



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1310**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**TRAINING ON CENTRAL KITCHEN ESTABLISHMENT AND
MANAGEMENT BATCH 4**

1. Pursuant to Memorandum from the Office of the Undersecretary and Assistant Secretary for Operations through the Bureau of Learner Support Services – School Health Division (BLSS-SHD), there will be a **Training on Central Kitchen Establishment and Management Batch 4** on December 17-20, 2024, in Cagayan de Oro City.

2. 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.

3. Regional Office representative:

Name	Designation
Rena Grace G. Tul-id	Nutritionist-Dietitian II Regional SBFP Focal Person

4. **Two** representatives from the Schools Division Offices (SDOs), Focal Person for SBFP and/or Central Kitchen, are requested to participate in the said activity.

5. Travel expenses for participants shall be charged against School-Based Feeding Program (SBFP) – Program Support Funds (PSF) or local funds, subject to the usual accounting and auditing rules and regulations.

6. All participants must register online through this link: <https://forms.office.com/r/hRMLUmhN2Y> on or before December 13, 2024. Online registration is required to ensure that certificates with participant's names are prepared before the actual event.

7. The actual registration of participants at the venue will start at 1:30 p.m. on the date of arrival. First meal to be served is lunch.

8. All participants are expected to arrive in the morning of December 17, 2024 (Day 1) before the Opening Program.



9. All participants are advised to bring their own laptops for the workshops.
10. Memorandum from the Office of the Undersecretary for Operations are attached for further details and reference.
11. For information and dissemination.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated

Reference: DepEd Memorandum (OM-OUOPS-2024-09-09467)

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS

ESSD/rgt
11/27/2024



2024-11-19846

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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. DEXTER 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.