



June 8, 2022

**DIVISION MEMORANDUM**  
**OSDS - SGOD - DM 269 S. 2022**

**DIVISION WORK CONFERENCE ON THE 2<sup>ND</sup> EXTENSION OF  
 THE SCHOOL - BASED FEEDING PROGRAM SY 2021 - 2022**

**To: Assistant Schools Division Superintendent**  
**Chief SGOD and CID**  
**Public Schools District Supervisors**  
**School Feeding Coordinators**  
**All Others Concerned**

1. The Department of Education (DepED) through the Schools Division of Catanduanes – School Governance and Operations Division – School Health and Nutrition Section will conduct a Division Work Conference on the 2<sup>nd</sup> Extension of Feeding Days for the School – Based Feeding Program for SY 2021 – 2022 on June 23 – 24, 2022 from 8:00 AM – 5:00 PM. Venue to be announced later.

2. The participants to the said activity are the Elementary School Heads and School Feeding Coordinators with the following schedule:

DATE	TIME	PARTICIPANTS	Total
June 23, 2022	8:00 AM – 12:00 NN	Zone 1	73
	1:00 PM – 5:00 PM	Zone 2	64
June 24, 2022	8:00 AM – 12:00 NN	Zone 3	53
	1:00 PM – 5:00 PM	Zone 4	44

3. The agenda are the following:

1. Supplemental Guidelines on D.O No. 31, s. 2021
2. DM on the 2<sup>nd</sup> Extension of SBFP SY 2021 – 2022 + Cycle Menu
3. Operational Expenses
4. Other matters

4. Travel and other incidental expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.

5. For information, and guidelines and compliance.

**MA. LUISA T. DELA ROSA**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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**ACTIVITY PLAN**

7:30 AM – 8: 00 AM	Registration of Participants	
8:15 AM – 8:30 AM	Pambansang Awit Prayer	
8:35 AM - 8:45 AM	Welcome Remarks	<b>Mary Jean S. Romero</b> SGOD Chief
8:46 AM – 9:00 AM	Acknowledge of Participants	<b>Ma. Theresa G. Abundo</b> Nurse – II/Division Asst. SBFP Focal
Person		
9:00 AM – 9:15 AM	Inspirational Message	<b>MA. Luisa T. Dela Rosa</b> ASDS / OIC
	<b>Snacks</b>	
9:20 AM – 12:00 NN	Orientation Proper 1. Supplemental Guidelines 2. Term of Reference 3. Menu	<b>Dr. Kristine G. Santelices</b> Medical Officer III
	<b>Lunch</b>	
1:00 PM – 3:00 PM	Operational Expenses	<b>Angelo James O Aguinalde</b> Accountant III
	Required Forms	<b>Maribel B. Samonte</b> Division SBFP – NFP Focal Person
		<b>Jennifer S. Casallo</b> Division SBFP – MF Focal Person
3:00 PM – 3:00 PM	Snacks	
3:16 PM – 4:00 PM	Wrap – Up / Open Forum	
4:00 Pm – 5:00 Pm	Closing Program	
		<b>Emcee:</b>
		<b>Ahdel D. Idanan</b> Nurse II

