



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

29 AUG 2025

**DIVISION MEMORANDUM**  
**NO. 418, s. 2025**

**COORDINATION MEETING ON THE ESTABLISHMENT OF CENTRAL KITCHEN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CES) / OIC-CES  
Public Schools District Supervisors of Ivisan and Cuartero  
Selected Elementary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 31, s. 2021 titled, “**Operational Guidelines on the Implementation of the School-Based Feeding Program (SBFP)**” and DepEd Order No. 10, s. 2022 titled “**Supplemental Guidelines on DepEd Order No. 31 s. 2021**”, this Office through the School Health and Nutrition Unit of the School Governance and Operations Division, will conduct a Coordination Meeting on the establishment of Central Kitchen on **September 1, 2025, 1:00 PM** at **Capiz Division Multipurpose Hall, Banica, Roxas City**.
2. Agenda to be discussed are as follows:
  - a. Timeline on the Implementation of Central Kitchen;
  - b. Contingency plan for Central Kitchen Operations;
  - c. Presentation of Approved Menu Cycle;
  - d. Hiring of Central Kitchen Personnel; and
  - e. Other matters.
3. Enclosed is the list of participants in this activity.
4. This Memorandum serves as Authority to Travel for the participants.
5. Travel expenses of participants relative to the conduct of this activity are chargeable against local funds, subject to usual accounting and auditing rules and regulation.
6. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

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

SCHOOL BASED

FEEDING

CENTRAL KITCHEN



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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

Enclosure No. 1 to Office Memorandum No. 418 s. 2025

<b>LIST OF PARTICIPANTS</b>		
	<b>NAME</b>	<b>POSITION</b>
1	Dr. Roel F. Bermejo	Schools Division Superintendent
2	Luz U. Banson	Assistant Schools Division Superintendent
3	Edna B. Azcarraga	Education Program Supervisor (OIC-SGOD Chief)
4	Dr. Joy Arnold T. Lejos	Medical Officer III
5	Ma. Sharon S. Barrrientos	Administrative Officer V
6	Darwin D. Brillo	Administrative Officer IV
7	Cecil D. Diocson	Administrative Officer V (Budget)
8	Denmark L. Llanera	Accountant II
9	Fe D. Bañez	Public Schools District Supervisor -Ivisan
10	Lalain Delos Santos	Public Schools District Supervisor -Cuartero
11	Alvin M. Braulio	Nurse II – SBFP Focal Person
12	Monna Liza L. Eribal	Nurse II – SBFP Focal Person
13	Candelaria P. Talabucon	Nurse II – SBFP Alternate Focal Person
14	Andy Van Albert C. Artates	Nurse II – SBFP Alternate Focal Person
15	Joanne Dequina	Nurse II – SBFP Alternate Focal Person
16	Eddie B. Arcenas	Principal IV - Ivisan ES
17	Marites U. Deleña	MT I / TIC- Cudian ES, SBFP District Coordinator
18	Lucia B. Taytayon	Principal I – Malocloc ES
19	Sergio B. Baranda	HT III - Juan S. Jarencio ES
20	Rey O. Andrada	Principal I – Purificacion A. Alagban ES
21	Romy L. Bermudo	Principal III - Cuartero CS
22	Ailyn M. Ureta	Principal II - Angub ES
23	Devine Grace Hollete	TIII / TIC -Bito-on ES
24	Elizabeth H. Tianchon	HT II - Vicente Fabuna ES
25	Ethel H. Odiaman	Principal II - Nagba ES
26	Rhea Gen Guillermo	SBFP District Coordinator - Cuartero
27	Maxie Millian Legaspi	Technical Assistant I
28	Feane Gail Dela Cruz	Technical Assistant I
29	Noemilene D. Felizardo	Administrative Support II
30	Emma Joy Santiago	Administrative Support II