



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 088

To : **RUSSEL KEVIN T. MAURIN, RN**
Central Kitchen Focal-Nurse II

DAISSY JANE P. SANJOY, RN
Central Kitchen Alternate-NURSE II

Subject : **PARTICIPATION TO THE TRAINING ON CENTRAL KITCHEN
ESTABLISHMENT & MANAGEMENT BATCH 4**

Date : February 10, 2025

1. Attached is the Memorandum No. OM-OUOPS-2024-08-00367, from the Office of the Undersecretary for Operations, re: Conduct of the Training on Central Kitchen Establishment and Management Batch 4 on February 18-21, 2025, in Cagayan De Oro City.
2. This training aims to capacitate the Schools Division Focal Persons for School-Based Feeding Program (SBFP) to engage with the Local Government Unit (LGUs) and other possible stakeholders to support the School-Based Feeding Program through the establishment of Central Kitchens.
3. In this connection you are hereby directed to attend the said training.
4. The participants are required to pre-register online through: <https://forms.office.com/r/2bJUcxdr2h> and adhere the instructions stipulated in the memorandum.
5. Enclosed is the Additional information for your ready reference.
6. Mr Russel Kevin T. Maurin, RN will travel via land trip on February 17, 2025 because there is no available flight early in the morning on February 18, 2025 since he is the School Based Feeding Program (SBFP) Central Kitchen Focal, he needs to arrive before the activity started for him to be fully aware of the implementing guidelines of the said program and on February 20, 2025 he will travel via plane back to Davao City.



📍 Roxas Street corner Lopez Jaena Street, Zone II, Digos City (8002)
☎ (082) 553-8375; (082) 553-8396
📧 DepEd Digos City
🌐 depeddigoscity.org



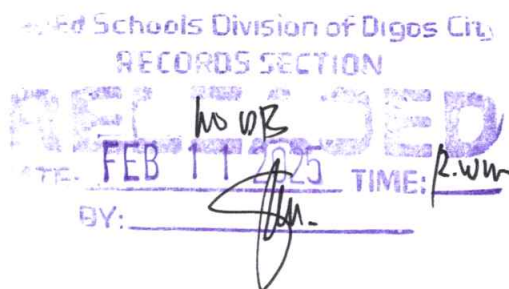
Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

7. Travel and other incidental expenses shall be charged against SBFP-PSF of local funds, expenses incurred due to re scheduling such as venue/hotel procurement, plane/bus/boat ticket and corresponding charges in booking, baggage, terminal fee and the like, shall be reimbursed and/or to be charged against downloaded funds, subject to existing accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

[Signature] 2/18/25
SOLLIE B. OLIVER, JD, MATE
Chief ES SGOD
Officer – in- charge



Djps-HNU/SGOD



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Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2024-01-0527

FOR

REGIONAL DIRECTORS

Region I - XII, Caraga, NCR, and CAR

FROM

MALCOLM S. GARMA

Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

DR. DEETER A. GALBAN

Assistant Secretary for Operations

SUBJECT

CONDUCT OF THE TRAINING ON CENTRAL KITCHEN
ESTABLISHMENT & MANAGEMENT BATCH 1, 2, and 4

DATE

January 6, 2025

The Office of the Undersecretary and Assistant Secretary for Operations through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) will conduct the Training on Central Kitchen Establishment and Management Batch 1, 2, and 4 on the following dates and venues:

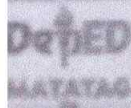
Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	February 4-7, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 1, 2, 3, and CAR	127
2	February 16-19, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 4A, 4B, 5, and NCR	145
4	February 18-21, 2025 / Cagayan de Oro City (venue to be announced later)	Regions 10, 11, 12, and Caraga	115

This activity aims to capacitate the Schools Division Focal Persons for School-Based Feeding Program (SBFP) to engage with the Local Government Units (LGUs) and other possible stakeholders to support the SBFP through the establishment of Central Kitchens. Through this activity, the participants will be trained on how to set up and operationalize the central kitchens. Topics covered will include site and stakeholder preparation, building/repair costs, manpower requirements and training, kitchen operations, as well as monitoring and sustaining the Central Kitchens.

Room 303, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600

Telephone Nos.: (02) 8633-5313; (02) 8633-8492

Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph



Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	01/23/25	Page	1 of 1



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Republic of the Philippines
Department of Education
Region XI
STAFF DIVISION OF DICOIN CITY
Davao City

To: Mr. [Name] / [Address]
Subject: [Topic]

2/5/25

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For: [List of purposes]

MELANIE P. ESTACIO, Ph.D. CESO VI
Schools Division Superintendent

RECEIVED
January 30, 2025

ON CENTRAL KITCHEN ESTABLISHMENT
MENT BATCH 4

Education Support Services Division

SA-GUOPS-2024-08-00367, from the Office of
Conduct of the Training on Central Kitchen
Batch 4 on February 18-21, 2025, in Cagayan

who shall attend and participate are listed in

Requested to pre-register online through:
They are also expected to adhere to the
instructions stipulated in the Memorandum.

- Travel and other incidental expenses shall be charged against SBPP-PSP or local funds. Expenses incurred due to rescheduling such as venue/hotel procurement, plane/bus/boat ticket and corresponding charges in booking, baggage, terminal fee, and the like, shall be reimbursed and/or to be charged against downloaded funds, subject to existing accounting and auditing rules and regulations.
- For further details, Reissa T. Sida, Regional SBPP Focal Person, may be contacted at (082) 224-0748.
- Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT RECORDS SECTION
RELEASED
By: [Signature]
Date: [Date]
44797

ALLAN G. FARNAZO
Director

Encl.: As stated
R087/rms

Enclosure

List of Identified Participants

No.	Name of Participants	Office	Position Title
1	Reissa T. Silda	Regional Office	Nutritionist-Dietitian II
2	Rasul A. De La Cerna	Regional Office	SBFP Technical Assistant I
3	Roxanne P. Jugarap	Davao City	SBFP FP/Nurse II
4	Milabel C. Tolentino	Davao City	SBFP CK FP/Nurse II
5	Pepito III T. Villareiz	Davao de Oro	SBFP FP/Nurse II
6	Gerrypher M. Viernes	Davao de Oro	SBFP CK FP/Nurse II
7	Garry D. De Vera	Davao del Norte	SBFP FP/Nurse II
8	Mercy M. Dela Cruz	Davao del Norte	SBFP CK FP/Nurse II
9	Mark Dexter G. Ylagan	Davao del Sur	SBFP FPA/Nurse II
10	Yvonne Santiseban	Davao del Sur	SBFP CK FP/Nurse II
11	Ms. Anne Grace D. Razonable	Davao Occidental	SBFP FP/Nurse II
12	Milcerose O. Duritan	Davao Occidental	SBFP CK FP/Nurse II
13	Charise Stephenie P. Torpio	Davao Oriental	SBFP FP/Nurse II
14	Edmar Jay S. Rara	Davao Oriental	SBFP CK FP/Nurse II
15	Daisy Jane P. Sanoy	Digos City	SBFP FP/Nurse II
16	Russel Kevin T. Maurin	Digos City	SBFP CK FP/Nurse II
17	Jocelyn L. Alvarez	IGACOS	SBFP FP/Nurse II
18	Van Eugene V. Canlas	IGACOS	SBFP CK FP/Nurse II
19	Fritzie A. Aparra	Mati City	SBFP FP/ Nurse II
20	Rosheil R. Querequincia	Mati City	SBFP FPA/Nurse II
21	Moolien Jane A. Estimada	Panabo City	SBFP FP/Nurse II
22	Maria Ezcelmay Cabaylo	Panabo City	SBFP FPA/Nurse II
23	Carla Mae A. Abrenica	Tagum City	SBFP FP/Nurse II
24	Sonnet A. Joves	Tagum City	SBFP CK FP/Nurse II

Ready

Republic of the Philippines
Department of Education
Davao Region

DepEd Schools Division Office
RECORDS SECTION
RECEIVED
JAN 31 2025
TIME: 9:44
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70148

January 30, 2025

REGIONAL MEMORANDUM
ESSD-2025-023

**PARTICIPATION TO THE TRAINING ON CENTRAL KITCHEN ESTABLISHMENT
& MANAGEMENT BATCH 4**

To: Schools Division Superintendents
Chief Education Supervisor of Education Support Services Division

- Attached is Memorandum No. OM-OUOPS-2024-08-00367, from the Office of the Undersecretary for Operations, re: **Conduct of the Training on Central Kitchen Establishment and Management Batch 4 on February 18-21, 2025, in Cagayan de Oro City.**
- Relative to this, the personnel who shall attend and participate are listed in the **Enclosure**.
- The participants are requested to pre-register online through: <https://forms.office.com/r/2b1Ucsd1Pzh>. They are also expected to adhere to the instructions stipulated in the Memorandum.
- Travel and other incidental expenses shall be charged against SBFP-PSF or local funds. Expenses incurred due to rescheduling such as venue/hotel procurement, plane/bus/boat ticket and corresponding charges in booking, baggage, terminal fee, and the like, shall be reimbursed and/or to be charged against downloaded funds, subject to existing accounting and auditing rules and regulations.
- For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
- Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED
By: [Signature]
Date: 1/31/25 TIME: 4:47:17

ALLAN G. FARNAZO
Director IV

Encl.: As stated
RCM27/rts

DepED
MATATAG



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph



The training aims to:

- 1. capacitate the SBPP Schools Division Focal Persons on engaging the LGUs and other stakeholders to support the program;
- 2. learn from the expertise of the resource person on how to set-up and operationalize central kitchens including the building/repair costs, identifying the site, manpower requirements, operating the kitchen, training, distribution of food to satellite schools, and health permits of kitchen staff; and
- 3. develop a project proposal on partnership-building with LGUs and other stakeholders.

In this regard, may we respectfully invite the SBPP Regional Office (RO) Focal persons, together with the SBPP Technical Assistant I, and two (2) representatives per Schools Division Offices (SDOs) Focal Person for SBPP and/or Central Kitchen. Travel expenses are requested to be charged against the SBPP-PSF or local funds.

The participants are requested to be advised on the following:

- 1. All confirmed participants are requested to register online through this link on or before January 15, 2025:
Batch 1: <https://forms.office.com/r/psdKADVC>
Batch 2: <https://forms.office.com/r/KtbsaBa/CEm>
Batch 4: <https://forms.office.com/r/2b1UcMROh>
Online registration is required for the certificates with names are being routed prior to the actual event. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.
- 2. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and two (2) per SDO, by January 15, 2025, through email at shfp@deped.gov.ph.
- 3. The actual registration of participants at the venue shall start at 1:30pm on the date of arrival. Lunch will be served. All participants are expected to arrive in the morning of Day 1 before the Opening Program.
- 4. Bring their own laptops for workshops.
- 5. As part of the training workshop, kindly prepare list of schools with the number of beneficiaries
- 6. Participants are also requested to wear face masks for the duration of the activity, bring their own sanitizers, and observe minimum health protocols.
- 7. Pursuant to the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004, Non-Monetary Remuneration for Overtime Services Rendered, the BLSS-School Health Division is hereby authorizing the grant to all the participants to earn the Compensatory Time - Off (CTO) for attending the said workshop that will fall on a Holiday, February 25, 2025.

Attached is the Concept Note for ready reference. For further details, Ms. Gail Mariette C. dela Rosa or Ms. Ma. Sophia M. delos Reyes, Technical Assistants II, will get in touch with your staff or they may be reached on 09083381188 or +632 8632-9935 or email at shfp@deped.gov.ph.



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8493
Email Address: marikina@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CD/2025/1	Rev.	01
Effectivity	01/15/25	Page	1 of 1

The training aims to:

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The participants are requested to be advised on the following:

1. All confirmed participants are requested to register online through this link on or before January 15, 2025:
Batch 1: <https://forms.office.com/r/1gkKdADYVC>
Batch 2: <https://forms.office.com/r/K00aAwALCEm>
Batch 4: <https://forms.office.com/r/5dJ1vndR7b>
Online registration is required for the certificates with names are being routed prior to the actual event. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.
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The participants are requested to be advised on the following:

1. All confirmed participants are requested to register online through this link on or before January 15, 2025:

Batch 1: <https://forms.office.com/r/tp8dkADVC>

Batch 2: <https://forms.office.com/r/k0saAa2CEm>

Batch 4: <https://forms.office.com/r/2bRkxvR2h>

Online registration is required for the certificates with names are being routed prior to the actual event. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.

2. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and two (2) per SDO, by January 15, 2025, through email at sbfp@deped.gov.ph.
3. The actual registration of participants at the venue shall start at 1:30pm on the date of arrival. Lunch will be served. All participants are expected to arrive in the morning of Day 1 before the Opening Program.
4. Bring their own laptops for workshops.
5. As part of the training workshop, kindly prepare list of schools with the number of beneficiaries
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TRAINING ON CENTRAL KITCHEN ESTABLISHMENT & MANAGEMENT

CONCEPT NOTE

I. BACKGROUND

The Department of Education (DepEd) through the Bureau of Learners Support Services - School Health Division (BLSS-SHD) is continuously spearheading the implementation of the School-Based Feeding Program (SBFP) across the country. This initiative is aligned with the General Appropriations Act (GAA) for FY 2024 and in compliance with Republic Act No. 11037 "Masustansyang Pagkain para sa Batang Pilipino Act".

The "Masustansyang Pagkain Para sa Batang Pilipino Act" or RA 11037, enacted by President Duterte on June 20, 2018, serves as the principal basis for the School-Based Feeding Program (SBFP). This legislation is designed to facilitate initiatives promoting the well-being of learners, aiming to enhance and maintain their health through the implementation of SBFP.

RA 11037 Section 7 requires Local Government Units (LGUs) to support the National Government Agencies, specifically the Department of Education (DepEd) and the Department of Social Welfare and Development (DSWD), in the efficient and effective implementation of the Program. While Rule 1 of RA 11037 IRR section 4.2 defines Central Kitchens as facilities supervised by schools or Local Government Units (LGUs) that consolidate the procurement, food preparation, or cooking processes for a school or clusters of schools. In these Central Kitchens, the food preparation and cooking are done, and the prepared meals are then transported to or collected by the schools for distribution to the intended beneficiaries.

This proposed activity aims to enhance the capacity of Schools Division SBFP Focal Persons and other school personnel in engaging Local Government Units (LGUs) and stakeholders to support the School-Based Feeding Program (SBFP) through the establishment of Central Kitchens. Through this workshop the participants will receive comprehensive training facilitated by DepEd Coaches on setting up and operationalizing central kitchens. Topics covered will include building/repair costs, site identification, manpower requirements, kitchen operations, staff training, food distribution to satellite schools, and health permits for kitchen staff.

I. OBJECTIVES:

The activity aims to:

- capacitate the SBFP Schools Division Focal Persons to effectively engage LGUs and other stakeholders to support the program through sustainable partnerships and efficient operations of Central Kitchens;
- develop a project proposal on partnership-building aimed at securing LGUs and other stakeholders support.
- learn how to set-up and operationalize central kitchens including the building and repair with corresponding funding requirements, identifying the site, manpower requirements, training of kitchen volunteers, distribution of food to satellite schools, and other requirements like health permits of kitchen staff and food safety standards;

III. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to 2025 Continuing BLSS-SHD SBFP Funds

Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	February 4-7, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 1, 2, 3, and CAR	127
2	January 28-31, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 4A, 4B, 5, and NCR	145
4	February 18-21, 2025 / Cagayan de Oro City (venue to be announced later)	Regions 10, 11, 12, and Caraga	115

B. Target Participants

- o Regional SBFP Focal Persons from
- o 2 representatives from each SDO (SBFP and/or Central Kitchen) Focal persons
- o 2 Representatives from the Office of the Assistant Secretary for Operations (OASOPS)
- o 2 Representatives from the Bureau of Learner Support Services-Office of the Director (BLSS-OD)
- o 10 Representatives from the Bureau of Learner Support Services-School Health Division (BLSS-SHD)
- o 6 Resource persons

ty 1

Time	Activity	Description	Topic Guide	In-Charge
8:00 pm-8:30 pm	Arrival & Settling-in Registration	Participants will accomplish registration form at the secretariat table		Secretariat
8:30 pm-9:00pm	Opening Program Preliminaries	Welcome message, then acknowledgement of participants, guests, resource persons, etc. Explain the overall objectives of the workshop.	I. Preliminaries II. Introduction of Participants, Guest, and Participants III. Mechanics of the IV. Recorded Message of Support (Dr. Miguel S. Mantaring) V. Inspirational Message (Atty. Suzette T. Gannaban-Medina)	Officer of the Day.

			VI. Levelling of Expectations	
3:00 pm- 3:30 pm	Overview of Central Kitchens	This will be a presentation on the background, updates, and directions on the establishment and management of central kitchens	I. Background II. Existing Central Kitchen III. Updates and Direction on Central Kitchen Establishment and Management IV. 5 steps of Establishment of CKs	Ms. Magdalene Portia Cariaga
3:30 pm- 4:30 pm	Overview of Local Government Unit.	Discussion on the structure and mandate of LGU in terms of mobilizing their support for National Government Programs	I. Structure of LGUs II. Mandates of LGUs III. Mobilizing Support for National Government Agencies	DILG Representative

Day 2

Time	Activity	Description	Topic Guide	In-Charge
8:00 am- 8:30am	Preliminaries	Opening of Day 2 and Recap of Day 1		Officer of the Day
8:30am- 9:15am	Site and Stakeholder Preparation	The focus of the presentation will be on mapping the schools per municipality, preparing the proposal, securing stakeholder commitment (in terms of establishing the CK, manpower support, distribution, other support), convening the TWG, and Building the Kitchens	I. Mapping of schools per municipality, city, or district per SDO II. Prepare Project Proposal and Budget Estimates III. Securing Stakeholder Commitment IV. Establishing Technical Working Group	
9:15am - 9:30am		Workshop 1: List of school the clustering Template, possible CK and satellite school and identify possible stakeholder		

10:30 am-11:30 am	Stakeholder Management	to convince stakeholders and methods on how manage them	II. Assertive Behavior III. Power of Influencing	
11:30 am-12:00 noon (Specific example)	Setting up and Building of the Central Kitchen	Discussion on the Building and Refurbishment Costs for CKs, design, layout, and production flow	I. Site Assessment II. Preparation of Schematic & Design Development Plans III. Identification of Contractors and Suppliers IV. Building/Refurbishing the Kitchen V. Securing Equipment	
12:00-1:30 pm	Lunch Break			
1:30 pm-2:00 pm	Establishing Systems for Food Production	The presentation will focus on procurement, manpower, training, and dry run	I. Financial Requirement and determining the number of beneficiaries II. Determining the Cycle menu using the standardized recipes approved by DepEd, DOST-PNRI and NNC	
2:00 pm-2:45 pm	Establishing Systems for Food Production		II. Procurement Process (Software procurement excel) V. Mobilizing & Training Volunteers V. Conducting a Dry Run	
2:45 pm-3:00 pm	Audio-visual Presentation on Food Production			
3:00pm-4:00pm	Central Kitchen Operations	Discussion on the Operational Processes in the CK	I. Kitchen Production flow II. Importance of using food grade cooking tools and equipment II. Pre-feeding	

3:00 pm-4:15 pm	Activity: Game on Central Kitchen Operations		V. Actual Feeding V. Post Feeding	
4:15 pm-5:00 pm	Project Proposal and Action Plan	Workshop 2 Drafting of Project Proposal and Action Plan to determine the program components that need support, and the budgetary requirements needed.		
5:30 pm	Submission of Outputs			

Day 3

Time	Activity	Description	Topic Guide	In-Charge
8:00 am-8:30 am	Preliminaries	Opening of Day 3 and Recap of Day 2		Officer of the Day
8:30 am-9:30 am	Monitoring the CK Operations	Discussion on overseeing Central kitchen operations for effective monitoring	I. Monitoring the Implementation II. Gathering of feedback from kitchen volunteers and beneficiaries III. Maintenance of the Central Kitchen	
9:30am-10:30 am	Sustaining the Central Kitchen	Discussion on continuing stakeholder commitment, operation, maintenance of facilities, equipment, and other resources	I. Conduct a Conference to revalidate stakeholders' commitment II. Building more network in order to ensure sustainability III. Institutionalize	
10:30 am-12:00 nn	Panel Discussion on Central Kitchen			All participants
12:00 nn-1:00pm	Lunch Break			

1:30pm-2:30pm	Project Proposal Presentation	1 SDO each from 2 regions will present their project proposal		
2:30pm-4:30pm	Action Plan	1 SDO will present their action plan		
4:30pm-5:00pm	Wrap-Up/Synthesis Agreements	Overall discussion on the process for the finalization of workshop, next steps and follow-through.		
	Closing Program			

Day 4

Time	Activity	Description	In-Charge
7:00-10:00am	Breakfast		
10:00am	Check-out		