



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

**Office of the Schools  
Division Superintendent**

MEMORANDUM  
MLA-2022- 478

TO : **ALL DIVISION NURSES**

**DR. KARINA LOUISE B. DE LACRUZ**  
Medical Officer III

**DR. ALLAN TABIO**  
Division Education Program Supervisor

**REMELYN T. GAOGAO**  
Information Technology Officer II

**NIÑONITO DIVINO**  
Administrative Aide VI

(Through the Public School District Supervisor)  
**JUMAR T. QUIBOT**, Amlan National High School  
**DARWIN BARLONGO**, Amlan Central Elementary School  
**JADE T. FRANCISCO**, Maria Macahig Memorial High School  
**CECILE RUBIO**, Felipe Tayko Memorial School  
**REGIDOR PATRON**, Palinpinon Elementary School  
**IMELDA UBAG**, Balugo High School  
**NEIL IAN VILLEGAS**, San Miguel Elementary School  
**CHARLITO AMORADO**, Tayasan National High School

FROM :   
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SUBJECT : **PARTICIPATION IN THE NATIONAL WORKSHOP ON THE DEVELOPMENT OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FOOD SAFETY PROTOCOLS AS TECHNICAL WORKING GROUP**

DATE : **OCTOBER 3-7, 2022**

1. The abovementioned personnel are hereby directed to participate in the National Workshop on the Development of the School-Based Feeding Program (SBFP) Food Safety on October 4-7, 2022 from 8:00 am to 5:00 pm at the Southview Hotel, Dumaguete City.
2. Enclosed is the list of WORKING COMMITTEES with their corresponding responsibilities.
3. Further, on October 3, 2022 at 10:00 in the morning, a coordination meeting will be conducted at Southview to finalize the preparations.
4. Meals, travelling and other related expenses incurred during the conduct of the activity shall be charged against the Division Office/School MOOE fund, subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

SPP/JMA-MKP-NLR/SGOD/EB/KL/BC/fmosqueda  
September 30, 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph

SEP 30 2022



Republic of the Philippines  
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**Workshop on the Development of the School-Based Feeding Program (SBFP) Food Safety Protocols**

**WORKING COMMITTEES**

**Southview Hotel | October 4, 2022 | 1:30 PM**

Committee	Chairperson	Members	Roles/Functions
Secretariat	Suzette T. Onde Co-Chairperson: Gueia N. Samson	Deanne Manaban Mary Ruth Gloria Gwynne Stacy Torres Marydel Cadiente	<ul style="list-style-type: none"><li>&gt; Registers all participants of the workshop</li><li>&gt; Records the attendance of the participants</li><li>&gt; Helps prepare the kit of the participants</li><li>&gt; Helps distribute the shirts, certificates, etc.</li><li>&gt; Prepares the list of VIPs and guests which will be provided to the Reception and Program Committees</li><li>&gt; Submits copies of attendance sheets to Finance for payment processing</li><li>&gt; Submits copy of room assignment to Finance office for payment processing</li><li>&gt; Prepares the recommended tourist spots in Dumaguete City and Negros Oriental</li></ul>
Reception	Esan Val Cabrera	Mark Anthony Pajuelas Marianne Mae Ragas Clint Arthur Tiu Farren Leigh Yurong Alexandria Ruperto	<ul style="list-style-type: none"><li>&gt; Assists participants to their rooms</li><li>&gt; Ensures order during the conduct of the opening and closing programs</li><li>&gt; Ushers the VIPs, guests and participants to the venue</li><li>&gt; Helps in the distribution of certificates and tokens</li></ul>



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Opening and Closing Program	Chairperson: Karina de la Cruz  Co-Chairperson: Felix III D. Mosqueda	Mark Anthony Pajuelas Marianne Mae Ragas Clint Arthur Tiu Farren Leigh Yurong Alexandria Ruperto	> Manages the conduct of the opening and closing programs, and socials > Prepares the program flow
Technicals	Brent John Trasmonte	Remelyn Gaogao Neil Ian Villegas Charlito Amorado Niño Divino	> Ensures that the sound system and LED are ready to be used every day > Prepares at least 6 mics > Collects the PPT which will be used in the Workshop, and programs > Download DepEd related videos, and Dumaguete and Negros Oriental tourism videos
Food	Emilda Chiu	Elizabeth Quirit Estela Velasco	> Prepares timely meals and snacks for the participants and organizers > Ensures proper hygiene procedures are followed in the preparation and distribution of the food > Coordinates with the hotel with regard to daily menu
Medics	Chairperson: Julie A. Sibul Co-Chairperson Myrna Roy Bajar	Maria Nehmia Besario Mark Anthony Pajuelas Anna Lee Celis Ana Mae Fesarit	> Serves as medics of the day > Attends to the medical needs of the participants



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Documentation	Maria Lovelyn Mananquil	Kathleen Juntilla	<ul style="list-style-type: none"><li>&gt; Documents the entire conduct of the activity</li><li>&gt; Ensures availability of the photos for the participants</li><li>&gt; Coordinates with the Division Office PIO for social media posting</li><li>&gt; Drafts article for press release</li></ul>
Accommodation	Melanie Mae Austero	Ellen Mayagma Ester Nuez Rosalie Enardecido Gwynne Stacy Torres	<ul style="list-style-type: none"><li>&gt; Prepares the following:<ul style="list-style-type: none"><li><i>Physical arrangement of the chairs and seating of guests</i></li><li><i>Welcome Streamers and signages</i></li><li><i>Backdrop</i></li><li><i>Other Decorative Elements</i></li></ul></li><li>&gt; Ensures that the venue is taken care of before and after the activity</li><li>&gt; Prepares the room assignment of participants</li><li>&gt; Submits copy of room assignment to Secretariat for payment processing</li></ul>
BLEND		Jumar Quibot - Amlan NHS Jade T. Francisco - MMHS Darwin Barlongo - Amlan ES Cecil Rubio - FTMS Regidor Patron - Palinpinon ES	<ul style="list-style-type: none"><li>&gt; Performs during the Opening Program</li></ul>

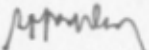


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Logistics/Transportation	Chairperson: Dr. Allan Tabio	Blanche dela Torre Dennis Chavez Kenneth Misamis	>Gathers things needed for the activity from the different committees >Delivers materials needed before the day of the event >Arranges the schedule of van for the pick-up and drop off participants
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Schools Division Superintendent



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