



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

September 8, 2025

**DIVISION MEMORANDUM**

No. 431 s. 2025

**LAUNCHING OF THE SCHOOLS DIVISION OFFICE- (SDO-) LED CENTRAL KITCHENS  
IN THE SCHOOLS DIVISION OF CAPIZ**

To : Assistant Schools Division Superintendent  
Chief Education Supervisor (CES) / OIC-CES  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
All Others Concerned

1. In adherence to Republic Act No. 11037, also known as the "**Masustansyang Pagkain Para sa Batang Pilipino Act**," which aims to enhance classroom attendance and improve the nutritional status of school children through the implementation of the School-Based Feeding Program (SBFP) by providing hot meals, nutritious food products (NFP), and pasteurized/sterilized milk, this Office through the School Health and Nutrition Unit of the School Governance and Operations Division, will conduct a **Launching of SDO-Led Central Kitchens (CK)** in the two identified sites - **Cuartero Central School (CCS)** on 11 September 2025, 9:00 AM at CCS Gym, Cuartero, Capiz and **Ivisan Elementary School (IES)** on 12 September 2025, 9:00 AM at IES Gym, Ivisan, Capiz.

2. The Launching of SDO-Led Central Kitchens calls for a collective effort to improve nutrition through the SBFP - Hot Meals Component with the following objectives:

- a. Provide a more systematic and hygienic meal preparation process;
- b. Enhance operational efficiency in food distribution across schools;
- c. Ensure proper monitoring of food quality and safety; and
- d. Foster collaboration among stakeholders in addressing learners' nutritional needs.

3. As part of the pilot implementation on the establishment of CK in the Schools Division of Capiz, the following elementary schools have been identified as lead and satellite schools:

District	Lead School (Where the CK is Located)	Satellite Schools
Ivisan	Ivisan Elementary School	Cudian ES
		Don Juan Jarencio MS
		Malocloc ES
		Purificacion Alagban ES
Cuartero	Cuartero Central School	Angub ES
		Nagba ES
		Bitoon ES
		Vicente Fabuna ES



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

4. For each of the launching sites, the list of participants is indicated below.

<b>LIST OF PARTICIPANTS</b>	
<b>Participants</b>	<b>Number</b>
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Curriculum Implementation Division – Chief	1
Schools Governance and Operations Division - Chief	1
Administrative Officer V (Admin)	1
Administrative Officer V (Budget)	1
Administrative Officer IV (HRMO)	1
Accountant III	1
Public Schools District Supervisor of the Launching Site	1
Division Information Technology Officer	1
Medical Officer III	1
SBFP Focal and Alternate Focal Persons of the Lead and Satellite Schools	5
School Heads of the Lead and Satellite Schools	5
SBFP-Technical Assistant I & Administrative Support II	4
Senior Education Supervisor - SOCMOB	1
Senior Education Supervisor – M&E	1
Education Facility Unit	1
LGU (Province)	2
LGU (Municipal Level) of the CK Site	4
Barangay Captains of the Lead and Satellite Schools	7
School PTA Presidents of the Lead and Satellite Schools	5
District Federated PTA President	1
Selected Learners of the Lead School	7
Parents of SBFP Beneficiaries of the Lead School	(To be determined by the Lead School)
Teaching and Non-Teaching Staff of the Lead School	(To be determined by the Lead School)
Other Guests	10

5. This Memorandum serves as Authority to Travel of the above-mentioned participants.
6. Expenses related to the conduct of this activity are chargeable against SBFP funds, Special Education Funds (SEF), Division and/or School Maintenance and Other Operating Expenses (MOOE) Funds, subject to the usual accounting and auditing rules and regulations.
7. 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