



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

January 17, 2024

**DIVISION MEMORANDUM**  
**OSDS-SGOD-DM- 029 S. 2024**

**CREATION OF DIVISION SCHOOL - BASED FEEDING PROGRAM TECHNICAL WORKING GROUP (SBFP - TWG) FOR S.Y 2023 - 2024**

**TO :** Assistant Schools Division Superintendent  
 Chief CID and Chief SGOD  
 Public Schools District Supervisors  
 Division SBFP Technical Working Group  
 SHNU Personnel  
 All others concerned

1. Pursuant to Article V, Section E of the enclosure to DepEd Order No. 39, s. 2017 re: "Operational Guidelines on the Implementation of the SBFP for School Year 20217-2022," this office creates the Division School-Based Feeding Program Technical Working Group (SBFP-TWG)

2. The following are the composition and functions of the SBFP – TWG:

COMPOSITION	FUNCTIONS
<b>Chairperson:</b> <b>SOCORRO V. DELA ROSA</b> Schools Division Superintendent	-Oversee the implementation of the program
<b>Co-Chairperson:</b> <b>MA. LUISA T. DELA ROSA</b> Assistant Schools Division Superintendent	-Assist the SDS in overseeing the implementation of the program
MEMBERS	
<b>MARY JEAN S. ROMERO</b> SGOD Chief	-Supervises the implementation of the program



San Roque, Virac, Catanduanes  
 052-8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

<b>Public Schools District Supervisors</b>	<ul style="list-style-type: none"><li>-Responsible for the monitoring and evaluation of implementation of the SBFP in their respective districts.</li><li>-Assist in facilitating the submission of SBFP reports from schools in their respective districts.</li></ul>
<b>NORLITO JR. P. AGUNDAY</b> Attorney III	<ul style="list-style-type: none"><li>-Responsible for the legal matters regarding any concern in the program</li></ul>
<b>ANGELO JAMES O. AGUINALDE</b> Accountant III	<ul style="list-style-type: none"><li>-Orients the program owners of the financial documents required for CA and payment.</li><li>-Expedite the process of CA and payment by ensuring that program owners are provided with updated liquidation documents prior the implementation of the program</li></ul>
<b>MA. CIELO C. TUBALE</b> Administrative Officer V (Budget Officer III)	<ul style="list-style-type: none"><li>-Responsible for the disbursement of budget</li></ul>
<b>DIVISION INSPECTORATE TEAM</b>	
<b>MARICHELLE LLAVE</b> Administrative Officer IV (HRMO)  <b>ROSARIO VEGIM</b> PDO I	<ul style="list-style-type: none"><li>-Ensures that food commodities to be delivered are within the prescribed specifications.</li><li>-Prepares and submits inspection report to the program owner.</li><li>-Keeps the files of inspection reports for future use.</li><li>-Conducts inspection every Sunday starting February 2024 until May 2024.</li><li>-Report to the response team products in need for replacement.</li></ul>
<b>KRISTINE G. SANTELICES</b> Medical Officer III  <b>MA. THERESA G. ABUNDO</b> SBFP Focal (NFP)  <b>JENNIFER S. CASALLO</b> SBFP Focal (Milk)	<ul style="list-style-type: none"><li>-Ensures that the implementation of the program is administered properly to the schools</li><li>-Monitor compliance of the schools with the program guidelines</li><li>-Consolidated all reports and will prepare the Program Terminal Reports for Submission to the Central Office.</li><li>-Acts the Division Response Team</li></ul>





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

---

3. In this regard, a meeting will be conducted on January 18, 2024, at 8 AM to 10 AM at the SGOD Office.
4. Travel and other incidental expenses of the participants shall be charged to local funds while food shall be charged to SBFP Funds.
5. For information, guidance and compliance.

**SOCORRO V. DELA ROSA**  
Schools Division Superintendent



---

 San Roque, Virac, Catanduanes  
 052-8114063  
 [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
 [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)