



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 05 2023

MEMORANDUM

**DIVISION ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM
SY 2023-2024**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary School Head and OICs
All Others Concerned

1. In line with the implementation of OUOPS No. 2023-03-3656 or the Advisory for the Implementation of School-Based Feeding Program, SY 2023-2024, this Division will conduct the above-captioned activity on September 6, 2023, 8:00 a.m. to 5:00 p.m. in Muntinlupa Elementary School.
2. The participants to the said activity are the School Heads, Administrative Officers, and School Nurses of all public elementary schools.
3. Attached with this Memorandum is the program of activities, for reference.
4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS HEALTH SCHOOLS

MTOSI / DM – Division Orientation on School-Based Feeding Program SY 2023 - 2024
278 / August 29, 2023

UN-2023-278



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
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Division Orientation on School-Based Feeding Program
S.Y. 2023 – 2024
September 6, 2023/Muntinlupa Elementary School

PROGRAM OF ACTIVITIES

Time	Activity	Person-In-Charge
8:30 – 9:00 a.m.	Registration	Secretariat
	Opening Program	AVP
9:01 – 9:30 a.m.	Attendance Check	Mrs. Marie M. Lavin RN Division Nurse II
	Welcome Remarks	Dr. Aurora S. Bartolaba Principal IV
	Program Objectives	Dr. May Ann L. Ayudtud DMD Division Dentist II
9:31 – 10:00 a.m.	Message	Dr. Evangeline P. Ladines CESO V Schools Division Superintendent
10:31 – 11:00 a.m.	Institutional Guidelines on the Implementation of the School-Based Feeding Program	Mrs. Ma. Teresa S. Indap RN Division SBFP Focal Person
	Presentation of the Approved Cycle Menu & Technical Specification of NFP for SBFP	
11:01 – 12:00 n.n.	Presentation of the Budget Allocation and Operational Expenses (OE) of SBFP per school And liquidation	Mr. Michael Evan Aguelo Administrative Assistant III OIC – Division Accountant
12:01 n.n. – 1:00 p.m.	HEALTH BREAK	
1:05 – 1:15 p.m.	ENERGIZER	AVR
1:16 – 2:00 p.m.	Workshop for the OE (NFP & Milk)	Mrs. Ma. Teresa S. Indap RN Division SBFP Focal Person

2:01 – 3:00 pm	Presentation of OE Output/ district	Mrs. Ma. Teresa S. Indap RN Division SBFP Focal Person
3:01 – 4:00 pm	Agreements (Submission of WFP -OE)	
4:01 – 4:30 p.m.	SDO – SBFP Timeline/Schedule of Deliveries	
4:31 onwards	Awarding of Certificates	

Mrs. Marie M. Lavin RN
Master of the Ceremony