



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 25, 2024

REGIONAL MEMORANDUM

No. **1497** s. 2024

CONDUCT OF THE TRAINING ON CENTRAL KITCHEN ESTABLISHMENT & MANAGEMENT BATCH 2

To: Schools Division Superintendents
Heads, Health and Nutrition Unit
All Others Concerned

1. Attached is a DepEd Memorandum dated November 8, 2024, from Atty. Revsee A. Escobedo, Undersecretary for Operations, DepEd Central Office, Pasig City announcing the conduct of the Training on Central Kitchen Establishment & Management Batch 2 will be on December 3-6, 2024 in Applied Nutrition Center, Cebu City.

2. In view of this activity, the following personnel have been identified as the official participants of the Region for the activity:

Office	Name	Designation
Regional Office	Adara Lourdes S. Luaton	Nutritionist-Dietitian II
Baybay	Jeanne T. Araneta	Nurse II
	Carlu L. Dacera	Nurse II
Biliran	Samuel Paculan Jr.	Nurse II
	Kathleen Salvacion S. Ibizate	Nurse II
Borongan	Vanessa Labro	Nurse II
	Harold Labro	Nurse II
Calbayog City	Adrian Marie Nuevo	Nurse II
	Shevan Claire S. Aliñabon	Nurse II
Catbalogan City	Patricia Kay S. Bugaoisan	Nurse II
	Chatelaine M. Macopia	Nurse II
Eastern Samar	Linalyn Almo	Nurse II
	Benilda Calim	Nurse II
Leyte	Riza A. Suyom	Nurse II
	Ma Nelía C. Emberso	Nurse II
Maasin City	Jane C. Bersabal	Nurse II
	Jeb Moraña	Nurse II
Northern Samar	Kier B. Taldo	Nurse II
	Katrina Kristel A. Tafalla	Nurse II
Ormoc City	Karen A. Denaya	Nurse II
	Melissa Cortez	Nurse II
Samar	Ivy Yalung	Nurse II
	Ma. Antonia B. Letaba	Nurse II
Southern Leyte	Maricon Fatima M. Egido	Nurse II
	Amabelle Bullecer	Nurse II
Tacloban City	Dorothy R. Antoni	Nurse II

	Lyra Ruth E. Macatimpag	Nurse II
--	-------------------------	----------

- The confirmed participants are requested to register online through this link: <https://forms.office.com/r/hRMLUmhN2Y>. The online registration is imperative to obtain a Certificate of Appearance and Certificate of Participation, as required by the Office.
- Attendees shall bring their **own laptops, extension cords, and internet back-up.**
- The registration of participants at the venue shall start at 1:30 PM on the date of arrival, and lunch will be served. All participants are expected to arrive before the Opening Program.
- Travel and other incidental expenses of the participants shall be charged against the SBFP Program Support Fund. It is also requested that the SDO augments any fund shortages that may occur subject to the usual government accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired


EVELYN R. FETALVERO, CESO III
Regional Director *c*

Enclosures: DepEd Memorandum
References: As stated
To be indicated in the Perpetual Index under the following subjects:

CENTRAL KITCHEN ESTABLISHMENT SBFP
ESSD-SHNU-ALSL





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-09 09467

FOR : REGIONAL DIRECTORS
 Region I – XII, Caraga, NCR, and CAR

FROM : ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

DR. DEKTER A. GALBAN
 Assistant Secretary for Operations

SUBJECT : CONDUCT OF THE TRAINING ON CENTRAL KITCHEN ESTABLISHMENT & MANAGEMENT BATCH 1-4

DATE : November 8, 2024

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 1-4 on the following dates and venues:

Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	CY 2025/Baguio City	Regions 1, 2, 3, and CAR	127
2	December 10-13, 2024 / Tanza, Cavite	Regions 4A, 4B, 5, and NCR	145
3	December 3-6, 2024/ Applied Nutrition Center, Cebu City	Regions 6, 7, 8, and 9	149
4	December 17-20 2024 / Cagayan de Oro City	Regions 10, 11, 12, and Caraga	115
			536

This 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 activity, the participants will receive training on setting up and operationalization of 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.

At the end of the training, the participants will be able to;

1. Capacitate the SBFP 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;
3. Develop a project proposal on partnership-building with LGUs and other stakeholders.

In this regard, may we respectfully invite the SBFP Regional Office (RO) Focal persons and two (2) representatives from the Schools Division Offices (SDOs), Focal Person for SBFP and/or Central Kitchen. Travel expenses are requested to be charged against the SBFP-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: <https://forms.office.com/r/hRMLUmhN2Y> on or before November 25, 2024. **Online registration is required for the certificates with names are being routed prior to the actual event.**
2. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.
3. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and two (2) from the SDOs, by November 25, 2024, through email at sbfp@deped.gov.ph.
4. 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.
5. Bring their own laptops for workshops.

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

operations, staff training, food distribution to satellite schools, and health permits for kitchen staff.

At the end of the training, the participants will be able to;

1. Capacitate the SBFP 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;
3. Develop a project proposal on partnership-building with LGUs and other stakeholders.

In this regard, may we respectfully invite the SBFP Regional Office (RO) Focal persons and two (2) representatives from the Schools Division Offices (SDOs), Focal Person for SBFP and/or Central Kitchen. Travel expenses are requested to be charged against the SBFP-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: <https://forms.office.com/r/hRMLUmhN2Y> on or before November 25, 2024. **Online registration is required for the certificates with names are being routed prior to the actual event.**
2. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.
3. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and two (2) from the SDOs, by November 25, 2024, through email at sbfp@deped.gov.ph.
4. 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.
5. Bring their own laptops for workshops.

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

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.

II. OBJECTIVES:

The activity aims to:

- capacitate the SBFP Schools Division Focal Persons on engaging the LGUs and other stakeholders to support the program;
- 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;
- develop a project proposal on partnership-building with LGUs and other stakeholders.

III. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to 2024 BLSS-SHD SBFP Funds

Batch	Date & Venue	No. of Pax	Budget
1	CY 2025/Region 1	127	P1,252,900.00
2	December 10-13, 2024/ Tanza, Cavite	145	P1,397,680.00
3	December 3-6, 2024/ Cebu	149	P1,620,300.00
4	December 17-20, 2024 / Cagayan de Oro	115	P1,359,100.00
		536	P5,629,980.00

B. Target Participants

- o 16 Regional SBFP Focal Persons
- o 434 SBFP Schools Division 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 2 Members of National Technical Working Group (NTWG)

C. Indicative Program of Activities

Day 1

Time	Activity	Description	In-Charge
1:00 pm- 2:30 pm	Arrival & Settling-in Registration	Participants will accomplish registration form at the secretariat table	Secretariat
2:30 pm- 3:00pm	Opening Program Preliminaries	Welcome message, then acknowledgement of participants, guests, resource persons, etc. Explain the overall objectives of the workshop.	Officer of the Day
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	

3:30 pm- 4:00 pm	Overview of Local Government Unit.	Discussion on the structure and mandate of LGU in terms of mobilizing their support for National Government Programs	DILG Representative
4:00 pm- 5:00 pm	Setting-up the Central Kitchen	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	

Day 2

Time	Activity	Description	In-Charge
8:00 am- 8:30am	Preliminaries	Opening of Day 2 and Recap of Day 1	Officer of the Day
8:30 am - 10:00am	Overview of Central Kitchen Set-up and Requirements	Discussion on the Building and Refurbishment Costs for CKs, design, lay-out, and production flow	
10:00am- 12:00nn	Establishing Systems for Food Production	The presentation will focus on procurement, manpower, training, and dry-run	
12:00 nn- 1:00pm	Lunch Break		
1:00 pm- 2:30pm	Operating the CK	Discussion on the Operational Processes in the CK	
2:30 pm- 3:30pm	Monitoring the CK Operations	Discussion on overseeing Central kitchen operations for effective monitoring	
3:30-4:00	Sustainability	Discussion on continuing stakeholder commitment, operation, maintenance of facilities, equipment, and other resources	
3:30 pm- 5:00 pm	Stakeholder Mapping and Management	Workshop 1: Identify at least 3 stakeholders and	All participants

		what factors why you choose them as the target stakeholder.	
--	--	---	--

Day 3

Time	Activity	Description	In-Charge
8:00 am-8:30 am	Preliminaries	Opening of Day 3 and Recap of Day 2	
8:30 am-12:00pm	Project Proposal	Workshop: Drafting of Project Proposal to determine the program components that need support and the budgetary requirements needed.	All participants
12:00 nn-1:00pm	Lunch Break		
1:30 pm-4:30pm	Project Proposal Presentation	Each group will present their Project proposal	All participants
4:30pm-5:00pm	Wrap-Up/Synthesis Agreements Closing Program	Overall discussion on the process for the finalization of workshop, next steps and follow-through.	

Day 4

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