



Republic of the Philippines

Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 8, 2024

DIVISION MEMORANDUM

DM-OSGOD-HNU No. 411 s. 2024

**COMPOSITION OF SCHOOL-BASED FEEDING PROGRAM (SBFP) DIVISION
TECHNICAL WORKING GROUP**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 31 s. 2021 (Operational Guidelines on the Implementation of the School-Based Feeding Program), this office hereby adopts the composition of Division's Technical Working Group in the full implementation of the School-Based Feeding Program.

2. The following are the Division SBFP TWG Composition:

Chairman: Dr. Margarito A. Cadayona Jr. - Schools Division Superintendent
Vice-Chairman: Dr. Jun-Nilou D. Dulfo - OIC - Assistant Schools Division Superintendent

Members:

Dr. Avelina P. Tupa	- OIC - SGOD Chief
Dr. Renato S. Cagomoc	- CID Chief
Dr. Arlene C. Catalan	- Medical Officer/HNS Head
Mrs. Sheryll Ann Marie G. Lacaba	- Division Accountant
Ms. Sunshine Marjorie E. Ventures	- Budget Officer
Ms. Grace Pagunsan	- Administrative Officer
Atty. Maria Catherine S. Barandino	- Legal Officer
Mrs. Suzette Candaza	- Divison Cashier
Mr. Generson Nabual	- OIC - Supply Officer
Mr. Oscar D. Billate, Jr.	- SMM&E Senior Educ. Prog. Specialist
Mr. Caren A. Cabadsan	- SMN Senior Educ. Prog. Specialist
Mrs. Ma. Marlie M. Mendoza	- Division Planning Officer
Mr. Arnold M. Jaraba	- Education Program Supervisor
Dr. Simeon M. Panoy	- Dentist - in- Charge
Dr. Susan S. Queroljico	- Dentist II
Mrs. Sophia C. Monteron	- Nurse II/ Nurse-in-Charge
Mrs. Adrian Marie C. Nuevo	- Nurse II/Division SBFP Coordinator
Ms. Nikki Ivy S. Dollado	- Nurse II/ Alternate SBFP Coordinator
Mrs. Ma. Bella B. Ortiz	- Nurse II
Mrs. Patria G. Lapara	- Nurse II
Mrs. Ma. Benjie B. Señora	- Nurse II



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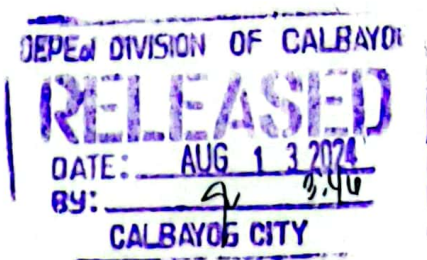
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3. The Members of the SBFP Division Technical Working Group are hereby expected to perform the following Duties and Functions:

- a. Forge partnership with LGUs and/or NGOs /CSOs in areas where there are LGUs and/or NGOs/CSOs that are willing to partner for the SBFP.
- b. Orient the District Supervisors, School Heads, feeding coordinators, and Monitoring and Evaluation Personnel in the School Governance and Operations Division on the program and its implementing guidelines.
- c. Submit to the Regional Office the list of recipient schools that will implement the program together with its identified target beneficiaries.
- d. Undertake the procurement process and prepare, among others, Program Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Resolution to Award (RTA), Milk Supply Map, OpMOA & PO for Milk, Cycle Menu and Technical Specifications for nutritious food products, Drop-off points and Delivery Schedule.
- e. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the NDA/PCC and schools.
- f. Designate permanent program focal person from the School Governance and Operations Division (SGOD), preferably from among the health personnel, to ensure that implementation of SBFP is administered properly.
- g. Ensure timely release of funds to NDA/PCC and schools, and prompt payment to the suppliers.
- h. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs and other groups undertaking the feeding program.
- i. Provide Monthly Progress Monitoring Reports.
- j. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.
- k. Consolidate terminal reports from the schools with analysis recommendations and submit to DepEd RO.
- l. Ensure that SBFP beneficiaries are provided with physical examination, oral health assessment and preventive care if practicable.

4. School Heads are hereby enjoined to organize their SBFP Core Group and Parent-Volunteers in their respective Schools per DepEd Order No. 31, s. 2021.

5. Immediate dissemination of and compliance with this Memorandum are desired.




MARGARITO A. CADAYONA JR. PhD, CESO VI
Asst. Schools Division Superintendent
Officer- In- Charge
Office of the Schools Division Superintendent ✓