



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

29 SEP 2023

**DIVISION MEMORANDUM**

No. **698**, s. 2023

**DIVISION ORIENTATION ON THE SCHOOL-BASED FEEDING PROGRAM (SBFP)  
FOR SCHOOL YEAR 2023-2024 IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Senior Education Program Specialists/Education Program Specialists  
Public Schools Districts Supervisor/Districts-In-Charge  
Public Elementary School Heads  
All Others Concerned

1. This Office through the School Health Section informs all concerned about the **Division Orientation on the School-Based Feeding Program (SBFP) for School Year (SY) 2023-2024** on **October 3, 10, and 11, 2023** at the **Plenary Hall, Negros Oriental Convention Center from 7:30 AM to 5:00 PM.**
2. The participants of the aforementioned activity are the following:
  - a) Medical Officer III;
  - b) ALL Division Nurses;
  - c) Division Supply Officer;
  - d) Education Program Specialist II for Social Mobilization and Networking;
  - e) ALL Elementary School Heads;
  - f) ALL School SBFP/Feeding Coordinators;
  - g) ALL District Property Custodian/Administrative Officers II; and
  - h) Division Office Inspectorate Team.

Strictly, **no proxy shall be allowed** in the activity. However, if the participant is on official business/travel, leave of absence, they may be replaced by a representative duly authorized by the school head/Public Schools District Supervisor (PSDS) of the concerned District.

For the details of the orientation, please see enclosed.



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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3. Moreover, **ALL School Heads/School Feeding Coordinators/District Property Custodians** are hereby directed to bring the following:
  - a. For the School Head: **Baseline Nutritional Status for SY 2022-2023** (hard copy);
  - b. For the District Property Custodian: **District Consolidated Baseline Nutritional Status SY 2022-2023** (hard copy); and
  - c. Laptop and extension wire.
4. **ALL** participants are expected to be in their **smart casual attire and official school identification (ID) card** during the conference.
5. The meals of the participants (breakfast, lunch and AM/PM snacks) shall be charged against the SBFP fund, while the transportation and incidental expenses shall be charged against the Division/School MOOE or Local Funds, all subject to the usual government accounting and auditing rules and regulations.
6. This serves as your **AUTHORITY TO TRAVEL**.
7. Immediate dissemination and compliance of this memorandum are desired.

  
**NERI C. OCASTRO EdD, CESE**  
Schools Division Superintendent

NCO/JMA-MKF/SGOD/REB/KLBC/FIHD  
September 27, 2023



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**LIST OF PARTICIPANTS and SCHEDULE OF ORIENTATION**

October 3, 10, and 11, 2023

Plenary Hall, Negros Oriental Convention Center | 7:30 AM – 5:00 PM

| Date                   | District Name   | Participants  |
|------------------------|-----------------|---|
| <b>BATCH 1</b>         |                 |   |
| <b>October 3, 2023</b> | Division Office | ALL Division Nurses, Medical Officer<br>Supply Officer<br>EPS II for SocMob and Networking<br>Division Office Inspectorate Team |
|                        | La Libertad I   | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | La Libertad II  | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Jimalalud I     | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Jimalalud II    | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Tayasan I       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Tayasan II      | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Ayungon I       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Ayungon II      | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative<br>Officer II                              |
|                        | Manjuyod I      | School Head   |



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|                         |                 |   |
|-------------------------|-----------------|---|
|                         |                 | School SBFP Coordinator<br>District Property Custodian/Administrative Officer II  |
|                         | Manjuyod II     | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
| <b>Batch 2</b>          |                 |   |
| <b>October 10, 2023</b> | Division Office | ALL Division Nurses, Medical Officer<br>Supply Officer<br>EPS II for SocMob and Networking<br>Division Office Inspectorate Team |
|                         | Bindoy I        | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Bindoy II       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Mabinay I       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Mabinay II      | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Mabinay III     | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Mabinay IV      | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Amlan           | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | San Jose        | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |



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|                         |                 |   |
|-------------------------|-----------------|---|
|                         | Sibulan I       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Sibulan II      | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Bacong          | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
| <b>Batch 3</b>          |                 |   |
| <b>October 11, 2023</b> | Division Office | ALL Division Nurses, Medical Officer<br>Supply Officer<br>EPS II for SocMob and Networking<br>Division Office Inspectorate Team |
|                         | Valencia        | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Dauin           | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Zamboanguita I  | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Zamboanguita II | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Siaton I        | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Siaton II       | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II                                 |
|                         | Siaton III      | School Head<br>School SBFP Coordinator  |



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|--|--------------------|---|
|  |                    | District Property Custodian/Administrative Officer II   |
|  | Siaton IV          | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II |
|  | Santa Catalina I   | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II |
|  | Santa Catalina II  | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II |
|  | Santa Catalina III | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II |
|  | Santa Catalina IV  | School Head<br>School SBFP Coordinator<br>District Property Custodian/Administrative Officer II |



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**WORKING COMMITTEES**

Consultants:

**DR. NERI C. OJASTRO EdD, CESE**, Schools Division Superintendent  
**DR. JOELYZA M. ARCILLA EdD, CESE**, Asst. Schools Division Superintendent  
**DR. MARCELO K. PALISPIS EdD**, Asst. Schools Division Superintendent  
**DR. NILITA L. RAGAY EdD**, Asst. Schools Division Superintendent  
**DR. RACHEL B. PICARDAL EdD**, Chief Education Supervisor, SGOD

Overall Chairperson:

**DR. KARINA LOUISE B. DE LA CRUZ**, Medical Officer III

Overall Co-Chairperson:

**FELIX III D. MOSQUEDA RN**, Nurse-In-Charge/Nurse II

TWG Members:

**SUZETTE T. ONDE**, Nurse II

**BRENT JOHN D. TRASMONTE**, Nurse II

**MELANIE MAE O. AUSTERO**, Nurse II

**ELLEN R. MAYAGMA**, Nurse II

**GUEIA N. SAMSON**, Nurse II

**EMILDA K. CHIU**, Nurse II

| Committee          | Chairperson     | Members  | Roles/Functions   |
|--------------------|-----------------|--|---|
| <b>Secretariat</b> | Gueia N. Samson | Ellen R. Mayagma<br>Mary Ruth Gloria<br>Carmi Ann Alforque<br>Anna Lee Celis | >Registers all participants of the activity<br>> Records the attendance of the participants<br>> Helps distribute the shirts, certificates, etc.<br>> Prepares the list of VIPs and guests which will be provided to the Reception and Program Committees<br>> Submits copies of attendance sheets to Finance Office for payment processing |



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|                      |                         |   |  |
|----------------------|-------------------------|---|--|
| <b>Reception</b>     | Esan Val Cabrera        | Alexandria Ruperto<br>Mark Anthony Pajuelas<br>Marianne Mae Ragas | <ul style="list-style-type: none"> <li>&gt; Assists participants to their rooms</li> <li>&gt; Ensures order during the conduct of the opening and closing programs</li> <li>&gt; Ushers the VIPs, guests and participants to the venue</li> <li>&gt; Helps in the distribution of certificates and tokens</li> </ul> |
| <b>Program</b>       | Felix III D. Mosqueda   | Melanie Mae Austero<br>Suzette Onde<br>Janet Gaddi                | <ul style="list-style-type: none"> <li>&gt; Manages the conduct of the orientation</li> <li>&gt; Prepares the program flow</li> <li>&gt; Sends invitations to VIPs</li> <li>&gt; Prepares the PPT which will be used during the orientation</li> </ul>   |
| <b>Technical</b>     | Brent Trasmonte         | Clint Tiu<br>Dennis Chavez  | <ul style="list-style-type: none"> <li>&gt; Ensures that the sound system and LED are ready to be used every day</li> <li>&gt; Prepares at least 6 mics</li> <li>&gt; Collects the PPT which will be used in the Workshop, and programs</li> <li>&gt; Download DepEd related videos</li> </ul>                       |
| <b>Food</b>          | Emilda Chiu             | Elizabeth Qirit<br>Estela Velasco                                 | <ul style="list-style-type: none"> <li>&gt; Prepares timely meals and snacks for the participants and organizers</li> <li>&gt; Ensures proper hygiene procedures are followed in the preparation and distribution of the food</li> <li>&gt; Coordinates with the hotel with regard to daily menu</li> </ul>          |
| <b>Medics</b>        | Maria Nehmia Besario    | Anna Mae Fesarit<br>Rosalie Enardecido                            | <ul style="list-style-type: none"> <li>&gt; Serves as medics of the day</li> <li>&gt; Attends to the medical needs of the participants</li> </ul>  |
| <b>Documentation</b> | Maria Lovelyn Mananquil | Kathleen Joy Juntilla   | <ul style="list-style-type: none"> <li>&gt; Documents the entire conduct of the activity</li> <li>&gt; Ensures availability of the photos for the participants</li> <li>&gt; Coordinates with the Division Office PIO for social media posting</li> <li>&gt; Drafts article for press release</li> </ul>             |



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| <b>Evaluation</b>                                 | Deanne Beth Manaban  | Marydel Cadiente<br>Farrenn Leigh Hababag                | >Drafts the items to be included in the evaluation sheet<br>>Distributes the evaluation sheet after the activity<br>>Collate the data taken from the evaluation sheet<br>>Prepares a report of the evaluation and submit it to the TWG |
| <b>Venue and Physical Set-Up</b>                  | Ester Nuez   | Mark Lester Amolo<br>Kenneth Misamis<br>Melydith Baldado | >Prepare the floor plan of the venue<br>>Ensures adequate chairs and tables for all<br>>Coordinates with the caterer for tables and chairs<br>>Coordinates with the sound system provider  |
| <b>Facilitators</b>                               | Gwynne Stacy Moncida   | All nurses   | >Spearheads the conduct of the situational analysis during the orientation<br>>Collates necessary data during the discussion<br>>Submits a consolidated report of the activity to the Division SBFP TWG                                |
| <b>Officer of the Day<br/>(1 for every batch)</b> | Ellen Mayagma<br>Maria Lovelyn<br>Mananquil<br>Brent John<br>Trasmonte |  | >Ensures smooth overall flow of the activity<br>>Addresses to the need/s of the committees during the implementation of the activity<br>>Responds to any problem that will arise during the activity                                   |





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**PROGRAM FLOW**

October 3, 10, and 11, 2023  
Negros Oriental Convention Center | 7:30 AM – 5:00 PM

**Part I. Opening Program**

National Anthem

Prayer

Welcome Message

**Dr. Karina Louise B. De la Cruz**  
Medical Officer III

Rationale and Objectives

**Dr. Rachel B. Picardal**  
Chief Education Program Supervisor  
School Governance and Operations Division

Message of Support

**Joelyza M. Arcilla EdD, CESE**  
Asst. Schools Division Superintendent

**Marcelo K. Palispis EdD**  
Asst. Schools Division Superintendent

**Nilita L. Ragay EdD**  
Asst. Schools Division Superintendent

Intermission Number

Inspirational Message

**Neri C. Ojastro EdD, CESE**  
Schools Division Superintendent

**Part II. Orientation Proper**

Levelling Off Expectations

**Felix III D. Mosqueda RN**  
Nurse II  
Nurse-In-Charge

2023 SBFP Implementation Plan

**Felix III D. Mosqueda RN**  
Nurse II  
Nurse-In-Charge

Nutritious Food Products

**Suzette T. Onde RN**  
Nurse II  
Focal Person, Nutritious Food Products

Milk Feeding Component

**Melanie Mae O. Austero RN**  
Nurse II



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Focal Person, Milk Feeding Component

Situational Analysis

**Suzette T. Onde RN**

Nurse II

Focal Person, Nutritious Food Products

**Melanie Mae O. Austero RN**

Nurse II

Focal Person, Milk Feeding Component

Open Forum

Lunch

**Part III. Other Program Updates**

Medical Services

**Dr. Karina Louise B. de la Cruz**

Medical Officer III

Nursing Services

**Felix III D. Mosqueda RN**

Nurse II

Nurse-In-Charge

Food Safety and Canteen Management

**Maria Lovelyn V. Mananquil RN**

Focal Person Food Safety

WASH in Schools (WINS)

**Janet L. Gaddi**

Nurse II

Focal Person, WINS

**Part IV. Closing Activity**

Distribution of Certificates of Appreciation to the Resource Persons

Distribution of Certificates of Participation and Appearance to the Participants

Acknowledgments

Lady of Ceremony:

**KARLA PANESA ANTONIO**  
Education Program Specialist  
Social Mobilization and Networking



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