



## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

July 23, 2019

### DIVISION MEMORANDUM

DM No. 188, s. 2019

### DESIGNATION OF DIVISION SCHOOL-BASED FEEDING PROGRAM COORDINATOR

To: Assistant Schools Division Superintendents, Division Chiefs, Section/Unit Heads, Education Program Supervisors, Public Schools District Supervisors, Elementary, Secondary and Senior High School Heads, District/School Feeding Coordinators, School Health Personnel and All Others Concerned

1. In reference to Regional Memorandum No. 428 s. 2019 entitled "**Designation of Division School-Based Feeding Program Coordinator**" and in pursuant to DepEd Order No. 39, series of 2017 entitled "**Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP) For School Years 2017-2022**", the Regional Office designates a permanent coordinator that will oversee, ensure and monitor the School-Based Feeding Program ( SBFP) in the Division.
2. The **Division Designated School-Based Feeding Program Coordinator is Ma. Teresita M. Abella- OIC-School Health Section** and her **Alternate Division SBFP Coordinator is Maria Nerissa A. Diego-Nurse II.**(please see attached Annex A of Regional Memo No. 428 s. 2019).
3. The Division School-Based Feeding Program Coordinators are expected to perform the duties and responsibilities stated in the attached Annex B. The alternate is expected to perform the duties and responsibilities in the absence of the Division SBFP Coordinator and to provide assistance to the Division SBFP Coordinator when needed.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

shsmtma07/23/2019

DEPEDQUEZON-TM-SDS-04-009-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

Cell No: **09175824629**

	
DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	8/1/19
By:	
Ref. no.	188



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : *[Signature]*  
CARLITO D. BOCAFORT  
Director III  
Officer-in-Charge  
Office of the Regional Director

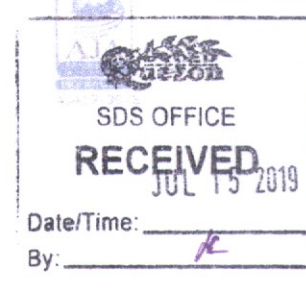
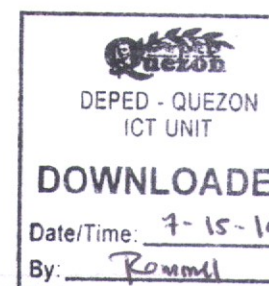
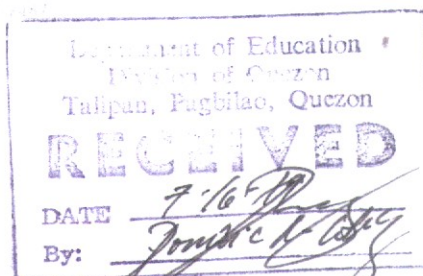
SUBJECT : DESIGNATION OF DIVISION SCHOOL-BASED FEEDING PROGRAM COORDINATOR

DATE : July 8, 2019

1. In pursuance to DepEd Order No. 39, series of 2017 entitled **OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR SCHOOL YEARS 2017-2022**, the Regional Office designates a permanent coordinator per Division that will oversee, ensure and monitor the School-Based Feeding Program (SBFP) in their respective divisions.
2. The attached personnel in Annex A are hereby designated as Division School-Based Feeding Program (SBFP) Coordinator and their alternate.
3. The Division School-Based Feeding Program Coordinators are expected to perform the duties and responsibilities stated in Annex B. The alternates are expected to perform the duties and responsibilities in the absence of the Division SBFP Coordinator and to provide assistance to the Division SBFP Coordinator when needed.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.



Trunk Line: (02) 862 5170, (042) 4018, 4017, 4016  
Fax: (02) 862 5171  
Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
Facebook: [DepEd-Region-IV-A-Calabarzon](https://www.facebook.com/DepEd-Region-IV-A-Calabarzon)





**Annex A. DIVISION DESIGNATED SCHOOL-BASED FEEDING PROGRAM COORDINATORS**

<b>DIVISION</b>	<b>DESIGNATED DIVISION SBFP COORDINATOR</b>	<b>ALTERNATE</b>
Antipolo City	Phanny S. Ramos Nurse II	Elaine A. Calacday-Adolfo Nurse II
Bacoor City	Mary Grace E. Javier Medical Officer III	Ruby L. Carlongan Nurse II
Batangas	Karen E. Enriquez Nurse II	Mary Ann D. Rillera Nurse II
Batangas City	Marianne R. Medina Nurse II	Janize M. Untalan Nurse II
Binan City	Henrietta M. Nacario Nurse II	John Sebastian N. Jacalan Nurse II
Cabuyao City	Joy O. Andaya Nurse II	Andrea C. Villaraza Teacher I – Mamatid ES
Calamba City	Cyril L. Paner Nurse II	Juvileen A. Roxas Nurse II
Cavite	Clorinda P. Garma Nurse II	Pearly Mae R. Penales Nurse II
Cavite City	Paul Jemeel M. Panganiban Nurse II	Almira F. Moya Nurse II
Dasmariñas City	Maria Leilani S. Coronado Nurse II	Divina Victoria Pamienta-Prudente Nurse II
General Trias City	Eliel Mae A. Galgo Nurse II	Marichelle B. Dela Peña Nurse II
Imus City	Rolando B. Talon, Jr. EPS – TLE/EPP	Maybelle B. Animas Nurse II
Laguna	Ma. Josefa L. Villarica Nurse II	Mariou Yap-Manzanero Nurse II
Lipa City	Grace V. Camaganacan Nurse II	Christian Malaluan Nurse II
Lucena City	Carlo Joseph V. Castillo Nurse II	John Dominic C. Ayala Nurse II
Quezon	Ma. Teresita M. Abella Nurse II	Maria Nerissa A. Diego Nurse II
Rizal	Ana Vivian V. Montifar Nurse II	Norman M. Mendiola Nurse II
San Pablo City	Ramona D. Tagulao Nurse II	Minnie Rose H. Noroña Nurse II
Sta. Rosa City	Kenrick L. Villanueva Nurse II	Karen A. Bernardino Nutritionist-Dietitian I / LSB
Tanauan City	Maria Lena P. Macahia Nurse II	Joel M. Lirio Nurse II
Tayabas City	Mariles Ferro-Contreras Nurse II	Lailani T. Omlas Nurse II

**Annex B. DUTIES AND RESPONSIBILITIES OF DIVISION DESIGNATED SCHOOL-BASED FEEDING PROGRAM COORDINATOR**

1. Forge partnership with LGUs and /or NGOs/CSOs in areas where there are LGUs and NGOs/CSOs that are willing to partners for SBFP.
2. Orient the District Supervisors, School Heads, Feeding Coordinators and Monitoring and Evaluation Personnel in the School Governance and Operation Division (SGOD) on the program and its implementing guidelines.
3. Submit to DepEd RO the list of recipient schools that will implement the program together with the list of target beneficiaries.
4. Oversee the implementation of the program and facilitate the prompt liquidation of funds in schools.
5. Ensure the timely release of funds to schools.
6. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs and other groups undertaking the feeding program.
7. Monitor the compliance of schools with the guidelines procurement process, financial management, health and nutritional assessment and other complementary activities.
8. Consolidate reports with analysis and recommendations and submit to DepEd Regional Office the needed reports.
9. Ensure the accuracy of the reports and data submitted by the schools through validation of the nutritional status data and report by conducting random weighing of SBFP beneficiaries in selected schools during monitoring.
10. Submit needed data and reports as per request of the Regional Office.
11. Complies reports and data regarding SBFP.
12. Prepare SBFP Accomplishment Report to be presented to stakeholders, partners and other agencies when needed.
13. Report any issues and concerns regarding the implementation of the program to the Regional SBFP Coordinator.
14. Attend trainings of Central, Regional Offices and other agencies in relation to School-Based Feeding Program.