



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

28 JUL 2026

DIVISION MEMORANDUM
NO. 325, s. 2026

**BASIC FOOD SAFETY TRAINING FOR CENTRAL KITCHEN AND SCHOOL KITCHEN
IMPLEMENTERS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Selected Public Elementary Schools
All Others Concerned

1. In adherence to **DepEd Order no. 13 s.2026**, titled **Institutional Guidelines on the Implementation of the School-Based Feeding Program**, this Office, through the School Health and Nutrition Unit (SHNU) of the School Governance and Operations Division (SGOD), will conduct a Basic Food Safety Training for Central Kitchen Implementers on **August 8, 2026 at 8:30 AM**. Venue to be announce.
2. This activity aims to:
 - a. equip Central Kitchen implementers with essential knowledge and skills on basic food safety principles and practices,
 - b. eliminate or minimize the spread of pathogens that cause food poisoning and other food-related diseases; and
 - c. promote the consistent implementation of food safety measures in Central Kitchen operations to safeguard the health and well-being of learner-beneficiaries.
3. The list of participants and technical working group is found in Enclosure no. 1 of this Memorandum.
4. 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*.
5. Expenses relative to the conduct of this activity shall be charged against SBFP funds and travelling expenses of participants are chargeable against local funds, subject to usual accounting and auditing rules and regulation.



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6. This Memorandum serves as Authority to Travel for the participants.
7. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent *[Signature]*

Reference: As stated

Enclosure: None

To be indicated in the Perpetual Index
under the following subjects

FEEDING

CENTRAL KITCHEN

NUTRITION



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Enclosure No. 1 to Division Memorandum No. **325** s. 2026

TECHNICAL WORKING GROUP

No.	Office	Name	Position/ Designation
1	SDO	Roel F. Bermejo	Schools Division Superintendent
2	SDO	Luz U. Banson	Assistant Schools Division Superintendent
3	SDO	Edna B. Azcarraga	OIC Chief SGOD
4	SDO	Dr. Dionirose L. Duron	Medical Officer III
5	SDO	Dr. Lourdelyn R. Fuentes	Dentist II
6	SDO	Alvin M. Braulio	Nurse II/ SBFP NFP Focal Person
7	SDO	Monna Liza L. Eribal	Nurse II/ SBFP CK Focal Person
8	SDO	Andy Van Albert C. Artates	Nurse II / SBFP Milk Focal Person
9	SDO	Joanne J. Dequina	Nurse II / SBFP Alternate Focal Person
10	SDO	Candelaria P. Talabucon	Nurse II / SBFP Alternate Focal Person
11	SDO	Emma Joy A. Santiago	TA I SBFP
12	SDO	Feane Gail B. De La Cruz	TA I SBFP
13	SDO	Maxie Millian B. Legaspi	TA I SBFP
14	SDO	Rey Emmanuel B. Azcarraga	TA I SBFP
15	SDO	Angel Hope G. Ortega	AS II SBFP

SCHOOL PARTICIPANTS

No.	SCHOOL	School Head	School Feeding Assistant	Number of Pax
1	Dao Central School	Maria Roda Tolosa	5	6
2	Ilawod Elementary School (Mambusao East)	Arlyn B. Lucas	5	6
3	Panay Central School	Lourdes Oropio	5	6
4	Pontevedra Elementary School	Saturnina F. Mayo	5	6
5	Sigma Central Elementary School	Janeth C. Palomo	5	6
6	Jesus Gonzalo Albaña Memorial School	Immaculada Amores	1	2
7	Candelaria Elementary School	Belen Mesias	1	2
8	Cuartero Central School		1	1
	Sub-Total			35

TOTAL: 50 PAX