

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF NEGROS ORIENTAL
Dumaguete City

September 26, 2014

DIVISION MEMORANDUM

No. 447 s.2014

**ONE-DAY RE-ORIENTATION-SEMINAR AND LAUNCHING ON SCHOOL FEEDING PROGRAM
IMPLEMENTATION**

TO: Elementary School Heads
School BAC Chairs
School Nutrition Feeding Teachers
Health Personnel Concerned
Division SBFP Technical Working Committee

1. There will be a one (1) day Division Re-Orientation-Seminar and Launching on School-Based Feeding Program Implementation. Attached is a copy of the scheduled venues, dates and activities per congressional districts for your perusal.
2. The seminar aims to:
 - a. Discuss the operational guidelines with emphasis on the school/district level preparation of work and financial plan procurement and
 - b. Prepare an action plan for SY 2014-2015
3. Participants to this activity are the Elementary School Heads, School BAC Chairs, School Nutrition-Feeding Teachers, School Health Personnel, and School-Based Feeding Program TWG.
4. Participants are requested to bring with them the following requirements for the release of their school feeding funds.
 - a. Baseline Nutritional Status SY 2014-2015
 - b. List of Target Beneficiaries (Wasted and Severely Wasted) by Grade Level
 - c. Action Plan
 - d. Procurement Plan
 - e. Work and Financial Plan specifically for the Severely Wasted
 - f. 20-Days Cycle Menu
 - g. Core Group
5. Participating schools without existing Bids and Awards Committee are advised to form the said committee, members of which shall be designated through a school memorandum before the conduct of this seminar.

6. This Memorandum shall serve as Travel Order of participants.
7. Travel expenses of participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ, L.I.B.
Schools Division Superintendent

BATCH	VENUE	DATE
1st Batch	La Limar, La Libertad	October 6, 2014
2nd Batch	Hotel Essencia, Dgte City	October 10, 2014
3rd Batch	Bayawan Integrated Bus Terminal	October 11, 2014

ACTIVITY SCHEDULE

TIME	ACTIVITY	PERSON-IN-CHARGE
6:00 – 7:00 AM	REGISTRATION	Health Personnel
7:05 – 8:30 AM	OPENING OVERTURE	Health Personnel
8:35 – 9:45 AM	Launching of the School-Based Feeding Program SY 2014-2015	Emma S. Mate, RN-MPH Dr. Sylvia May E. Barrera, MO III
9:50 – 10:00 AM	NUTRITION BREAK	
10:05 – 11:00 AM	Reorientation on the Mechanics of the Program and Overview of the Operational Guidelines	Health Personnel
11:05 – 12:00 NN	<ul style="list-style-type: none"> • Work and Financial Plan • Procurement and Delivery Service • Financial Operations 	Jennifer Piodos Henry Balahan Nita Diputado
12:05 – 12:55 PM	LUNCH	
1:00 – 2:30 NN	<ul style="list-style-type: none"> • SBFP Forms • Menu Planning 	Health Personnel
2:35 – 2:45 PM	<ul style="list-style-type: none"> • Action Planning and Presentation • Critiquing 	Health Personnel
3:20 – 4:30 PM	Distribution of SBFP Budget Per School	Accounting Section and Assigned Health Personnel
4:35 – 4:45 PM	Next Step Agreement	Emma S. Mate
4:50 – 5:30 PM	<ul style="list-style-type: none"> • COMMITMENT • CLOSING REMARKS 	Dr. Sylvia May E. Barrera