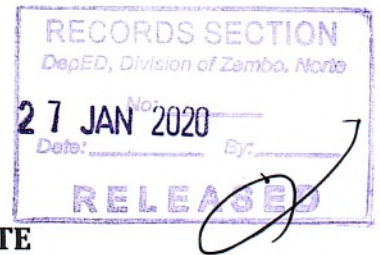




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Division Memorandum


No. 037, s. 2020

To: Public Schools District Supervisors
Identified Elementary School Principals
Cluster Head Nurses
District Nurses and Secondary Nurses with Elementary Coverage
All others concerned

From:  **MA. LIZA R. TABILON, Ed.D., CESO VI**
Schools Division Superintendent

Subject: Coordination Meeting on School-Based Feeding Program-Milk Component

Date: January 23, 2020

1. Pursuant to DepEd Order 36, s. 2019 Guidelines on the Implementation of School-Based Feeding Program-Milk Feeding Program Component, the office through the School Health and Nutrition Section in partnership with the Philippine Carabao Center (PCC) Kalawit will conduct a Consultative Meeting with the Principals/ School Heads of recipient schools. *(see attached schedule and venue per municipality)*
2. The objectives of the activity are:
 - a. To ensure the readiness of the schools to receive, handle and store the milk;
 - b. To discuss various details of implementation including the mechanics of delivery and receipt by the schools, schedules, storage, handling and risk management.
3. The participants to this activity are the heads of the recipient schools for School-Based Feeding Program (SBFP) SY 2019-2020, School Nurses and team from PCC-Kalawit. School Nurses are expected to document the activity by taking the attendance and getting the minutes of the meeting using the prescribed template.
4. Expenses incurred in the conduct of the activity shall be charged to school MOOE subject to the existing accounting and auditing rules and regulations.
5. For guidance and compliance. 

Encs: As stated

CVO/CoordinationSBFP-Milk/SGODSHNS/DM004-2020/01232020



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Enclosure No. 1 to Division Memorandum No. ____, s. 2020

	No. of pax	Municipality	Team 1	Venue	Time	Team 2	Venue	Time
1	16	Kalawit	January 29, 2020	Kalawit CS	10:00 AM			
2	16	Liloy	February 3, 2020	Liloy CS	9:00 AM			
3	14	Godod	February 3, 2020	Godod CS	1:00 PM			
4	20	Salug	February 3, 2020	Salug CS	3:30 PM			
5	17	Ponot				February 4, 2020	Ponot CS	9:00 AM
6	20	Manukan				February 4, 2020	Manukan CS	1:00 PM
7	25	Roxas				February 4, 2020	Roxas CS	3:30 PM
8	10	Bacungan	February 4, 2020	Bacungan CS	9:00 AM			
9	25	Siayan	February 4, 2020	Siayan CS	1:00 PM			
10	53	Sindangan	February 4, 2020	SPDS	3:30 PM			
11	31	Katipunan				February 5, 2020	Katipunan CS	9:00AM
12	29	Sergio Osmena				February 5, 2020	Sergio Osmena CS	2:00 PM
13	16	Tampilisan	February 5, 2020	Tampilisan CS	8:30 AM			
14	28	Gutalac	February 5, 2020	Gutalac CS	1:00 PM			
15	20	Labason	February 5, 2020	Labason CS	3:30 PM			
16	18	Polanco				February 6, 2020	Polanco CS	9:00 AM
17	13	Pinan				February 6, 2020	Pinan CS	1:00 PM
18	10	Mutia				February 6, 2020	Mutia CS	3:30 PM
19	12	Rizal				February 7, 2020	Rizal CS	9:00 AM
20	7	La Libertad				February 7, 2020	La Libertad CS	1:00 PM
21	10	Sibutad				February 7, 2020	Sibutad CS	3:30 PM
22	18	Baliguian	February 6, 2020	Baliguian CS	10:00 AM			
23	32	Siocon	February 6, 2020	Siocon CS	1:00 PM			
24	9	Sirawai	February 6, 2020	Sirawai CS	3:30 PM			
25	25	Sibuco	February 7, 2020	Sibuco CS	1:00 PM			



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Enclosure No. 2 to Division Memorandum No. _____, s. 2020

Time	Activity/Topic	Person Responsible
30 mins	Registration	District Nurse
15 mins	Opening Program	
15 mins	Guidelines on the Implementation of SBFP-Milk Feeding Program Component	District Nurse
60 mins	Milk Quality and Safety	PCC Representative
15 mins	Closing Program	



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Enclosure No. 3 to Division Memorandum No. _____, s. 2020

MEETING MINUTES

Meeting/Project Name:	Coordination Meeting on SBFP-Milk Component		
Date of Meeting:		Time:	
Meeting Facilitator:		Location:	
1. Meeting Objective			
2. Attendance			
Name	Position/Section		
1.			
2.			
3.			
4.			
5.			
3. Agenda and Notes, Decisions, Issues			
1.			
2.			
3.			
4. Action Items / Agreements			
Action #1			
1.			
Action #2			
2.			
3.			

Recorded by:

Certified Correct:

Nurse

NOTED:

PSDS

MA. LIZA R. TABILON, Ed.D., CESO VI
Schools Division Superintendent



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