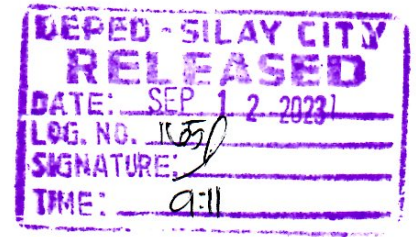




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY



September 12, 2023

DIVISION MEMORANDUM

No. 351 s. 2023

**ORIENTATION ON THE SCHOOL-BASED FEEDING PROGRAM
OPERATIONAL GUIDELINES FOR SY 2023-2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary School Heads
School Health Section

1. The School Health Section shall conduct an orientation on School-based Feeding Program Operational Guidelines for SY 2023-2024 on September 22, 2023, 9:00 A.M. – 3:00 P.M. at the Conference Hall, Division of Silay City. Registration starts at 8:30 A.M.

2. Participants to this Orientation are:

- a.) 20 Division SBFP Technical Working Group
- b.) 9 Public Schools District Supervisors
- c.) 32 Elementary School Heads
- d.) 32 SBFP School Coordinators
- e.) 16 Administrative Officers II

3. This orientation aims to inform the schools on the SBFP Operational Guidelines, present the number of beneficiaries per school, discuss issues and concerns, and check on the preparatory activities of schools before the conduct of feeding. Basic Food Safety concepts shall also be reviewed.

4. Expenses for food shall be charged against OSEC-6-23-0711. Travel expenses shall be chargeable against school's local funds subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or any other similar factor/circumstances that run contrary to the principles of equal opportunities.



Rizal Street, Brgy. III, Silay City, Philippines

Website: www.depedsilaycity.com

Email Address: deped.silay@deped.gov.ph



Facebook Page: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138/714-7017/Public Assistance:+639060835438/+639604762231



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

6. Attached is the Orientation Matrix and Program Committee.
7. Attendance at this orientation is a must.
8. The widest dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent 

Incl: 1
Reference: DepEd Order No. 31 s.2021
OUOPS No. 2023-03-3656
To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES LEARNERS PERSONNEL SCHOOLS



Rizal Street, Brgy. III, Silay City, Philippines
Website: www.depedsilaycity.com
Email Address: deped.silay@deped.gov.ph
Facebook Page: <https://www.facebook.com/DepEdSilayCity>
Contact Numbers: 468-5138/714-7017/Public Assistance:+639060835438/+639604762231



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

Enclosure 1

Orientation Matrix:

8:30 – 9:00 AM	Registration	Chevien D. Davila
9:00 – 9:15 AM	Opening Program	Mark Anthony D. Ofamen
9:30 – 12:00 NN	Orientation Proper:	
	SBFP Operational Guidelines	Jocelyn C. Condada
	Liquidation Requirements	Ana Fe Leonida
	Delivery and Acceptance Procedures and Requirements	Jonalyn Morales
	Lunch Break	
1:30 – 3:00 PM	Basic Food Safety Concepts	Jocelyn C. Condada
	Workshop on SBFP Forms	Jocelyn C. Condada
	Other Matters	

Committee:

Over-all Chairperson: Dr. Vicente P. Gabales, Jr. – Medical Officer III

Program Focal: Jocelyn C. Condada – Nurse II

Registration: Chevien D. Davila – Nurse II

Certificates: Dr. Maria Eden P. Orpeza – Dentist II

Programme & Emcee: Mark Anthony D. Ofamen – Nurse II

Food & Venue: Mary Grace B. Gallegos – Nurse II
Dindo L. Omapas – Dental Aide

Technical Support: Tom Rolfe D. Sitchon – Nurse II



Rizal Street, Brgy. III, Silay City, Philippines

Website: www.depedsilaycity.com

Email Address: deped.silay@deped.gov.ph

Facebook Page: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138/714-7017/Public Assistance:+639060835438/+639604762231