



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

November 22, 2023

DIVISION MEMORANDUM  
NO. **609** s. 2023

**RE-ORIENTATION ON DEPED ORDER NO. 13, S. 2017 TITLED “POLICY AND GUIDELINES ON HEALTHY FOOD AND BEVERAGE CHOICES IN SCHOOLS AND IN DEPED OFFICES”**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads, Public Elementary, Secondary and Integrated Schools  
District School Canteen Coordinators  
All Others Concerned

1. Pursuant to DepEd Order No. 13, S. 2017 titled “Policy and Guidelines on Healthy Food and Beverage Choices In Schools And In Deped Offices”, this Office through the School Governance and Operations Division will conduct an orientation on the above- mentioned DepEd Order on **December 2, 2023** to be held at the Schools Division of Capiz Multi-Purpose Hall, Banica, Roxas, City.
2. This activity aims to :
  - a. re-orient and guide all elementary, secondary and integrated school as well as district canteen coordinators on the Policy and Guidelines on Healthy Food and Beverages Choices in schools and in DepEd offices as stipulated in DepEd Order No. 13, s. 2017; and
  - b. strengthen the implementation of School Canteen Management.
3. Attached as enclosures are the list of working committees, participants and the orientation matrix, for your reference.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456 / 0968 869 5867  
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4. Travel expenses of the participants are chargeable against the School MOOE/ Canteen funds subject to the usual accounting and auditing rules and regulations.
5. 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 Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
6. For inquiries and concern, kindly contact **Ms. Joanne J. Dequina** or **Mr. Rechie V. Bayhon**, Nurse II at mobile number **09493111492/09176300863**.
7. Immediate dissemination of this Memorandum is desired.

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



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(Enclosure No. 1 to Division Memorandum No. 609, s. 2023)

**PROGRAM MANAGEMENT TEAM**

No.	NAME	POSITION	STATION
1	Miguel Mac D. Aposin	Schools Division Superintendent	SDO
2	Edna B. Azcarraga PhD	EPS-SGOD	SDO
3	Joy Arnold T. Lejos, MD	Medical Officer III	SDO
4	Atty. Joseph Iturralde	Attorney III	SDO
5	Joanne J. Dequiña	Nurse II – School Canteen Focal	SDO
6	Rechie V. Bayhon	Nurse II – Alternate Focal	SDO
7	Sheralyn G. Baticados	Nurse II	SDO
8	Candelaria P. Talabucon	Nurse II	SDO
9	Rolendy D. De Pedro	Nurse II	SDO
10	Rene D. Hortillas, Jr.	Nurse II	SDO
11	Alvin M. Braulio	Nurse II	SDO
12	Monna Liza I. Eribal	Nurse II	SDO
13	Lourdelyn R. Fuentes, DMD	Dentist II	SDO
14	Symon M. Moises, DMD	Dentist II	SDO
15	Romeo V. Isiderio	Dental Aide	SDO
16	Greg B. Bataican	Dental Aide	SDO

**LIST OF PARTICIPANTS**

No.	DISTRICT	DISTRICT SCHOOL CANTEEN COORDINATOR	SECONDARY SCHOOLS	INTEGRATED SCHOOLS
1	CUARTERO	1	4	0
2	DAO	1	4	0
3	DUMALAG	1	2	1
4	DUMARAO	1	5	2
5	IVISAN	1	2	0
6	MAAYON	1	4	4
7	MAMBUSAO EAST	1	2	1
8	MAMBUSAO WEST	1	1	1
9	PANAY	1	3	1
10	PANITAN	1	2	4
11	PONTEVEDRA	1	2	1
12	PILAR	1	5	3
13	PRES. ROXAS	1	1	2
14	SIGMA	1	2	2
15	SAPIAN	1	2	0
16	JAMINDAN	1	4	1
17	TAPAZ EAST	1	2	1
18	TAPAZ WEST	1	6	0
	CAPIZ NHS	-	1	-
	<b>TOTAL</b>	<b>18</b>	<b>54</b>	<b>24</b>

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**WORKING COMMITTEES**

<b>OVER-ALL CHAIRMAN:</b>	Miguel Mac D. Aposin EdD, CESO V – SDS
<b>CO-CHAIRMAN:</b>	Edna B. Azcarraga, PhD – OIC-Chief, SGOD Joy Arnold T. Lejos, MD- MO III
<b>PROGRAM HANDLERS:</b>	Joanne J. Dequina- Nurse II Rechie V. Bayhon – Nurse II
<b>REGISTRATION:</b>	Lourdelyn R. Fuentes - Dentist II Sheralyn G. Baticados – Nurse II Candelaria P. Talabucon- Nurse II
<b>PHYSICAL ARRANGEMENT, STAGE DECORATION &amp; LOGISTIC</b>	Rolendy D. De Pedro- Nurse II Symon M. Moises- Dentist II Romeo V. Isiderio- Dental Aide
<b>DOCUMENTATION:</b>	Monna Liza L. Eribal - Nurse II Greg B. Bataican- Dental Aide
<b>SOUNDS &amp;: TECHNICALS</b>	Alvin M. Braulio- Nurse II Rene D. Hortillas- Nurse II



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(Enclosure No. 2 to Division Memorandum No. 609, s. 2023)

DECEMBER 2, 2023   SATURDAY			
TIME	VENUE	ACTIVITY	IN CHARGE
7:00-8:00 AM	Capiz Division Multipurpose Hall Banica, Roxas City	<b>REGISTRATION &amp; ATTENDANCE</b>	Registration Committee
8:00-8:30 AM	Capiz Division Multipurpose Hall Banica, Roxas City	<b>PRELIMINARIES</b> <ul style="list-style-type: none"><li>• PHILIPPINE NATIONAL ANTHEM</li><li>• PRAYER</li><li>• CAPIZ HYMN</li><li>• ATTENDANCE CHECK</li></ul>	ON AIR TECHNICALS
8:30- 9:00 AM	Capiz Division Multipurpose Hall	<b>OPENING REMARKS</b>	EDNA B. AZCARRAGA, PhD EPS-SGOD
9:30 –10:30 AM	Capiz Division Multipurpose Hall	<b>School Canteen Management (Purpose, Scope, Definition of Terms)</b>	RECHIE V.BAYHON, RN
10:30-12:00 NN	Capiz Division Multipurpose Hall	<b>DO 13, S. 2017</b>	JOANNE J. DEQUINA, RN
12:00-1:00 PM	Capiz Division Multipurpose Hall	<b>LUNCH BREAK</b>	
1:00-3:00 PM	Capiz Division Multipurpose Hall	<b>LEGALITIES/ GROUNDS/ SANCTIONS OF OPERATION OF THE SCHOOL CANTEEN</b>	ATTY. JOSEPH ITURRALDE ATTORNEY III
3:00- 4:00 PM	Capiz Division Multipurpose Hall	<b>OPEN FORUM</b>	
4:00- 4:15 PM	Capiz Division Multipurpose Hall	<b>PHOTO OPPORTUNITY</b>	
4:15-5:00PM	Capiz Division Multipurpose Hall	<b>CLOSING REMARKS</b>	JOY ARNOLD T. LEJOS, MD
ROLENDY D. DE PEDRO, RN MASTERS OF CEREMONY			