



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

03 NOV 2023

DIVISION MEMORANDUM
No. 790 , s. 2023

**DIVISION LAUNCHING OF THE SCHOOL-BASED FEEDING PROGRAM IMPLEMENTATION
FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
All Elementary School Heads
All Others Concerned

1. In consonance with the memorandum issued by the Office of the Undersecretary for Operations, OUPS No. 2023-03-3656, titled, “Advisory for the Implementation of the School-Based Feeding Program (SBFP) for SY 2023-2024” dated April 14, 2023, this office through the School Health Section will hold the **Division Launching of the School-Based Feeding Program Implementation for School Year 2023-2024** on **November 7, 2023 at Dauin Central Elementary School from 7:30 AM to 5:00 PM**. For the details of the activity, please see enclosed.
2. The participants of this activity are the following:
 - Schools Division Superintendent;
 - Assistant Schools Division Superintendent;
 - Chief Education Supervisors, CID and SGOD;
 - Select SGOD personnel;
 - Select CID personnel;
 - All Division Nurses;
 - All Division Dentists;
 - Dental Aides;
 - All Public Schools District Supervisors/District-In-Charge/District Care Taker;
 - All Elementary School Heads and AO II/ADAS of Dauin Elementary Schools;
 - Supply Office personnel;
 - Identified Working Committee members; and
 - Representatives from the LGU, and CSO.



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All DepEd personnel are hereby requested to be in their **official Tuesday uniform**, meanwhile, ALL School Health Section personnel are hereby directed to be in their **navy-blue scrub suit** during the launching. For the detailed list of participants, please see attached.

3. A virtual conference shall be conducted to finalize the preparation on November 3, 2023 at 1:00 PM. ALL members of the different committees are hereby directed to attend the online meeting. This shall be the link for the aforementioned conference, <https://meet.google.com/ubi-arri-gtf>.
4. ALL members of the different working committees are requested to be at Dauin Central Elementary School on November 6, 2023 from 7:30 AM to 5:00 PM to prepare for the launching.
5. The meals of the participants (breakfast, lunch and AM/PM snacks) and transportation of the Technical Working Group (TWG) shall be charged against the SBFP fund, while transportation and incidental expenses of the participants 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. OJASTRO EdD, CESE
Schools Division Superintendent

NCO/JMA-MKP-NLR/SGOD/RBP/KLDC/FMIII
November 3, 2023



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Division Launching of the School-Based Feeding Program Implementation for SY 2023-2024
 Dauin Central Elementary School | November 7, 2023 | 7:30 AM – 5:00 PM

Program Flow

Part I.	Registration Breakfast	
Part II.	Launching Activity National Anthem Prayer	AVP Estela Velasco RN Nurse II, Dauin District
	Acknowledgment of Participants	Joelyza M. Arcilla EdD, CESE OIC -Asst. Schools Division Superintendent
	Welcome Remarks	Marcelo K. Palispis EdD OIC -Asst. Schools Division Superintendent
	Rationale and Objectives	Rachel B. Picardal EdD Chief Education Supervisor, SGOD
	Intermission Number	Select School Health Personnel
	Messages of Support	Hon. Galicano "Galic" Truita Mayor, Municipality of Dauin Jovenciana Beda Davad EdD Public Schools District Supervisor Dauin District Nilita L. Ragay EdD OIC -Asst. Schools Division Superintendent Chief Education Supervisor, CID
	Pledge of Commitment	Suzette S. Onde RN, MAN Focal Person, SBF Mayflor Tuble Principal II, Dauin Central ES



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Hon. Nelson T. Bandoles
Sangguniang Bayan Member
Chairperson, Education Committee

Hon. Rodrigo A. Alanano
Vice-Mayor
Municipality of Dauin

Neri C. Ojastro EdD, CESE
Schools Division Superintendent

Official Launching of SBFP
And Commitment Board Signing

DepEd Key Officials, LGU, CSOs

Inspirational Message

Neri C. Ojastro EdD, CESE
Schools Division Superintendent

Acknowledgments

Melchora Diosdada G. Asdillo DDM
Dentist II/Dentist-In-Charge

Karla Panesa-Antonio
EPS – II, Social Mobilization and Networking
Lady of Ceremony

LUNCH BREAK

Part III. Orientation on the SBFP Implementation

Suzette S. Onde RN, MAN
Focal Person, SBFP – NFP

Melanie Mae O. Austero RN, MN, MaEd
Focal Person, SBFP – Milk Feeding

Felix III D. Mosqueda RN
Nurse-In-Charge

Open Forum

Closing Activity



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 Dauin Central Elementary School | November 7, 2023 | 7:30 AM – 5:00 PM

List of Participants

Name	Designation	Station
1. Neri C. Ojastro EdD, CESE	Schools Division Superintendent	Division Office
2. Marcelo K. Palispis EdD	OIC-Assistant Schools Division Superintendent	Division Office
3. Joelyza M. Arcilla EdD	OIC-Assistant Schools Division Superintendent	Division Office
4. Nilita L. Ragay EdD	OIC-Assistant Schools Division Superintendent	Division Office
5. Rachel B. Picardal EdD	Chief Education Supervisor, SGOD	Division Office
6. Reynato Tano EdD	Public Schools District Supervisor	Division Office
7. Dae Habalo	SEPS – Planning and Research	Division Office
8. Iryll Mae T. Macahig	SEPS – HRTD	Division Office
9. Dennis Charl Andalajao	SEPS – Monitoring and Evaluation	Division Office
10. Regina Clarina Empeso EdD	SEPS – Social Mobilization and Networking	Division Office
11. Karl Credo EdD	Planning Officer III	Division Office
12. Geraldine Olmillo EdD	EPS II – HRTD	Division Office
13. Teofan Gallosa	EPS II – Monitoring and Evaluation	Division Office
14. Karla P. Antonio	EPS II – Social Mobilization and Networking	Division Office
15. Joseph T. Gimena	Project Development Officer II	Division Office
16. Engr. Philip Tubog	Division Engineer	Division Office
17. Karina Louise B. de la Cruz MD	Medical Officer III	Division Office
18. Melchora Diosdada Asdillo	Dentist II/Dentist-In-Charge	Division Office
19. Felix III D. Mosqueda	Nurse II/Nurse-In-Charge	Division Office
20. Anna Lee Amores EdD	Division Education Program Supervisor	Division Office
21. Renante Juanillo EdD	Division Education Program Supervisor	Division Office
22. Carmelita Alcala EdD	Division Education Program Supervisor	Division Office
23. Arnold Jungco EdD	Public Schools District Supervisor	Division Office
24. Elisa Baguio EdD	Division Education Program Supervisor	Division Office
25. Donre B. Mira EdD	Division Education Program Supervisor	Division Office
26. Dan P. Alar EdD	Division Education Program Supervisor	Division Office
27. Antonio Baguio EdD	Division Education Program Supervisor	Division Office
28. Katherin Sedillo EdD	Division Education Program Supervisor	Division Office
29. Rosela Abierra EdD	Division Education Program Supervisor	Division Office
30. Ruby Jean Bidaure	Administrative Officer IV – Supply Officer	Division Office
31. Jennifer T. Piodos	Accountant III	Division Office



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32. Lydia D. Cacas	Administrative Officer V	
33. Jeylene T. Cerial	Project Development Officer I	Division Office
34. Jerry Mar T. Vadil	Project Development Officer I	Division Office
35. Erwin Pinuto	Project Development Officer I	Division Office
36. Richard Namias	Driver	Division Office
37. Mark Lester Amolo	Nurse II	Division Office
38. Dennis Chavez	Nurse II	Division Office
39. Melydith Baldado	Nurse II	Division Office
40. Esan Val Cabrera	Nurse II	Division Office
41. Maria Lovelyn Mananquil	Nurse II	Division Office
42. Alexandria Ruperto	Nurse II	Division Office
43. Suzette S. Onde	Nurse II	Division Office
44. Melanie Mae O. Austero	Nurse II	Division Office
45. Kenneth Misamis	Nurse II	Division Office
46. Ana Mae Fesarit	Nurse II	Division Office
47. Rosalie Enardecido	Nurse II	Division Office
48. Marianne Mae Ragas	Nurse II	Division Office
49. Maria Nehmia Besario	Nurse II	Division Office
50. Anna Lee Celis	Nurse II	Division Office
51. Clint Arthur Tiu	Nurse II	Division Office
52. Brent John Trasmonte	Nurse II	Division Office
53. Ester Nuez	Nurse II	Division Office
54. Elizabeth Quirit	Nurse II	Division Office
55. Ellen Mayagma	Nurse II	Division Office
56. Deanne Beth Manaban	Nurse II	Division Office
57. Gwynne Stacy Torres	Nurse II	Division Office
58. Marydel Cadiente	Nurse II	Division Office
59. Estela Velasco	Nurse II	Division Office
60. Emilda Chiu	Nurse II	Division Office
61. Farren Leigh Hababag	Nurse II	Division Office
62. Kathleen Joy Juntilla	Nurse II	Division Office
63. Gueia Narvas-Samson	Nurse II	Division Office
64. Janet Gaddi	Nurse II	Division Office
65. Mary Ruth Gloria	Nurse II	Division Office
66. Carmi Ann Alforque	Nurse II	Division Office
67. Mark Anthony Pajuelas	Nurse II	Division Office
68. Ellyn Mira DDM	Dentist II	Division Office
69. Arecia Pasquil DDM	Dentist II	Division Office
70. John Paul Mira DDM	Dentist II	Division Office



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71. Nicanor Villarosa DDM	Dentist II	Division Office
72. Minda Regalado DDM	Dentist II	Division Office
73. Marilyn Alcala DDM	Dentist II	Division Office
74. Charlotte Francis Singson DDM	Dentist II	Division Office
75. Marivic Init DDM	Dentist II	Division Office
76. Runi John Tero	Dental Aide	Division Office
77. Jerry Campoy	Dental Aide	Division Office
78. Randy Dunque	Public Schools District Supervisor	Division Office
79. Menchu Santos	Public Schools District Supervisor	Division Office
80. Jiji Taladua	District Caretaker	Division Office
81. Ernesto Paculanang	Public Schools District Supervisor	Division Office
82. Emelyn Bolongaita	Public Schools District Supervisor	Division Office
83. Leonivel Secosana	Public Schools District Supervisor	Division Office
84. Adela Araula	Public Schools District Supervisor	Division Office
85. Hazel Argoncillo	Public Schools District Supervisor	Division Office
86. Antonieta Olores	Public Schools District Supervisor	Division Office
87. Dominador Bersa	Public Schools District Supervisor	Division Office
88. Ma. Marfelyn Pelesmino	Public Schools District Supervisor	Division Office
89. Henrequito Tepacia	Public Schools District Supervisor	Division Office
90. Vilma Sumagaysay	Public Schools District Supervisor	Division Office
91. Lydia Benson	Public Schools District Supervisor	Division Office
92. Marilou Benson	Public Schools District Supervisor	Division Office
93. Ieny Sacorro	Public Schools District Supervisor	Division Office
94. Charmaine Jainar	Public Schools District Supervisor	Division Office
95. Nida Bersabal	Public Schools District Supervisor	Division Office
96. Macrina Villaluz	Public Schools District Supervisor	Division Office
97. Andrea Luz Ingles	Public Schools District Supervisor	Division Office
98. Rolando Pacarro	Public Schools District Supervisor	Division Office
99. Juanito Sardan	District Caretaker	Division Office
100. Jovenciana Beda Davad	Public Schools District Supervisor	Division Office
101. Jeanny Abejero	Public Schools District Supervisor	Division Office
102. Constance Joy Sarne	Public Schools District Supervisor	Division Office
103. Delia Alanano	Public Schools District Supervisor	Division Office
104. Rhodaine Dizon	Public Schools District Supervisor	Division Office
105. Heide Petras	Public Schools District Supervisor	Division Office
106. Erben Barredo	District Caretaker	Division Office
107. Alan Agor	Public Schools District Supervisor	Division Office
108. Rodita Plaza	Public Schools District Supervisor	Division Office



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109.	NFP and Powdered Milk Suppliers	10 pax	
110.	Guests from LGU	10 pax	
111.	Elementary School Heads of Dauin	10 pax	
112.	ADAS/AO II of Dauin Elementary Schools	10 pax	
113.	Julius B. Partosa	Administrative Officer II	Division Office
114.	Maria Suzette Catubay	ADAS III	Division Office
115.	Kevin B. Samsom	Administrative Officer II	Division Office
116.	Jocelyn V, Veriña	Administrative Officer II	Division Office

Division Launching of the School-Based Feeding Program Implementation for SY 2023-2024
 Dauin Central Elementary School | November 7, 2023 | 7:30 AM – 5:00 PM

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
- MELANIE MAE O. AUSTERO**, Nurse II
- GUEIA N. SAMSON**, Nurse II
- BRENT JOHN D. TRASMONTE**, Nurse II
- ELLEN R. MAYAGMA**, Nurse II
- EMILDA K. CHIU**, Nurse II



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Committee	Chairperson	Members	Roles/Functions
Secretariat	Gueia N. Samson Co-Chairperson: Ellen R. Mayagma	Mary Ruth Gloria Carmi Ann Alforque Anna Lee Celis Rosalie Enardecido	<ul style="list-style-type: none"> >Registers all participants of the activity > Records the attendance of the participants > Helps distribute the shirts, certificates, etc. > Prepares the list of VIPs and guests which will be provided to the Reception and Program Committees > Submits copies of attendance sheets to Finance Office for payment processing
Reception	Esan Val Cabrera	Alexandria Ruperto Mark Anthony Pajuelas Marianne Mae Ragas	<ul style="list-style-type: none"> > Assists participants to their rooms > Ensures order during the conduct of the opening and closing programs > Ushers the VIPs, guests and participants to the venue > Helps in the distribution of certificates and tokens > Assists in the distribution and collection of the Evaluation Sheet
Program	Felix III D. Mosqueda	Melanie Mae Austero Suzette Onde	<ul style="list-style-type: none"> > Manages the conduct of the orientation > Prepares the program flow > Sends invitations to VIPs > Prepares the PPT which will be used during the orientation
Technical	Brent Trasmonte	Clint Arthur Tiu Dennis Chavez	<ul style="list-style-type: none"> > Ensures that the sound system and LED are ready to be used every day > Prepares at least 6 mics > Collects the PPT which will be used in the Workshop, and programs >Download DepEd related videos



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Food	Emilda Chiu	Elizabeth Quirit Estela Velasco	<ul style="list-style-type: none">> Prepares timely meals and snacks for the participants and organizers> Ensures proper hygiene procedures are followed in the preparation and distribution of the food> Coordinates with the hotel with regard to daily menu
Medics	Gwynne Stacy Moncida	Anna Mae Fesarit	<ul style="list-style-type: none">> Serves as medics of the day> Attends to the medical needs of the participants
Documentation	Maria Lovelyn Mananquil	Kathleen Joy Juntilla	<ul style="list-style-type: none">> Documents the entire conduct of the activity> Ensures availability of the photos for the participants> Coordinates with the Division Office PIO for social media posting> Drafts article for press release
Evaluation	Janet Gaddi	Maria Nehmia Besario	<ul style="list-style-type: none">> Drafts the items to be included in the evaluation sheet> Distributes the evaluation sheet after the activity> Collate the data taken from the evaluation sheet> Prepares a report of the evaluation and submit it to the TWG
Venue and Physical Set- Up	Ester Nuez	Mark Lester Amolo Kennith Misamis Melydith Baldado Farren Leigh Hababag Marydel Cadiente Deanne Beth Manaban	<ul style="list-style-type: none">> Prepare the floor plan of the venue> Ensures adequate chairs and tables for all> Coordinates with the caterer for tables and chairs> Coordinates with the sound system provider
SBFP Delivery	Suzette Onde Co-Chairperson: Melanie Mae Austero	Estela Velasco	<ul style="list-style-type: none">> Prepares the delivery flow of the NFP and Milk> Coordinates with the School Heads regarding the delivery schedule