



Republic of the Philippines
 Department of Education
HEALTH AND NUTRITION CENTER

To: SDSs,
 For your info /
 complimentary
 Health and Nutrition Center
 DepEd
 The Good Bless
 [Signature]
 3/21/14

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Office of the Director

20 March 2014

DR. DIOSDAO M. SAN ANTONIO
 OIC- Regional Director
 DepED RO IV- CALBARZON
 Karangalan Elementary School
 Karangalan Village, Cainta Rizal



Dear Dr. San Antonio:

We are pleased to inform you that this Department, through the Health and Nutrition Center (HNC), shall conduct a 2-day Planning Workshop on the School-Based Feeding Program (SBFP) at the Tagaytay International Convention Center (TICC), Tagaytay City on April 8-9, 2014. Participants to this activity are the following: from the Regional Office- Regional Director (or alternate), Education Program Supervisor, Finance Officer, Focal Persons; from the Division Office- Schools Division Superintendent (or alternate), and health personnel. May we also request you to invite our Department of Social Welfare and Development Field Office (DSWD-FO) counterpart to join the workshop.

The workshop aims to:

- capacitate the participants on the operational guidelines with emphasis on the local level preparation of work and financial plan, procurement process, and financial operations;
- map out the schools to be covered by partners and those to be covered by the DSWD-DepEd funds; and
- prepare action plan for SY 2014-2015

In this connection, may we invite the following in charge of the SBFP to attend the workshop.

- | | | |
|--|--------|----|
| a. Regional Office: | | 6 |
| Regional Director
(or alternate) | - 1 | |
| Education Program Supervisor | - 1 | |
| Finance Officer | - 1 | |
| Focal Persons | - 2 | |
| DSWD-FO focal person | - 1 | |
| b. Division Office: | 2 x 18 | 36 |
| (Batangas Prov., Cavite Prov., Laguna Prov.,
Quezon Prov., Rizal Prov., Antipolo City,
Batangas City, Calamba City, Cavite City,
Dasmariñas City, Lipa City, Lucena City, | | |

Received: Joseph
 3/24/14
 4762

PLANNING WORKSHOP ON THE SCHOOL-BASED FEEDING PROGRAM (SBFP)
March to April 2014

TENTATIVE SCHEDULE OF ACTIVITIES

TIME	Day 1:	Day 2
	OD: Mei-Ling V. Duhig	OD: Girlie G. Azurin
7:30-8:00 AM	Registration	
8:00 - 8:30	OPENING PROGRAM Orientation on the Mechanics of the Workshop Participants	6. Financial Operations (Including Liquidation Report)
8:30-10:00	<ul style="list-style-type: none"> • The SBFP Overview for SY 2014-15 • Presentation of DepEd Order 54,s.2014 • The SBFP Operational Guidelines 1. Rationale, Objectives, Feeding Mechanics, & Complementary Activities (including Terminal Report Forms)	Presentation of Workshop on Multi-Stakeholder Partnership ULAP and JGF
10:00 - 10:15	Nutrition Break	
10:15 - 12:00	2. Roles & Responsibilities 3. Menu Planning & Food Safety (including Cycle Menu & Market Forms)	WORKSHOP 1: Preparation of Division Action Plan Mapping of Schools
12:00 - 1:00	LUNCH	
1:00 - 3:00	4. Work and Financial Plan	Presentation of Workshop 1 <ul style="list-style-type: none"> • Gantt Chart of Activities
3:00 - 3:15	Nutrition Break	
3:15 - 5:00	5. Procurement Process (Including PPMP,RFQ,Abstract of Bids)	<ul style="list-style-type: none"> • Presentation of BMI Program Software Closing Program

San Pablo City, Sta. Rosa City,
Tanuan City, Imus, Bacoor, Tayabas City)

Schools Division Superintendent	-	1	
(or alternate-preferably Finance Officer)			
Health Personnel	-	1	
		Total	<u>42</u>

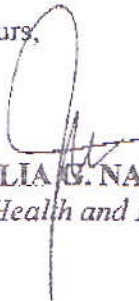
May we request the participants to bring with them the following:

1. Data/list of Actual number of severely wasted children from Kinder and Grades I-VI this SY 2013-2014 (per grade and per school);
2. Latest enrolment data of SY 2013-2014;
3. List of partners on school feeding;
4. Laptop for the workshops, if possible

One way travel expenses of the participants shall be reimbursed at the venue upon presentation of approved order and supporting documents. Arrival and registration will start on April 7, 2014 at 1:00 pm and check out will be on April 10, 2014 after breakfast. May we request the names of attendees to be submitted to us soonest by fax to (02) 638-8525. For further details of the activity, please contact Ms. Magdalene Portia T. Cariaga, OIC, Nutrition Division or Ms. Girlie G. Azurin, Education Program Specialist, at tel. no. (02) 470-1582.

Thank you very much,

Very truly yours,


ELLA CECILIA G. NALIPONGUTT, MD, CESO
Director III, Health and Nutrition Center