



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools
Division Superintendent

19 DEC 2022

DIVISION MEMORANDUM

No. 958, s. 2022

2-DAY ORIENTATION ON THE STANDARD OPERATING PROCEDURE FOR THE INSPECTION AND ACCEPTANCE OF DIVISION-PROCURED SBFP NFP AND MILK COMPONENTS

To: Assistant Schools Division Superintendent
Chiefs CID and SGOD
Education Program Supervisors
Senior Education Program Specialists/Education Program Specialists
Public District Supervisors/District-In-Charge
Public Elementary School Heads
All Others Concerned

1. This Office through the School Health Section will hold a **Two-Day Orientation on the Standard Operation Procedure for the Inspection and Acceptance of Division-Procured SBFP NFP and Milk Components** on **December 20-21, 2022** at **Southview Hotel from 7:00 AM to 6:00 PM.**
2. The activity aims to:
 - a. flesh out the new and revised guidelines of the implementation of the SBFP to DepEd key personnel;
 - b. standardize the workflow in accepting, inspecting and recording of delivered nutritious food products and milk in the District level; and
 - c. determine their specific functions and roles in the implementation of the SBFP in the District and school levels; and
 - d. foster positive behavior in the implementation of the SBFP.
3. For the participants, please see enclosed.
4. Services rendered by teaching personnel during Christmas break shall entitle them to **1-day service credit**, in accordance with the DepEd Order No. 52, s. 2003 – Updated Guidelines on the Grant of Service Credits for Teachers, after the submission of required Daily Time Record (DTR).



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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5. The meals (breakfast, AM and PM snacks, lunch and dinner) of the activity shall be charged against the SBFP fund, while the travel and incidental expenses shall be charged against the Division/School MOOE fund, subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination of and compliance with this Memorandum are desired.

By the Authority of the Schools Division Superintendent:


RACHEL B. PICARDAL EdD
Chief Education Supervisor, SGOD
Office-In-Charge
DEC 19 2022

SPP/NLR-JMA-MKP/SGOD/RBP/KLBC/fmosqueda
December 19, 2022



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LIST OF PARTICIPANTS

December 20, 2022
7:00 AM – 6:00 PM
Southview Hotel, Dumaguete City

| First Congressional District | | | | | |
|------------------------------|------------|------------------------------|-----------------------------|----------------|--------------------|
| | District | Designation | Name | Designation | School/Station |
| 1 | Manjuyod 1 | Bookkeeper | Krystel Marie C. Tuballa | ADAS 3 | Sagrada ES |
| 2 | | Dist. Property Custodian | Richell Y. Dumarig | Teacher III | Sagrada ES |
| 3 | | Dist. SBFP Coordinator | Rhea Lynn M. Garcia | Principal I | Dungo-an ES |
| 4 | | Cental Sch. SBFP Coordinator | Lorena B. Gequillo | Teacher III | Sagrada ES |
| 5 | Manjuyod 2 | Bookkeeper | Meriam Garcia | ADAS3 | District Office |
| 6 | | Dist. Property Custodian | Nick Anthony Romano | Teacher III | MCS |
| 7 | | Dist. SBFP Coordinator | Wilma Balderas | HT 1 | Sacsac ES |
| 8 | | Cental Sch. SBFP Coordinator | Aurora E. Martinez | Teacher II | Manjuyod CS |
| 9 | Bindoy 1 | Bookkeeper | Celeste M. Real | AO2 | District Office |
| 10 | | Dist. Property Custodian | Ricardo B. Abello | Teacher 3 | Bindoy CES |
| 11 | | Dist. SBFP Coordinator | Monica B. Maxino | Principal 2 | Bindoy CES |
| 12 | Bindoy 2 | Bookkeeper | Herilyn A. Dy | ADAS 3 | District Office |
| 13 | | Dist. Property Custodian | Yvette F. Generoso | Teacher 3 | Tinaogan ES |
| 14 | | Dist. SBFP Coordinator | June Lynn Clandz Z. Cabilao | Principal 1 | Nalundan ES |
| 15 | | Cental Sch. SBFP Coordinator | Lowela T. Balladares | Teacher 3 | Tinaogan ES |
| 16 | Ayungon 1 | Bookkeeper | Muhammad Nassif D Arani | AO2 | District office |
| 17 | | Dist. Property Custodian | Moises D. Noblefranca II | Teacher 3 | South Poblacion ES |
| 18 | | Dist. SBFP Coordinator | Maryven H. Anito | head teacher 1 | Tumampon ES |
| 19 | | Cental Sch. SBFP Coordinator | Rosanilla S. Mahinay | teacher 3 | South Poblacion ES |
| 20 | Ayungon 2 | Bookkeeper | Armila E. Caday | ADAS 3 | District Office |
| 21 | | Dist. Property Custodian | James M. Cui | Teacher 2 | Ayungon CES |
| 22 | | Dist. SBFP Coordinator | Ameffe D. Ferreron | HT 3 | Iniban ES |
| 23 | | SBFP Coordinator | Creta E. Lajato | Teacher 3 | Ayungon CES |



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|----|---------------|---------------------------------|--------------------------|--------------------------|--------------------|
| 24 | Tayasan 1 | Bookkeeper | Rhea S. Ponce | ADAS-III | Tayasan District I |
| 25 | | Dist. Property Custodian | Ardin D. Palmisa | Teacher III | Matuog ES |
| 26 | | Dist. SBFP Coordinator | Emily Joy B. Torres | Master Teacher II | Matuog ES |
| 27 | Tayasan 2 | Bookkeeper | Yolanda S. Beloira | ADAS-III | District Office |
| 28 | | Dist. Property Custodian | Francis B. Baoayan | Teacher I | Tayasan CS |
| 29 | | Dist. SBFP Coordinator | Maria Liza Tupaz | Principal I | Jilabangan ES |
| 30 | Jimalalud 1 | Bookkeeper | Maresthel D. Abellar | ADAS-III | District Office |
| 31 | | Dist. Property Custodian | Edgie Fabillar | Teacher 3 | Tamao ES |
| 32 | | Cental Sch. Property Custodian | Roselyn F. Lopez | Master Teacher 1 | Bae ES |
| 33 | Jimalalud 2 | Bookkeeper | Francis James T. Bailado | ADAS-III | District Office |
| 34 | | Dist. Property Custodian | Gloria Rainelda E. Rabac | Teacher 3 | Jimalalud CS |
| 35 | | Dist. SBFP Coordinator | Maria Chasel G. Manipis | Teacher 3 | Bala-as PS |
| 36 | | Cental Sch. SBFP Coordinator | Maria Estela A. Dupio | Teacher 3 | Jimalalud CS |
| 37 | La Libertad 1 | Bookkeeper | Marilou M. Ybarsabal | ADAS-III | District Office |
| 38 | | Dist. Property Custodian | Ronelyn G. Diaz | Teacher 2 | La Libertad CES |
| 39 | | Dist. SBFP Coordinator | Helinori E. Bulabon | Teacher 3 | La Libertad CES |
| 40 | La Libertad 2 | Bookkeeper | Angela C. Absin | ADAS-III | District Office |
| 41 | | Dist. Property Custodian | Dicky R. Elentorio | Teacher 2 | Martilo ES |
| 42 | | Dist. SBFP Coordinator | Ben P. Casas | Head Teacher 1 | Bagtic ES |
| 43 | | Cental Sch. SBFP Coordinator | Winevie A. Sabanal | Teacher 2 | Martilo ES |
| 44 | Canlaon 1 | Bookkeeper | Marsha M. Malones | ADAS 3-Senior Bookkeeper | SDO Canlaon City |
| 45 | | Dist. Property Custodian | Alberto C. Arbuis | Teacher 3 | Binalbagan ES |
| 46 | | Central Sch. Property Custodian | Asford E. Talledo | Teacher 3 | Panubigan ES |
| 47 | | Dist. SBFP Coordinator | Erlinda M. Endrina | ESP-I | Binalbagan ES |
| 48 | | Cental Sch. SBFP Coordinator | Arnulfa L. Marcial | ESP-I | Panubigan ES |
| 49 | | Nurse Designate | Wernel D. Regala | Nurse 2 Designate | SDO Canlaon City |
| 50 | Canlaon 2 | Bookkeeper | Gigette G. Gravador | ADAS II | MEMS |
| 51 | | Dist. Property Custodian | Nestor T. Poneles | Teacher 3 | MEMS |



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|-------------------------------|-----------|------------------------------|------------------------------|-------------------|------------------------------------|
| 52 | | Dist. SBFP Coordinator | Elisa Abrenica | ESHT-1 | Budlasan Elementary School |
| 53 | | Cental Sch. SBFP Coordinator | Zaida M. Ricaña | Teacher 1 | MEMS |
| 54 | | Nurse Designate | Geisha P. Daragosa | Nurse 2 Designate | SDO Canlaon City |
| Second Congressional District | | | | | |
| | District | Designation | Name | | |
| 55 | Sibulan 1 | Bookkeeper | Maileen C. Catubo | ADAS III | Sibulan I District Office |
| 56 | | Dist. Property Custodian | Alona M. Carilla | Teacher III | Sibulan Central ES |
| 57 | | Dist. SBFP Coordinator | Romula P. Gravador | Principal I | Cangmating ES |
| 58 | | Cental Sch. SBFP Coordinator | Lorna C. Gomez | Teacher III | Sibulan Central ES |
| 59 | Sibulan 2 | Bookkeeper | John Idexrover P. Marabillo | ADAS III | Sibulan 2 District |
| 60 | | Dist. Property Custodian | Judith B. Cancio | Teacher III | Magsaysay MES |
| 61 | | Dist. SBFP Coordinator | Baby Catherine B. Banquerigo | Master Teacher I | Magsaysay MES |
| 62 | San Jose | Bookkeeper | Marie Teresett S. Tabaranza | AO II | San Jose District |
| 63 | | Dist. Property Custodian | Concesa B. Armentano | Teacher II | San Jose Central Elementary School |
| 64 | | Dist. SBFP Coordinator | Ernie Antonio F. Despojo | Master Teacher II | San Jose Central Elementary School |
| 65 | Amlan | Bookkeeper | FREDA S. MACHICA | AO II | Bio-os ES |
| 66 | | Dist. Property Custodian | REGINA ROSE O. RENDAL | AO II | District Office |
| 67 | | Dist. SBFP Coordinator | LOTIS A. WEE | TEACHER III | Amlan Central ES |
| 68 | Mabinay 1 | Bookkeeper | Elgie Quiliope-Sy | ADAS 3 | MABINAY DISTRICT 1 |
| 69 | | Dist. Property Custodian | Gady V. Agdol | TEACHER 2 | DON CRISTITO C. TIRAMBULO MES |
| 70 | | Dist. SBFP Coordinator | Anna Liza D. Babor | TEACHER 3 | DON CRISTITO C. TIRAMBULO MES |
| 71 | Mabinay 2 | Bookkeeper | Gina A. Madera | ADAS II | Tara HS |
| 72 | | Dist. Property Custodian | Rodney R. Igoy | Teacher III | Lumbangan CS |
| 73 | | Dist. SBFP Coordinator | Junielyn M. Rodriguez | TIC | Baliw ES |



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|------------------------------|----------------|------------------------------|----------------------------|-------------------|-------------------------|
| 74 | Mabinay 3 | Bookkeeper | Mary Ann B. Ortega | ADAS III | Mabinay District 3 |
| 75 | | Dist. Property Custodian | Jufel D. Eranes | Teacher II | Mabinay CS |
| 76 | | Dist. SBFP Coordinator | Shiela May A. Chavez | Teacher III | Barras ES |
| 77 | | Cental Sch. SBFP Coordinator | Ellen Rose F. Sagun | Teacher III | Mabinay CS |
| 78 | Mabinay 4 | Bookkeeper | Ma. Felisa M Peras | ADAS III | Mabinay District 4 |
| 79 | | Dist. Property Custodian | Emmylou G. Montecino | MT I | Abis CES |
| 80 | | Dist. SBFP Coordinator | Nemelyn L. Cadorna | HT I | Lapong ES |
| 81 | | Cental Sch. SBFP Coordinator | Claire B. Narciso | Teacher II | Abis CES |
| Third Congressional District | | | | | |
| | District | Designation | Name | | |
| 82 | Valencia | Bookkeeper | Noreen B. Patron | ADAS III | Valencia District |
| 83 | | Dist. Property Custodian | Rufino Verzano | Master Teacher I | Valencia CES |
| 84 | | Dist. SBFP Coordinator | Jesiel Mae B. Claros | Teacher I | Bongbong ES |
| 85 | | Cental Sch. SBFP Coordinator | Catherine U. Dagoy | Teacher II | Valencia CES |
| 86 | Bacong | Bookkeeper | Jorgielyn R. Ferrer | ADAS III | Bacong District |
| 87 | | Dist. Property Custodian | Maria Pearlle A. Tinguha | Master Teacher I | Bacong CS |
| 88 | | Dist. SBFP Coordinator | Crisenta Marife C. Morallo | Master Teacher II | Bacong CS |
| 89 | Dauin | Bookkeeper (District) | Sophia T. Delvo | ADAS III | Dauin District |
| 90 | | Bookkeeper (Central School) | Marife T. Alaban | AO-II | Dauin CS |
| 91 | | Dist. Property Custodian | Rollan S. Donayre | T2 | Dauin CS |
| 92 | | Dist. SBFP Coordinator | Anatolia S. Delmo | P1 | Maayongtubig ES |
| 93 | | Cental Sch. SBFP Coordinator | Ann C. Mariño | T3 | Dauin CS |
| 94 | Zamboanguita 1 | Bookkeeper | Jennifer R. Ventolero | AO - II | Zamboanguita District 1 |
| 95 | | Dist. Property Custodian | Rico C. Baylon | T - II | Maluay ES |
| 96 | | Dist. SBFP Coordinator | Christianne A. Kltane | P - I | Basak ES |
| 97 | | Cental Sch. SBFP Coordinator | Christinee Dee Baguio | T - III | Maluay ES |
| 98 | Zamboanguita 2 | Bookkeeper | Liezl B. Bangalando | AO - II | Zamboanguita District 2 |



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| 99 | | Dist. Property Custodian | Anastacio R. Caminos, Jr. | MT - I | Lutoban ES |
| 100 | | Central Sch. Property Custodian | Godofreda D. Amores | T - III | Zamboanguita CES |
| 101 | | Dist. SBFP Coordinator | Luckynine R. Manogura | T - II/TIC | Benito Gadiana ES |
| 102 | | Cental Sch. SBFP Coordinator | Cecile D. Caminos | T - III | Zamboanguita CES |
| 103 | Siaton 1 | Bookkeeper | Germelina V. Alatan | AO 2 | Siaton District 1 |
| 104 | | Dist. Property Custodian | Nilo Aurellos | T2 | Sumaliring ES |
| 105 | | Dist. SBFP Coordinator | Aurea K. Tinambacan | HT3 | Albiga ES |
| 106 | | Cental Sch. SBFP Coordinator | Aida Macion | T1 | Sumaliring elem sch |
| 107 | Siaton 2 | Bookkeeper | Rubelyn Q. Repasa | AO II | Siaton II District |
| 108 | | Dist. Property Custodian | Urvito L. Gadingan | T II | FTMS |
| 109 | | Dist. SBFP Coordinator | Florenda Rubio | T II | FTMS |
| 110 | Siaton 3 | Bookkeeper | Luralei G. Repollo | AO II | Siaton 3 District |
| 111 | | Dist. Property Custodian | Rexton P. Paitan | T III | Maloh CS |
| 112 | | Dist. SBFP Coordinator | Isabel R. Austral | T III | Caticugan ES |
| 113 | | Cental Sch. SBFP Coordinator | Wengel Lou B. Pis-an | T III | Maloh CS |
| 114 | Siaton 4 | Bookkeeper | Gil Randy M. Bangay | ADAS III | Siaton District 3 |
| 115 | | Dist. Property Custodian | Mark John J. Kilapkilap | ADAS III | Siaton District 3 |
| 116 | | Dist. SBFP Coordinator | Jovilyn B. Deposoy | P1 | Giligian ES |
| 117 | | Cental Sch. SBFP Coordinator | Beverly m. Fabian | T2 | Pio Macahig Mem. CS |
| 118 | Sta. Catalina 1 | Bookkeeper | Jessica G. Villan | AO-II | Sta. Catalina District I |
| 119 | | Dist. Property Custodian | Cresencio Z. Mercado | T-III | Manalongon Nicolas N. Lajot CS |
| 120 | | Dist. SBFP Coordinator | Juliet S. De los Reyes | HT-I | Hingles ES |
| 121 | | Cental Sch. SBFP Coordinator | Nimfa R. Inoferio | T-II | Manalongon Nicolas N. Lajot CS |
| 122 | Sta. Catalina 2 | Bookkeeper | Jade Bonette L. Mangalindan | ADAS III | Sta. Catalina District II |
| 123 | | Dist. Property Custodian | Isaias M. Olendo, Jr. | T-III | Ambrocio M. Ramirez Central School |



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|-----------------------|-----------------|---|------------------------------------|----------|---------------------------------------|
| 124 | | Dist. SBFP Coordinator | Aiza Glenn M. Dela Cerna | SPET - I | Ambrocio M. Ramirez Central School |
| 125 | | Dist. Property Custodian | Abelbeth G. Abequibel | AO II | Sta. Catalina District II |
| 126 | Sta. Catalina 3 | Bookkeeper | Maria Rhodora S. Sagal | AO II | Sta. Catalina NHS |
| 127 | | Dist. Property Custodian | Henry A. Sumugat | T-III | Sta. Catalina Central ES |
| 128 | | Dist. SBFP Coordinator | Roselie M. Cantila | T-III | Sta. Catalina Central ES |
| 129 | Sta. Catalina 4 | Bookkeeper 1 | Miriam C. Aviso | ADAS-III | Sta. Catalina District IV |
| 130 | | Bookkeeper 2 | Vanessa T. Saycon | AO-II | Sta. Catalina District IV |
| 131 | | Dist. Property Custodian | Jeffer Armentano | T-III | Caigangan ES |
| 132 | | Central Sch. Property Custodian | Vernn M.Toledo | T-II | Caranoche CES |
| 133 | | Dist. SBFP Coordinator | Pi B. Ib-Ib | HT-I | Mansagomayon ES |
| 134 | | Cental Sch. SBFP Coordinator Jonah Mae J. Pacunla | | T-III | Caranoche CES |
| Division Inspectorate | | | | | |
| 135 | | Inspectorate Team Leader | Allan B. Tabio | | |
| 136 | | Inspectorate Regular Member | Ma. Jennifer P. Piodos | | |
| 137 | | Inspectorate Regular Member | Ruby Jean Estrellita M. Bidaure | | |
| 138 | | Inspectorate Alternate Representative | Jocelyn V. Veriña | | |
| 139 | | Inspectorate Alternate Representative | Maria Suzette N. Catubay | | |
| 140 | | Inspectorate Alternate Representative | Kevin B. Samson | | |
| 141 | | Inspectorate Alternate Representative | Julius Paul B. Partosa | | |
| | | Division Nurse | Melanie Mae Austero | Nurse II | Division Office |
| | | Division Nurse | Suzette Onde | Nurse II | Division Office |



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December 21, 2022
7:00 AM – 6:00 PM
Southview Hotel, Dumaguete City

| | | | | | |
|-----|-----------------------|---------------------|--------------------------------|-----------------|-----------------|
| 142 | School Health Section | Medical Officer III | Dr. Karina Louise B. Dela Cruz | | Division Office |
| 143 | | Nurse-In-Charge | Felix III D. Mosqueda | Nurse II | Division Office |
| 144 | | Division Nurse | Alexandria N. Ruperto | Nurse II | Division Office |
| 145 | | Division Nurse | Amalia G. Barot | Nurse II | Division Office |
| 146 | | Division Nurse | Ana Mae C. Fesarit | Nurse II | Division Office |
| 147 | | Division Nurse | Annalee R. Celis | Nurse II | Division Office |
| 148 | | Division Nurse | Blanche V. De la Torre | Nurse II | Division Office |
| 149 | | Division Nurse | Brent John D. Trasmonte | Nurse II | Division Office |
| 150 | | Division Nurse | Clint Arthur A. Tiu | Nurse II | Division Office |
| 151 | | Division Nurse | Deanne Beth Q. Manaban | Nurse II | Division Office |
| 152 | | Division Nurse | Dennis E. Chavez | Nurse II | Division Office |
| 153 | | Division Nurse | Elizabeth S. Quirit | Nurse II | Division Office |
| 154 | | Division Nurse | Ellen R. Mayagma | Nurse II | Division Office |
| 155 | | Division Nurse | Emilda K. Chiu | Nurse II | Division Office |
| 156 | | Division Nurse | Esan Val T. Cabrera | Nurse II | Division Office |
| 157 | Division Nurse | Estela S. Velasco | Nurse II | Division Office | |
| 158 | Division Nurse | Ester I. Nuez | Nurse II | Division Office | |



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| | | | | |
|-----|----------------|--------------------------|----------|-----------------|
| 159 | Division Nurse | Farren Leigh Y. Hababag | Nurse II | Division Office |
| 160 | Division Nurse | Gueia R. Narvas | Nurse II | Division Office |
| 161 | Division Nurse | Gwynne Stacy B. Torres | Nurse II | Division Office |
| 162 | Division Nurse | Kathleen Joy U. Juntilla | Nurse II | Division Office |
| 163 | Division Nurse | Kennith C. Misamis | Nurse II | Division Office |
| 164 | Division Nurse | Maria Lovelyn Mananquil | Nurse II | Division Office |
| 165 | Division Nurse | Maria Nehmia Y. Besario | Nurse II | Division Office |
| 166 | Division Nurse | Mary Ruth C. Gloria | Nurse II | Division Office |
| 167 | Division Nurse | Marydel C. Cadiente | Nurse II | Division Office |
| 168 | Division Nurse | Melanie Mae O. Austero | Nurse II | Division Office |
| 169 | Division Nurse | Melydith P. Baldado | Nurse II | Division Office |
| 170 | Division Nurse | Myrna Roy V. Bajar | Nurse II | Division Office |
| 171 | Division Nurse | Rosalie A. Enardecido | Nurse II | Division Office |
| 172 | Division Nurse | Suzette S. Onde | Nurse II | Division Office |
| 173 | Division Nurse | Janet L. Gaddi | Nurse II | Division Office |
| 174 | Division Nurse | Marianne Mae M. Ragas | Nurse II | Division Office |
| 175 | Division Nurse | Mark Anthony A. Pajuelas | Nurse II | Division Office |
| 176 | Division Nurse | Mary Kathleen Valencia | Nurse II | Division Office |



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