



Republic of the Philippines
Department of Education
REGION III
Schools Division Office of Bulacan

August 02, 2022

DIVISION MEMORANDUM
No. 335, s.2023

**ORIENTATION ON THE INSTITUTIONAL GUIDELINES ON THE SCHOOL-BASED
FEEDING PROGRAM (SBFP) SY 2023-2024**

To: Assistant Schools Division Superintendents
Division Chiefs
Accounting Unit
School Health Section
Elementary School Heads
District SBFP Advisers and Coordinators
District Administrative Officers and Administrative Assistants
All others Concerned

1. Pursuant to DepEd Order No. 31, s. 202 on the Operational Guidelines on the Implementation of the School-Based Feeding Program, this Schools Division adhere to the policy in the implementation of the program thus, an orientation on the Institutional Guidelines on the School-Based Feeding Program shall be conducted on August 18, 2023 at 8:00 am at Guiguinto District Hall, Guiguinto, Bulacan.
2. The activity aims to:
 - Provide information on the Operational Guidelines issued by the Department of Education
 - Discuss details of the implementation of SBFP, including the mechanics, delivery and acceptance, schedules, storage, handling, accounting, and beneficiaries of the program, and
 - Discuss the health protocols to be followed in the conduct of the feeding program.
3. Participants to this activity are the District Nutrition Advisers, District Feeding Coordinators, District Administrative Officers, District Administrative Assistants, selected health personnel, and Division SBFP-Technical Working Group (SDS, ASDS, SGOD Chief, CID Chief, Budget Officer, Accountant, Supply Officer, SBFP Focal Persons).
4. Attached is Enclosure No. 1, Program of Activity for reference.
5. This memorandum shall serve as the travel authority of all concerned.
6. Expenses to be incurred in the conduct of the said activity shall be charged against SBFP Program Support Fund subject to the usual accounting and auditing rules and regulations.




Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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7. All participants are expected to observe safety protocols as pre-emptive activity to prevent the spread of any infectious disease.
8. Immediate dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 335, s. 2023

Program of Activity
Orientation on the Implementation of School-Based Feeding Program
S.Y. 2023-2024

Date: August 18, 2022, at 8:00am, Guiguinto District Hall

Time	Activity / Topic	Person Responsible
8:00-8:30 am	Registration	
8:30am- 9:45am	Preliminaries: National Anthem Opening Prayer Attendance Check Opening Remarks Inspirational Message Statement of Purpose	Cecilia S. Custodio PhD. SGOD Chief Norma P. Esteban, EdD, CESO V Schools Division Superintendent Yolanda G. Jimenez SBFP Focal Person
9:45am-10:00am	Health Break	
10:00am -12:00 nn	Orientation on the Institutional Guidelines of the SBFP Implementation for F.Y. 2022	Yolanda G. Jimenez SBFP Focal Person Anita Apostol Bernadette R. De Jesus Mary Celine Enriquez SBFP Focal Person Alternates
12:00nn - 1:00 pm	Lunch Break	
1:00pm-3:00 pm	Continuation of Orientation on the Institutional Guidelines of the SBFP Implementation for F.Y. 2022	Yolanda G. Jimenez SBFP Focal Person Anita Apostol Bernadette R. De Jesus Mary Celine Enriquez SBFP Focal Person Alternates
3:00pm - 4: 30 pm	Open Forum	
4:30am- 5:00pm	Closing Program	Carlo Angelo P. Castillo, MD Medical Officer III

