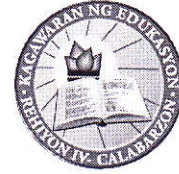




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Region IV-A (CALABARZON)**  
Gate 2, Karangalan Drive, Cainta, Rizal



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**MEMORANDUM**

TO: **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM: **BEATRIZ G. TORNO**  
Director III

SUBJECT: **WORKSHOPS ON SCHOOL-BASED FEEDING PROGRAM SY 2014-2015** *get held on April 2015*

DATE: **01 APRIL 2015**

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Please find attached the invitation letter and clarification on the two (2) consecutive workshops on the School Based Feeding Program.

**1. National Planning Workshop on SBFP**

April 7-10, 2015

Regional Director

Finance Officer

Medical Officer

Schools Division Superintendent of Quezon Province

**2. Regional Orientation on SBFP**

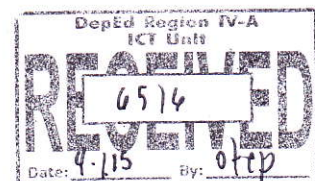
April 14-17, 2015

Regional SBFP Coordinator

All 18 Division SBFP Coordinator

Finance Officer/Accountant of Quezon Province

Traveling and other related expenses shall be charged to local agency subject to the usual accounting and auditing rules and regulations.





Republic of the Philippines  
Department of Education  
HEALTH AND NUTRITION CENTER

DR. POI-URGENT



*Office of the Director*

MEMORANDUM

FOR : ALL REGIONAL DIRECTORS  
REGIONS I – XIII, CAR, NCR

: REGIONAL SECRETARY  
DEPED-ARMM

FROM : *From:* ELLA CECILIA G. NALIPONGUIT, MD, CESO  
Director III

SUBJECT : CLARIFICATION ON THE NUMBER OF PARTICIPANTS AND  
ADDITIONAL INFORMATION FOR THE WORKSHOPS ON  
SCHOOL-BASED FEEDING PROGRAM (SBFP)

DATE : 26 MARCH 2015

This refers to the letter sent to the regions dated 24 March 2015 regarding the National Planning Workshop and Regional cluster orientation workshop on SBFP to be held in different batches and venues.

We wish to clarify that the participants for the regional cluster workshop from the SDOs shall be one (1) SBFP focal person from each division and one (1) finance/account officer from any of the division.

Further, we would like to remind the participants of the following changes/additional information for the workshop:

1. The opening program for the National Planning Workshop shall be at 1:30pm on 07 April 2015 to maximize the time and be able to cover more topics and discuss issues.
2. Only afternoon snacks will be served on April 7. Participants are encouraged to take their lunch before proceeding to the venue in time for the opening program.
3. Upon arrival you may bring your luggage with you at the session hall as check in time commences from 2:00pm onwards.
4. Presentation shall be limited to 10 minutes per region so we highly encourage presenters to include only the highlights of accomplishments. The complete/detailed report shall be submitted to the secretariat both in hard and soft copies.
5. Submit the names of confirmed participants both at the national and regional cluster to Ms. Mei-Ling V. Duhig through her email: [nutritiondeped@yahoo.com.ph](mailto:nutritiondeped@yahoo.com.ph) on or before 31 March 2015.
6. Bring data on the number of schools and enrolment (latest).

Attached is the revised program of activities for your reference.

Thank you.



**Republic of the Philippines  
Department of Education  
HEALTH AND NUTRITION CENTER**



**Office of the Director**

March 20, 2015

15030523

**Dr. DIOSDADO M. SAN ANTONIO**  
Regional Director  
DepEd Region IV-A  
Karangalan Village  
Cainta, Rizal

Dear **Dir. San Antonio**:

We are pleased to inform you that the Health and Nutrition Center, this Department, shall conduct two (2) important workshops on the School-Based Feeding Program (SBFP) on the following dates and venues in preparation for its implementation this SY 2015-2016.

Activity	Date	Participants	Venue	Check-in	Check-out
1. National Planning Workshop on School-Based Feeding Program	April 7-10, 2015 (inclusive of travel time)	<b>Regional Office</b> - Regional Director – one (1) - Finance Officer/ Accountant – one (1) - SBFP Focal Person/MO – one (1) <b>Schools Division Office</b> - Schools Div. Supt. – one(1) <b>TOTAL – (4)</b>	Tagaytay International Convention Center (TICC), Tagaytay City	April 7, 2PM onwards	April 10 after breakfast
2. Regional Orientation on SBFP – Luzon Cluster (I, II, III, IV-A, IV-B, V, CAR & NCR)	April 14-17, 2015 (inclusive of travel time)	<b>Regional Office</b> - SBFP Focal Person – one (1) <b>Schools Division Office</b> - Finance Officer / Accountant- one (1) - SBFP Focal Person – one (1) <b>TOTAL – (3)</b>	Tagaytay International Convention Center (TICC), Tagaytay City	April 14, 2PM onwards	April 17 after breakfast

The workshops aims to:

- present the accomplishments of the 17 regions on SBFP SY 2014-2015;
- discuss and formulate solutions on issues and concerns experienced by the implementers;
- fine-tune the implementing guidelines for SY 2015-2016;
- orient the participants on the different school-based feeding models; and
- formulate plans for the SY 2015-2016

Each region shall be requested to report on status of SBFP, share/gather the experiences of the different region/division/schools, to come up with solutions to all issues and concerns to improve program implementation. Furthermore, may we request the submission of the following reports during the workshop:

1. NS Endline 2013-2014
2. Status on Physical and Financial liquidation on SBFP SY 2014-2015

Minimal traveling expenses shall be reimbursed at the venue upon presentation of approved travel order and other pertinent documents subject to accounting and auditing rules and regulations, while the return trip expenses shall be downloaded to the region both for national and regional orientation respectively. Should you have queries, please contact Ms. Mei-Ling V. Duhig at tel. Nos. 632-9935 / 0923-871-5146. Attached is the tentative schedule of activities for ready reference.

Thank you.

Very truly yours,

**ELLA CECILIA G. NALIPONGUIT, MD, CESO**  
Director III *L/* *na*