



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

November 7, 2023

**DIVISION MEMORANDUM**

NO. 558, s. 2023

**DIVISION ORIENTATION ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP) SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Public Schools District Supervisors  
District Nutrition Coordinators  
All Others Concerned

1. Enclosed is OUOPS Memo No. 2023-03-3656 dated April 17, 2023 titled **“Advisory for the Implementation of the School-Based Feeding Program (SBFP) SY 2023-2024”**.
2. In this connection, this Office through the School Health Unit of the School Governance & Operations Division (SGOD, will conduct a **Division Orientation on the Implementation of School-Based Feeding Program (SBFP) SY 2023-2024** on **November 11, 2023** to be held at the Schools Division of Capiz Multi-Purpose Hall, Banica, Roxas City.
3. This orientation aims to discuss the following:
  - a. operational guidelines of SBFP 2023-2024;
  - b. cycle menu;
  - c. technical specifications of Nutritious Food Packs and Pasteurized Milk;
  - d. financial requirements;
  - e. procurement process; and
  - f. forms and reports.
4. Attached are the members of the program management team, list of the participants, and the orientation matrix, for your reference.
5. Travelling expenses of the participants are chargeable against the School MOOE funds while other expenses relative to the conduct of this activity shall be charged against the SBFP Funds, both subject to usual accounting and auditing rules and regulations.
6. Participants and facilitators are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled *“Updated Guidelines on the Grant of Vacation Service Credits to Teachers”*. On the Other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint




Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

---

Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

7. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN, EdD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**PROGRAM MANAGEMENT TEAM**

No.	Office	Name	Position/ Designation
1	SDO	Miguel Mac D. Aposin EdD, CESO V	SDS
2	SDO	Ma. Lunie B. Sampani, CPA, MPA	OIC, Office of the ASDS
3	SDO	Edna B. Azcaraga	EPS II/ OIC SGOD Chief
4	SDO	Joy Arnold T. Lejos, MD	Medical Officer III
5	SDO	Marjorie A. Bayhon, MPA	AO II-OIC Officer V (Budget)
6	SDO	Atty. Benjie B. Doce, CPA, MBA	Accountant III
7	SDO	Kenneth D. Anoché	Team Leader Inspectorate Team
8	SDO	Cecile Diocson	AO IV- Cashier
8	SDO	Ronald D. Dile	SEPS M & E
9	SDO	Sheralyn G. Baticados, RN	Nurse IISBFP Consultant
10	SDO	Candelaria P. Talabucon	Nurse II/SBFP MFP Focal
11	SDO	Alvin M. Braulio	Nurse II/SBFP NFP Focal
12	SDO	Joanne J. Dequiña	SBFP NFP Alternate Focal
13	SDO	Rene D. Hortillas, Jr	Nurse II
14	SDO	Rolendy D. De Pedro	Nurse II
15	SDO	Rechie V. Bayhon	Nurse II
16	SDO	Lourdelyn R. Fuentes, DMD	Dentist II
17	SDO	Symon M. Moises, DMD	Dentist II
18	SDO	Greg B. Bataican	Dental Aid
19	SDO	Romeo V. Isiderio	Dental Aid

**List of Participants**

District	District SBFP Coordinator	District ADAS	Schools heads (To be identified by District Supervisor)
Cuartero	1	1	3
Dao	1	1	3
Dumalag	1	1	3
Dumarao	1	1	3
Ivisan	1	1	3
Jamindan	1	1	3
Maayon	1	1	3
Mambusao East	1	1	3
Mambusao West	1	1	3
Panay	1	1	3
Panitan	1	1	3
Pilar	1	1	3
Pontevedra	1	1	3
President Roxas	1	1	3
Sapian	1	1	3
Sigma	1	1	3
Tapaz East	1	1	3
Tapaz West	1	1	3
<b>Total</b>	<b>18</b>	<b>18</b>	<b>54</b>



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@depd.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**DIVISION ORIENTATION ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING SY 2023-2024**

Time	Topic	In-Charge
7:00am -8:00am	Registration	Symon M. Moises Rene D. Hortillas, Jr Greg B. Bataican Romeo V. Isiderio
8:00am – 8:30 am	Opening Program Prayer National Anthem Regional Hymn Capiz Hymn	On Air
8:30am-9:00am	Opening Remarks	Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent
9:00am-9:30am	Message	Ma. Lunie B. Sampani, CPA, MPA
9:30am-10:00am	Statement of Purpose	Edna B. Azacarraga EPS II/ OIC SGOD Chief
10:00am-12:00nn	Orientation Proper on School-Based Feeding Implementation FY 2023-2024	ALVIN M. BRAULIO/CANDELARIA P. TALABUCON
12:00nn-1:00pm	Lunch	
1:00pm-2:00pm	Financial Requirements/Budget ary requirements	Atty. Benjie B. Doce, CPA, MBA Accountant III Marjorie A. Bayhon AO II/OIC Administrative Officer V (Budget)
2:00pm-3:00pm	Menu Cycle	ALVIN M. BRAULIO/CANDELARIA P. TALABUCON
3:00pm-4:00pm	Open Forum	
4:00-5:00	Closing Remarks	Joy Arnold T. Lejos, MD Medical Officer III
Master of Ceremony		Sheralyn G. Baticados
		Rolendy D. De Pedro



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph