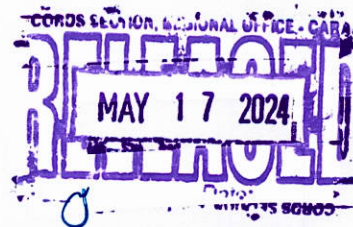




Republic of the Philippines
Department of Education
CARAGA REGION



May 16, 2024

REGIONAL MEMORANDUM

No. 0464, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT
Division of Dinagat Islands
This Region

TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD ANALYSIS AND CRITICAL
CONTROL POINT (HACCP), AND FOR FOOD SAFETY COMPLIANCE
OFFICER (FSCO)

1. In reference to the attached Office of the Undersecretary for Operations Memorandum dated April 30, 2024, through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) in partnership with the Food Safety and Hygiene Academy of the Philippines (FoodSHAP), there shall be a conduct of the Training on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP) on **May 27-31, 2024** at Region III (within Zambales) and Food Safety Compliance Officer (FSCO) on **July 22-26, 2024** at Region VI (within Iloilo City).

2. The expected participants are the following:

Name	Position	Office
Rena Grace G. Tul-id	Nutritionist-Dietitian II	Regional Office XIII (CARAGA)
Jade Jen M. Dela Cruz	Nurse II	SDO Dinagat Islands

3. Travelling and other expenses shall be charged against School-Based Feeding Program Funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

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

Encl/s.: As stated

Reference/s: Memo from the Office of the Undersecretary for Operations
To be indicated in the Perpetual Index
under the following subjects:

BFS FSCO HACCP

ESSD/rgt
05/16/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-01-03549

**TO : REGIONAL DIRECTORS
MINISTER OF BASIC, HIGHER AND TECHNICAL EDUCATION,
BARMM
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEALTH PERSONNEL
ALL OTHERS CONCERNED**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD
ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND
FOR FOOD SAFETY COMPLIANCE OFFICER (FSCO)**

DATE : April 30, 2024

The Operations Strand, through the Bureau of Learner Support Services – School Health Division (BLSS-SHD), in partnership with the Food Safety and Hygiene Academy of the Philippines (FoodSHAP), will conduct the **Training on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)** as follows:

Activity	Date	Venue
Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP)	May 27-31, 2024	Region III (within Zambales)
Training for Food Safety Compliance Officer (FSCO)	July 22-26, 2024	Region VI (within Iloilo City)

The activity aims to:

- enhance the program implementers' capacity on the basic concepts of Food Safety and Hazard Analysis and Critical Control Point (HACCP);
- train additional DepEd health personnel and other program coordinators to be a certified Food Safety Compliance Officer (FSCO); and

- c. update the database/directory of DepEd FSCOs.

The expected participants for the trainings are (please refer to **Annex 1** for the target number of participants per region):

- a. Regional Office (RO) – Newly hired Regional Nutritionist-Dietitians from **Regions IV-A (CALABARZON), IX, National Capital Region (NCR), and Caraga**, or representative
- b. Schools Division Office (SDO) – School-Based Feeding Program (SBFP)/school nutrition program coordinator or representatives from **Very Large and Large** sized divisions

The Regional and Schools Division Offices shall nominate **new** program coordinators to attend the said trainings. It is encouraged that the same participants who attended the BFS and HACCP shall also attend the FSCO training because those trainings are ladderized. For details, kindly refer to **Annex 2** for the bulletin of information.

Nominated participants shall accomplish the **online confirmation form** through bit.ly/2024FoodSafety on or before May 13, 2024. An advisory will be issued on the training details.

For clarification and further information, please contact **Ms. Magdalene Portia T. Cariaga**, Senior Education Program Specialist and/or **Ms. Christine Isabel B. Buenvenida**, Health Education and Promotion Officer II of BLSS-SHD through telephone number (02) 8632-9935 or via email sbfp@deped.gov.ph.

For immediate dissemination.

Annex 1

TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO)

Target Number of Participants

Region	No. of Participants
I	4
II	3
III	8
IV-A (CALABARZON)	9
IV-B (MIMAROPA)	2
V	5
VI	4
VII	4
VIII	3
IX	3
X	2
XI	2
XII	2
CARAGA	2
CAR	2
NCR	5
BARMM	5
TOTAL	65

Annex 2

TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO)

BULLETIN OF INFORMATION

I. RATIONALE:

Foodborne diseases (FBD) can be defined as any illness caused by ingesting contaminated food or drink. The most common clinical presentation of foodborne diseases is gastrointestinal symptoms, but foodborne diseases can also lead to chronic, life-threatening symptoms including neurological, gynecological, or immunological disorders as well as multi-organ failure, cancer, and death.

Foodborne diseases are a significant threat to public health causing an estimated 600 million illnesses and approximately 420,000 deaths each year worldwide¹.

Safe, nutritious, and diverse food in childhood is one of the key ingredients to deliver a world where children are free from all forms of malnutrition. Food safety contributes to healthy growth and development of children, and adhering to food safety standards will improve learners' school performance and lower the occurrences of absenteeism.

The Republic Act No. 10611, otherwise known as the Philippine Food Safety Act of 2013, requires that every food business operator must have a designated Food Safety Compliance Officer (FSCO) in charge of food safety management and its legal compliance. The Department of Education (DepEd), considered as a food business operator having school canteens that caters to millions of learners in public elementary and secondary schools, is also implementing the School-Based Feeding Program (SBFP) which involves provisions of hot meals/nutritious food products and milk to undernourished Kinder to Grade 6 learners. Thus, this training will equip the health personnel and other program coordinators with the knowledge on how to properly handle and prepare food not just for school canteen operations but also for the SBFP implementation.

¹ World Health Organization. (2022, May 19). *Food safety*. World Health Organization. <https://www.who.int/news-room/fact-sheets/detail/food-safety>

II. OBJECTIVES:

The activity aims to:

- enhance the program implementers' capacity on the basic concepts of Food Safety and Hazard Analysis and Critical Control Point (HACCP);
- train additional DepEd health personnel and other program coordinators to be a certified Food Safety Compliance Officer (FSCO); and
- update the database/directory of DepEd FSCOs.

III. DATE AND VENUE:

Activity	Date	Venue
1. Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)	May 27-31, 2024	Region III
2. Training on Food Safety Compliance Officer (FSCO)	July 22-26, 2024	Region VI

IV. RESOURCE PERSON, STAFF AND PARTICIPANTS

Central Office:

- BLSS-School Health Division
- BLSS-Office of the Director
- Office of the Assistant Secretary for Operations

Resource Person:

- Food Safety and Hygiene Academy of the Philippines (FoodSHAP)

Participants:

- Newly hired Regional Nutritionist-Dietitians from Regions IV-A (CALABARZON), IX, National Capital Region (NCR), and Caraga, or representative
- School-Based Feeding Program/school nutrition program coordinators or representative from Very Large and Large Sized Schools Division Offices

V. PROGRAM FLOW

(Please see separate sheets)

Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)

Day 1 (May 27, 2024) - Arrival of Participants, Registration and Preliminaries

Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction - ELEMENT 1: Introduction to Food Safety - ELEMENT 2: Food Hazards - ELEMENT 3: Illness from Food	- Define food safety and foodborne illnesses. - Classify different food hazards - Identify common symptoms of food poisoning

Day 2 (May 28, 2024) - Continuation of Discussion on Basic Food Safety Elements and Examination

8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	- ELEMENT 4: High-Risk Food - ELEMENT 5: Time and Temp. Control - ELEMENT 6: Personal Hygiene - ELEMENT 7: Premises and Equipment - ELEMENT 8: Cleaning and Sanitizing - ELEMENT 9: Food Pests	- Identify foods that are high-risk - Identify how to control bacteria by means of temperature and time - Describe the role of having a proper hygiene among food handlers - Explain the design requirements of food premises that ensures food safety - Define contact time, disinfect, and sanitize - Identify typical food pests
12:00nn to 1:00PM	LUNCH	
01:00pm to 04:00pm	- ELEMENT 10: Staying Safe in the Kitchen - ELEMENT 11: Food Safety Training - ELEMENT 12: The Flow of Food	- Define hazard, risk and PPE - Define Food Safety Compliance Officer (FSCO) - Explain the concept of the

	ELEMENT 13: Food Safety Law & HACCP	flow of food Explain the food safety requirement under the Phil. Food Safety Act of 2013
4:00pm to 05:00pm	EXAMINATION	
Day 3 (May 29, 2024) - HACCP Principles and Practice		
8:00am to 8:30am	Recapitulation	Recap of Day 2
8:30am to 12:00nn	- ELEMENT 1: Introduction to HACCP - ELEMENT 2: Codex to apply HACCP - ELEMENT 3: Hazard Analysis	- Define basic concepts on HACCP - State the procedural steps to apply HACCP - Identify different hazards that may be present at each step of the flow of the food
12:00nn to 1:00pm	LUNCH	
1:00pm to 5:00pm	- ELEMENT 4: Critical Control Points - ELEMENT 5: Critical Limits - ELEMENT 6: Monitoring	- Identify which steps along the flow of a certain food item is Critical Control Point - Decide what Critical Limits are needed for each CCP - Explain the significance of monitoring in a HACCP system
Day 4 (May 30, 2024) - Continuation of Discussion on HACCP Principles and Practice and Examination		
8:00am to 8:30 AM	Recapitulation	Recap of Day 3
8:30am to 12:00nn	- ELEMENT 7: Corrective Action - ELEMENT 8: Verification - ELEMENT 9: Documented Information	- Understand the importance of Corrective Actions in the implementation of HACCP system - Understand the significance of Verification in a HACCP system - State reasons for keeping documents and records of a HACCP system
12:00nn to 1:00PM	LUNCH	

1:00PM to 1:30 PM	REVIEW OF ALL HACCP STEPS
1:30PM to 5:00PM	EXAMINATION: 1. Multiple Choice Exam 2. HACCP Plan Practical Exam
Day 5 (May 31, 2024) Next Steps Closing Program Check-out	

Training on Food Safety Compliance Officer (FSCO)		
Day 1 (July 22, 2024) - Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 5:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
Day 2 (July 23, 2024) - Discussion on FSCO Elements		
8:00am to 12:00nn	- ELEMENT 1: Food Safety Management Framework - ELEMENT 2: Food Safety Policy & Planning	- Explain the framework of a Food Safety Management System - Describe the main features and contents of a Food Safety Policy
12:00nn to 1:00pm	Lunch	
1:00pm to 5:00pm	- ELEMENT 3: Food Safety Organization - ELEMENT 4: Food Safety Culture and Behavior	- Outline the roles and responsibilities of the FSCO - Discuss the concept of Food Safety Culture
Day 3 (July 24, 2024) - Continuation of Discussion		
8:00am to 8:30am	Recapitulation	
8:30am to 12:00nn	- ELEMENT 5: Halal Management - ELEMENT 6: Checking and Evaluation	- Discuss the concept of Halal in food management - Explain how to monitor/measure Food Safety performance
12:00nn to 1:00PM	Lunch	
1:00PM to 5:00PM	- ELEMENT 7: Investigation, Documents, and Records - ELEMENT 8: Auditing, Review, and Actions	- Identify the main components of a foodborne disease outbreak investigation - Explain the concepts and significance of management system audit and internal auditing
Day 4 (July 25, 2024) - Continuation of Discussion		

8:00am to 8:30 AM	Recapitulation	Recap of Day 3
8:30am to 12:00nn	ELEMENT 9: Legal Requirements and International Standards	State penalties and sanctions of Food Safety violations under the RA 10611
12:00nn to 1:00pm	Lunch	
1:00pm to 1:30pm	REVIEW	
1:30pm to 5:00pm	EXAMINATION: 1. Multiple Choice Exam 2. FSCO Case Study practical exam	
Day 5 (July 26, 2024) – Next Steps Closing Program Check-out		