholders' contribution to the success of SHNP program• Prepare MOU and MOA• Prepare lists of support obtained through resource mobilization
Madiel D. Verzola	Engineer	<ul style="list-style-type: none">• Provides TA to SHNP facilities, operations and maintenance, and other related concerns• Coordinates with the LGUs, DPWH, contractors and other offices• Review the program of work to ensure conformance to standards• Monitors the construction of physical facilities and submit needed reports
Arlene L. Tayona Gayle J. Malibiran	HRD	<ul style="list-style-type: none">• Design capability building program for TA providers• Design capability building program for SHNP implementers
Dr. Ferdinand B. Millan Ronaldo I. Ata	School Head	<ul style="list-style-type: none">• Assist in the SHNP advocacy campaigns• Establish linkages with the community• Serve as the role model in the implementation of SHNP• Ensure SHNP implementation in the school level• Submit reports to SHNP TWG sub-team
Michael P. Glorial	AO-Supply	<ul style="list-style-type: none">• Provide supplies based on the WFP, APP, AIP, and PPMP
Ragaam V. Dela Cruz	AO V-Budget	<ul style="list-style-type: none">• Certify budget appropriation of schools pertaining to SHNP implementation



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

		<ul style="list-style-type: none"> • Provide TA on the MOOE utilization for SHNP
Noel C. Meriño	DRRM Coordinator	<ul style="list-style-type: none"> • Provide TA on safety and security of SHNP facilities
Dr. Rico Desiree M. Reyes	Medical Officer	<ul style="list-style-type: none"> • Lead the health and nutrition unit in the validation and monitoring of the SHNP implementation • Prepare memoranda and plan of activities on SHNP
Dr. Isabel M. Gonzales Flordeliza O. Mendiola	M&E	<ul style="list-style-type: none"> • Assure the adherence of the team to TA process • Provide a qualitative monitoring and evaluation tool • Consolidate the district reports to be submitted to the SBM Coordinator for in-depth analysis
Maria Florabel M. Tolentino	ITO	<ul style="list-style-type: none"> • Uploads communications concerning SHNP • Maintains the functionality of the WinS and other SHNP system • Generates electronic reports for SHNP • Provides TA regarding the system
Alfonso L. Abogado	Planning and Research	<ul style="list-style-type: none"> • Conduct actions research • Recommends actions based on the findings on SHNP implementation
Myra B. Villareal	Planning Officer	<ul style="list-style-type: none"> • Validates data based on EBEIS • Checks SHN data against EBEIS
	Health Personnel	<ul style="list-style-type: none"> • Advocate, monitor, and provide TA on SHNP and other health related issues. • Submit reports • Conduct field validation • Check the accuracy of the SHNP data
	LGUs NGOs	<ul style="list-style-type: none"> • Extend support in the implementation of SHNP • Observe and give feedback on the conduct of SHNP
Priscila V. Salo	EPS-LRMDS	<ul style="list-style-type: none"> • Facilitates the development and distribution of Information Education and Communication materials

SUB TEAM

SHN Sub-Team	District	
Vivienne Martinez Reynaldo Andrade	I-A	<ul style="list-style-type: none"> • Ensure the integration of SHNP in the curriculum • Monitor the SHNP activities • Prepare reports on SHNP implementation • Provide TA on SHNP implementation and other related
Luz Cayanong Melanie Burgonia	I-B	
Marilyn Zapanta Cristina C. Salazar	I-C	
Dr. Gloria Benedicto Arnel T. Buena	I-D	



Marilou Lico Dolores Agong	II-A	activities
Jocelyn Perez Bernadette Berber	II-B	
Nimrod Tupas Priscilla Salo	II-C	
Jennie Casauay/Anselmo C. Celeste Jr. Merlita Sayago	II-D	
Emily Concio Dr. Jonathan Domingo	II-E	
Michael Tayona Lito Palomar	II-F	

2. All public elementary, secondary and senior high schools are required to create **WinS Technical Working Group** with roles and responsibilities of each member to make sure that all requirements and standards are met.
3. Submission of the scanned copy of the WinS TWG with signature of each member will be on Nov. 9, 2018.
4. This will be submitted to elaine.calacday@deped.gov.ph
5. For information, guidance and strict compliance.