



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
Division of Pagadian City

RELEASED
5/15/24
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Address: San Jose Heights, Pagadian


May 15, 2024

DIVISION MEMORANDUM

No. 158, s. 2024

**TRAINING ON BASIC FOOD SAFETY FOR SCHOOL HEALTH PERSONNEL AND SBFP
SCHOOL COORDINATORS**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Elementary School Heads
School Health Section Personnel
All Others Concerned

From:  **LOURMA I. POCULAN, CESO VI**
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

1. This division will conduct **TRAINING ON BASIC FOOD SAFETY FOR SCHOOL HEALTH PERSONNEL AND SBFP/CANTEEN SCHOOL COORDINATORS** on May 30-31, 2024 at Hotel Guillermo, Pagadian City.
2. The objectives of this training are the following:
 - a. Improve the compliance with local and DepED's food regulations;
 - b. Protect the consumers;
 - c. Protect the business;
 - d. Be able to follow what has been ordered by the Central Office.
3. The expected participants in this activity are the *SBFP School Coordinators who are also Elementary School Canteen Coordinators at the same time; School Nurses of ZSNHS and ZSSAT; and School Health Personnel.*
4. Meals and snacks of participants, training materials shall be charged to the downloaded 2023 SBFP Fund.
5. Widest dissemination and strict compliance to this memorandum is enjoined.

SGOD/ASR-SHS



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Form no. 01-TPF-HRDS-2022-A

TRAINING PROGRAM PROPOSAL

(Division Level)

I. TITLE OF THE TRAINING	TRAINING ON BASIC FOOD SAFETY FOR SCHOOL HEALTH PERSONNEL AND SBFP SCHOOL COORDINATORS		
II. PROPOSED DATE(S)	May 16-17, 2024 (2 Days)	III. VENUE	<i>(BAC determines the venue)</i>
IV. FUNDING SOURCE	SBFP Fund 2024	V. REGISTRATION FEE	<i>None</i>
VI. PERSONS INVOLVED			VII. NUMBER OF PARTICIPANTS
Participants			62
Resource Speaker			1
Training Management Team			12
VIII. PROPONENT(S)	ALVIC S. RODA, RN Nurse II	IX. TOTAL NO. OF PAX	75

X. RATIONALE	<p>Everybody can handle food and serve it to everybody. A food handler usually comes in direct contact with food or surfaces that are likely to be in contact with food such as plates, bowls, knives or equipment used for food cooking or preparation. It may likely be having different hazards- physical, biological, and chemical hazards as well as allergens. And the only way to protect the people who will eat the food that are being prepared is through ongoing food safety training for food handlers.</p> <p>Properly trained food handlers and correct food safety plan are the keys to ensuring food safety in school canteens, inside the office and in the implementation of SBFP. When receiving proper training, people will acquire skills and knowledge required to handle food safely and uphold standards of personal hygiene and cleanliness. This will ensure overall food safety and quality of food products based on the Orders from the high Office of DepED as well.</p>
XI. OBJECTIVES	<p>This training is important for the following reasons:</p> <ol style="list-style-type: none"> 1. To protect the consumers; 2. To protect the business; 3. to be able to follow what has been ordered by the Central Office; 4. To improve compliance with local and DepED's food regulations. <p>To be able for the food handlers know the critical information they need to safely handle, prepare, and serve food and are recommended for all people involved in the preparation, handling, serving, and display of food.</p>
XII. PROGRAM CONTENT	<p>The training is composed of two different ideas to be offered to the participants. Food Safety Training that is done during the receipt of food ingredients, preparation of food during the implementation of School-Based Feeding Program. Another, is the actions being done and practice in the school canteen.</p>
XIII. PROGRAM METHODOLOGY	<p>The program will utilize lecture-discussions and open forum and possible online-virtual platform.</p>
XIV. EVALUATION TOOL	<p>To determine the effectiveness and determine areas of improvement of the Program an Online QAME/QATAME will be utilized at end of the 2-day training.</p>

XV. LIST OF TRAINERS			
Name of Trainers/Resource Speakers	Relevant Qualifications/Position	Topic Assigned	Session Mode
ALVIC S. RODA	School Canteen Division Coordinator	DO no. 8, s.2007	Face to Face
		DO no. 13, s.2017	Face to Face
	Division Food Safety Coordinator	Importance of Food Safety	Face to Face
		Food Safety Lecture	Face to Face

XVII. TRAINING CONTENT and METHODOLOGIES		
DAY 1 –May 16, 2024 (Thursday)		
TIME	ACTIVITY	Person-In-Charge
7:30 – 8:00 AM	REGISTRATION	Program Management Team
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> ➤ Prayer ➤ National Anthem ➤ Pagadian City Hymn ➤ Welcome Address ➤ Statement of Purpose ➤ Inspirational Message ➤ Introduction of Participants & Resource Speakers & House Rules ➤ Online QATAME 	Video-Aided Video –Aided Video –Aided JUDITH V. ROMAGUERA, EdD, CESO VI Asst. Schools Division Superintendent Ma. Madelene P. Mituda, EdD Chief, SGOD LOURMA I. PUCOLAN, EdD, CESO VI OIC - Schools Division Superintendent Ermah Sheila L. Roble, SEPS – HRDS Honey Cher L. Altubar - SEPS – SMME
8:30 – 9:30 am	Activity: Roles and Responsibilities of School Food Safety Coordinators	PMT
9:30-12:00 am	DO no.8, s.2007	Alvic S. Roda, RN
12:00 – 1:00pm	Lunch Break/MOL	
1:00 – 2:30 pm	DO no. 13, s.2017	Alvic S. Roda, RN
2:30 – 2:45 pm	Coffee Break	

2:45-4:00PM	Group Activity	Program Management Team
4:00-4:30PM	Presentation of the Monitoring and Evaluation Tool	Alvic S. Roda
4:45 – 5:00 pm	Online QATAME	Honey Cher L. Altubar SEPS – SMME

Note: Include time allocation for Management of Learning (MOL), House Rules, QAME and break time for SNACKS.

DAY 2 – May 17, 2024 (Friday)		
TIME	ACTIVITY	Person-In-Charge
7:30 – 8:00 AM	ONLINE REGISTRATION	Program Management Team
8:00 – 8:30 AM	Management of Learning Morning Exercise	Alvic S. Roda

8:30 – 10:00 AM	Food Safety Lecture	Alvic S. Roda
10:00 – 12:00 AM	Importance of Food Safety and Its Daily Application	Alvic S. Roda
12:00 – 1:00 pm	Lunch Break/ MOL	
1:00 – 3:00 PM	Group Activity and Open Forum	Program Management Team
3:00 -3:30 PM	Presentation of Monitoring and Evaluation Tool	Alvic S. Roda, RN
3:30 – 4:30 PM	CLOSING PROGRAM <ul style="list-style-type: none"> • Closing Message • Awarding of Certificates • Closing Prayer 	Ma. Madelene P. Mituda, EdD Chief, SGOD

Note: Include time allocation for Management of Learning (MOL), House Rules, QAME and break time for SNACKS.

XVIII. MANAGEMENT STRUCTURES		
<i>(Indicate Technical-Working Staff/Training Management Team with corresponding assignments as needed)</i>		
COMMITTEES	FOCAL PERSON	Assignment/Tasks
Program Manager	Ma. Madelene P. Mituda, EdD SGOD Chief	<i>Oversees the entire program & coordinates all efforts</i>
Training Manager	Dr. Ryphath F. Mollion Medical Officer III	<i>Focuses on actual training to ensure that the program is implemented as planned</i>
Welfare Officer	Dr. Rypath F. Mollion Medical Officer	<i>Provisions for health, wellness and security are available in the training venue; coordinate with Medical Team (Nurses) and DRRM In-charge of venue and secures IATF approval of activity.</i>
• Nurse(s) On-Duty	Renee M. Durias Nedie To Marie Jane Ampong Ucila Cagoco Elmerhem Nebria Elizabeth Grace Albellar Angelie Tomarong (Division School Nurses)	<i>Attends to health, cleanliness, and wellness of participants in the venue.</i>

Finance Officer	Amie Q. Tomon Budget Officer	<i>Oversees the efficient allocation of funds, procurement and timely release of materials and liquidation of expenses; secures and monitor issuances of Official Receipts (as needed/requested).</i>
QAME Associate/s	Honey Cher L. Altubar EPS II – SMME	<i>Implements the M & E activities and prepares reports for the training conducted (QAME).</i>
Technical Assistance		<i>Assist in the Audio-Video technical assistance</i>
Trainers/Learning Facilitators	Pls. see list of Resource Speakers	<i>Delivers the training based on Session Guides as planned; prepare session guides, worksheets, handouts and slide decks for submission to the Secretariat.</i>
Secretariat	Nurses	<i>Monitors attendance of participants and availability of materials/supplies for distribution during sessions (certificates, seminar kits, nametags, attendance sheets, etc.)</i>
Moderator		<i>Emcee/Host/Facilitator during the implementation of training (face to face/virtual)</i>

XIX. RESOURCE PACKAGE/S <i>(see attachments)</i>	<i>a. Session Guides</i> <i>b. Presentation Materials (Slide decks, videos)</i> <i>c. Readings for Participants/References/Manual</i> <i>d. Other support materials:</i>
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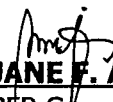
XX. BUDGETARY REQUIREMENTS				
UNIT	Item Description	Quantity	Unit Cost	Total Cost
	Total Training Materials	10	10	Php 100.00
	Total Meals and Snacks X 2 days	75	550	82,500.00
	Papers for Certificates	75	5	375.00
<i>Note: 1.) Indicate food restrictions if any.</i>				
<i>2.) Prepare Purchase Request.</i>				
GRAND TOTAL				Php 82,975.00

Prepared by:



ALVIC S. RODA, RN
Food Safety Coordinators
Training Proponent

Reviewed as to SBFP relationship:
Monitoring Tools:



MARIE JANE F. AMPONG, RN
SBFP Coordinator

Attested by as to Availability of Funds:



MYRIEN GLIE T. MIER
Accountant

Attested by as to Appropriation/allotment of Funds:



AMIE Q. TOMON
Budget Officer

RECOMMENDING APPROVAL:



JUDITH V. ROMAGUERA, EdD, CESO VI
Assistant Schools Division Superintendent

APPROVED:



LOURMA I. POCULAN, CESO VI
OIC- Schools Division Superintendent