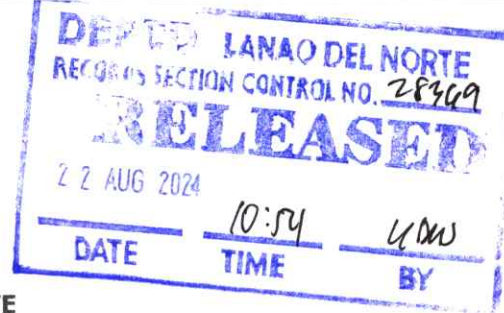




Republic of the Philippines  
Department of Education  
REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**



20 AUGUST 2024

DIVISION MEMORANDUM  
No. 390 s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 354, S. 2024 RE: DIVISION  
ORIENTATION OF SCHOOL-BASED FEEDING PROGRAM  
IMPLEMENTERS SY 2024-2025**

To: Assistant Schools Division Superintendent  
SGOD Chief Education Supervisor  
All School Health Section Personnel  
Selected School Governance and Operations Division  
All Others Concerned  
*This Division*

1. Relative to Division Memorandum 354, s. 2024 titled "Division Orientation of School-Based Feeding Program, the field is hereby informed of this addendum pertaining to the training carried out at the Evergreen Gardens, Bacolod, Lanao del Norte last August 15 and 16, 2024.
2. In addition, this Memorandum shall serve as Travel Authority.
3. Meals and snacks have been provided. Travel expenses shall be chargeable against School MOOE, subject to the usual accounting and auditing rules and regulations and depending on fund availability.
4. All other provisions in the aforementioned Memorandum shall remain in effect.
5. For immediate dissemination and strict compliance.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Reference: Division Memorandum 354, s. 2024: "Division Orientation of School-Based Feeding Program Implementers SY 2024-2025

To be indicated in the Perpetual Index  
Under the following subject

Addendum to Division Memorandum 354, s. 2024      School-Based Feeding Program      Travel Authority

Domato/DM- Addendum to Division Orientation of School-Based Feeding Program Implementers SY 2024-2025  
August 20, 2024



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**SCHOOLS DIVISION OF LANA DEL NORTE**



5 August 2024

**DIVISION MEMORANDUM**

No. 354 s.2024

**DIVISION ORIENTATION OF SCHOOL-BASED FEEDING PROGRAM  
IMPLEMENTERS SY 2024-2025**

To: **Assistant Schools Division Superintendent  
SGOD Chief Education Supervisor  
CID Chief Education Supervisor  
Public Elementary School Heads  
Division SBFP Technical Working Group  
All Others Concerned  
This Division**

1. Relative to OUOPS No. 2024-09-04944 Memorandum entitled, **Fifth Advisory For The Implementation Of The School-Based Feeding Program (SBFP) SY 2024-2025**, this Office through the School Governance Operations Division- School Health and Nutrition Unit shall conduct a face-to-face Orientation of School-Based Feeding Program Implementers SY 2024-2025, on August 15, 2024 (Region 1) and on August 16, 2024 (Region 2) at Evergreen Garden, Esperanza, Bacolod, Lanao del Norte.
2. This activity aims to:
  - a. Orient SBFP Implementers on the updated guidelines on the implementation of SBFP;
  - b. Reorient on the use of BMI software and School Nutritional Status report;
  - c. Discuss the process and document requirements for the Liquidation of Operational Expenses;
  - d. Reiterate the roles of program implementers and finalize the School Core Group
  - e. Discuss Delivery, Inspection and Acceptance of Goods; and
  - f. Address weaknesses, gaps and highlight best practices done to improve the program.
3. The following participants to this face-to-face orientation are the SGOD personnel, Division SBFP Technical Working Group, School Health and Nutrition Unit Personnel and School Heads of the SBFP Recipient Schools.



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**SCHOOLS DIVISION OF LANA DEL NORTE**

4. Participants to the face-to-face orientation are encouraged to bring their own laptops to be used during the orientation.
5. School Administrative Officers II and Bookkeepers are also directed to attend the said event virtually. Online registration will start on August 12, 2024, through the link: <https://forms.gle/N8XZgxR5tr7QnMa8>.
6. Attached herewith are the SBFP Executive Committee, Program Management Team, Division SBFP Technical Working Group, Training Facilitators, Activity Matrix and the list of SBFP recipient schools for SY 2024-2025.
7. Immediate dissemination of and strict compliance of this Memorandum is desired.

EDWIN R. MARIBOJOC, EdD, CESO V  
Schools Division Superintendent

Reference: OUOPS No. 2024-09-04944 Memorandum  
To be indicated in the Perpetual Index  
Under the following subject

SBFP DIVISION MEMO

Ebol -DM DIVISION ORIENTATION OF SCHOOL-BASED FEEDING PROGRAM IMPLEMENTERS SY 2024-2025



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**SCHOOLS DIVISION OF LANA DEL NORTE**

**Executive Committee**

Edwin R. Maribojoc, EdD, CESO V  
Jayvy C. Vegafria, PhD, CESE

Maria Carmela T. Ablin, EdD

Schools Division Superintendent  
Assistant Schools Division  
Superintendent

Chief Education Supervisor, SGOD

**Program Management Team**

Melvin C. Enerio, DD  
Celia C. Sobere  
Kim Rose S. Ebol, RN  
Patre Raiffah A. Domato, RN  
Phoebe Jean S. Mapandi, RN  
Dryden Klee A. Samaniego, RN  
Katherine Gay A. Putis, RN

Dentist II  
Dentist II  
Nurse I  
Nurse I  
Nurse II  
Nurse II  
Nurse II

**Division SBFP Technical Working Group**

Arlene D. Manginsay  
Ivy T. Jumawan

Jennifer R. Intong  
Bridget R. Abalorio  
Daniel de Luna Jr.

Emily B. Padayhag  
Atty. Myraflor O. Armas  
Cherrybeth A. Gupit

Special Programs  
School Management Monitoring  
and Evaluation Section  
Human Resource Development  
Planning and Research Section  
Social Mobilization and  
Networking Section  
Finance Services Section  
Legal Section  
Procurement and Supply Section

**Training Facilitators**

COMMITTEE/ IN-CHARGE	TERMS OF REFERENCE
<b>Registration/Logistics:</b> Merly G. Sulay, RN Greg B. Dimpas, RN	<ul style="list-style-type: none"><li>• Prepares attendance, meal attendance and acknowledgement forms.</li><li>• Ensures that all participants are registered.</li></ul>



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	<ul style="list-style-type: none"><li>• See to it that all forms are properly filled-out.</li><li>• Provides logistic support to participants.</li></ul>
<b>Program Facilitator:</b> Kim Rose S. Ebol, RN Patre Raiffah A. Domato, RN	<ul style="list-style-type: none"><li>• Prepares the orientation program.</li><li>• Assigns task and sees to it that everything is ready before the program begins.</li><li>• Oversees the over-all flow of the program</li></ul>
<b>Contributors/Facilitators:</b> Maelene B. Tuastomban, RN Monina T. Nacario, RN Dryden Klee A. Samaniego, RN Claire Shenna M. Oyog, RN Mohammad Yasser Bongaros, RN Phoebe Jean S. Mapandi, RN Supply Section Representative Accounting Section Representative Philippine Carabao Center Region IX Representative Rosie G. Alcesto, RN Jeanette A. Ebarola, RN Aleth Marie G. Pamanay, RN Hannah Liezel K. Ratunil, RND Hope Earl Balogtod, RN Jasper Damayo, RN Learn May R. Villabona, RN	<ul style="list-style-type: none"><li>• Prepares/customized presentation materials.</li><li>• Submits copy of presentation materials to Program Facilitator 3 days prior to the activity</li><li>• Coordinates with the Program Facilitator for their logistical requirements.</li><li>• Delivers session on time.</li></ul>
<b>Documentation:</b> Jed Christian Macapobre, RN Faizah A. Batara, RN Katherine Gay A. Putis, RN	<ul style="list-style-type: none"><li>• Documents the activities</li><li>• Prepares and submit the activity completion report within 10 days after the activity</li></ul>
<b>Food and Venue:</b> Raisa B. Sultan, RN	<ul style="list-style-type: none"><li>• Ensures sufficient and timely distribution of food.</li></ul>



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Nihaya T. Maba, RN	<ul style="list-style-type: none"><li>Coordinates with the venue manager regarding the seat arrangements.</li></ul>
<b>QATAME</b> Claudette B. Rabago, RN	<ul style="list-style-type: none"><li>Ensures that all participants have submitted the QATAME</li></ul>
<b>Health and Safety Corner</b> Celia C. Sobere, DDM Melvin C. Enerio, DDM School Health Section	<ul style="list-style-type: none"><li>Ensures that health and wellness of participants are well taken-cared of</li></ul>

**ACTIVITY MATRIX**

Time	Topic	Facilitator
7:45-8:30	Registration of Participants	Greg B. Dimpas, RN Merly G. Sulay, RN
8:30-9:00	Opening Program <ul style="list-style-type: none"><li>Lupang Hinirang</li><li>Prayer</li><li>Welcome Remarks</li><li>Inspirational Message</li><li>Message of Support</li><li>Statement of Purpose</li></ul>	Edwin R. Maribojoc, EDD, CESO V Schools Division Superintendent  Jayvy C. Vegafria, PhD, CESE Asst. Schools Division Superintendent  Maria Carmela T. Ablin, EDD SGOD Chief  Celia C. Sobere, DDM Dentist II
9:00-10:00	Updates on School-Based Feeding Program Operational Guidelines	Patre Raiffah A. Domato, RN SBFP Focal-Nutritious Food Products



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		Kim Rose S. Ebol, RN SBFP Focal-Milk
10:00-10:15	Health Break	
10:15-10:45	Nutritional Assessment of SBFP Beneficiaries, Body Mass Index, Calibration of Beam Balance	Maelene B. Tuastomban, RN Learn May R. Villabona, RN Nurse II
10:45-11:15	Return Demonstration Food Handling and Food Safety	Hannah Liezel K. Ratunil, RND Regional X SBFP Focal Person
11:15-11:45	School-Based Feeding Program Data Management, Forms and Reports	Aleth Marie G. Pamanay, RN Mohammad Yasser Bongaros, RN Nurse II
11:45-12:00	Workshop and Evaluation of Outputs	Program Facilitators
12:00-1:00	Lunch Break	
1:00-1:10	Energizer/ Ice Breaker	Rosie G. Alcesto, RN Nurse II
1:10-1:45	Milk Implementation	Fe Emelda C. Academia Regional Milk Feeding Focal Senior Science Research Specialist DA- Philippine Carabao Center
1:45-2:15	Budget, Financial and Procurement Process	Budget Section Accounting Section
2:15-2:45	Inspection and Acceptance of Goods	Supply Section
2:45-3:00	Health Break	
3:00-3:30	Roles and Responsibilities of Implementers and Stakeholders	Claire Shenna M. Oyog, RN Nurse II
3:30-4:00	Updating of SBFP Core Group and Crafting of Action Plan	Jeanette A. Ebarola, RN Jasper L. Damayo, RN
4:00-4:30	Question and Answer	Dryden Klee A. Samaniego, RN Nurse II Phoebe Jean S. Mapandi, RN Nurse II
4:30-5:00	Closing Program • Awarding of Certificates	



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