



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

03 SEP 2025

DIVISION MEMORANDUM
NO. 425, s. 2025

BASIC FOOD SAFETY TRAINING FOR SCHOOL FEEDING ASSISTANT

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

1. In adherence to DepEd Order no. 31 s. 2021 titled “Operational Guidelines in the Implementation of School-Based Feeding Program), this office through the School Health and Nutrition Unit will conduct a Basic Food Safety Training for School Feeding Assistant and School Heads on **September 6, 2025** at **SDO Capiz Multi-Purpose Hall Banica, Roxas City**.
2. This activity aims to:
 - a. equip individuals with the knowledge and skills to handle, prepare, and serve food safely, thereby preventing foodborne illnesses, protecting public health, and ensuring regulatory compliance;
 - b. eliminate or minimize the spread of pathogens that cause food poisoning and other food-related diseases; and
 - c. Ensure that learners receive food that is safe to eat, free from hazards that could cause illness or injury.
3. The participants of this activity are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled: *Revised Guidelines on the Grant of Vacation Service Credits for 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 (DBM) Joint Circular No. 2, s. 2024 on *Non- Monetary Remuneration for Overtime Service Rendered*.
4. This Memorandum serves as Authority to Travel for the participants.
5. Expenses incurred relative to the conduct of the activity are chargeable against SBFP Funds and travel expenses of participants relative to the conduct of this activity are chargeable against local funds, subject to usual accounting and auditing rules and regulations.
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
Website: <http://depedcapiz.ph>



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Enclosure No. 1 to Division Memorandum No. 425 s. 2025

LIST OF PARTICIPANTS		
	NAME	POSITION
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	Fe D. Bañez	Public Schools District Supervisor -Ivisan
6	Lalain Delos Santos	Public Schools District Supervisor -Cuartero
7	Alvin M. Braulio	Nurse II – SBFP Focal Person
8	Monna Liza L. Eribal	Nurse II – SBFP Focal Person
9	Candelaria P. Talabucon	Nurse II – SBFP Alternate Focal Person
10	Andy Van Albert C. Artates	Nurse II – SBFP Alternate Focal Person
11	Joanne Dequina	Nurse II – SBFP Alternate Focal Person
12	Eddie B. Arcenas	Principal IV - Ivisan ES
13	Marites U. Deleña	MT I / TIC- Cudian ES, SBFP District Coordinator
14	Lucia B. Taytayon	Principal I – Malocloc ES
15	Sergio B. Baranda	HT III - Juan S. Jarencio ES
16	Rey O. Andrada	Principal I – Purificacion A. Alagban ES
17	Romy L. Bermudo	Principal III - Cuartero CS
18	Ailyn M. Ureta	Principal II - Angub ES
19	Divine Grace H. Apaitan	TIII / TIC -Bito-on ES
20	Elizabeth H. Tianchon	HT II – Vicente F. Fabuna ES
21	Ethel H. Odiaman	Principal II - Nagba ES
22	Maxie Millian Legaspi	Technical Assistant I
23	Feane Gail Dela Cruz	Technical Assistant I
24	Noemilene D. Felizardo	Administrative Support II
25	Emma Joy Santiago	Administrative Support II

10 School Feeding Assistant