



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
 No. 481, s. 2025

**CENTRAL KITCHEN OPERATIONAL GUIDELINES FOR THE
 IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM
 (SBFP) SY 2025-2026**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary School Heads
 SBFP Focal Persons
 All Others Concerned

1. In accordance with the provisions stated in **DepEd Order No. 31, s. 2021**, titled "Operational Guidelines on the Implementation of the School-Based Feeding Program" and **Division Memorandum No. 432, s. 2025**, re: "Division Implementation of the School-Based Feeding Program (SBFP) for SY 2025-2026", this Office releases the **Central Kitchen Operational Guidelines** as **Enclosure No. 1** to this memorandum.
2. The central kitchen operations will start on **July 31, 2025**.
3. For queries and clarification, please contact Dr. Arlyn D. Batulan, Medical Officer III, at 09771031648 or Ms. Laurie Angela M. Agati, Nurse II / SBFP Division Focal Person, at 09165138277.
4. Immediate dissemination and compliance with this memorandum is hereby directed.

VILMA D. EDA, CESO V
 Schools Division Superintendent

Encls.:
 As stated (Central Kitchen Operational Guidelines)
 References:
 Division Memorandum No. 432, s. 2025
 DepEd Order No. 31, s. 2021

To be indicated in the Perpetual Index
 under the following subjects:
 HEALTH
 NUTRITION
 PROGRAMS
 SCHOOLS

SGOD-SHNU/lama/2025/Memo-CKGuidelinesRelease
 July 28, 2025



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No. (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
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Enclosure No. 1

CENTRAL KITCHEN GUIDELINES

(Aligned with DepEd Order No. 31, s. 2021)

A. Background

As part of the School-Based Feeding Program for SY 2025–2026, this Division will implement a **Central Kitchen Modality** to provide **Hot Meals** to undernourished learners every **Thursday and Friday**, for a total of **48 feeding days**. This setup complements the distribution of **Nutritious Food Products (NFPs)** from Monday to Wednesday, and **Pasteurized Fresh Milk (PFM)** in designated schedules.

Three (3) central kitchens have been designated in identified lead schools based on proximity, infrastructure, and logistical readiness.

B. Days of Operation: Thursdays and Fridays

C. Structure and Personnel

Each central kitchen shall:

1. Serve a cluster of recipient schools based on mapping and feeding population. *Refer to attachment 1.*
2. It will be operated by the three (3) hired School Feeding Assistants (SFAs) per kitchen;
3. It will be supervised by the Lead School's School Head, and monitored by the SBFP Division Focal Persons and the Technical Support I for SBFP;
4. The operation will be on Thursdays and Fridays for the preparation and delivery of hot meals.

D. Roles and Responsibilities

1. Lead School

- The lead school will be the school where the central kitchen is located.
- On the central kitchen, the viand with egg as the primary ingredient will be prepared every Thursdays and Fridays.
- Eggs will be procured using the Division SBFP funds. Each school groups shall collaboratively plan the weekly menu based on available vegetables produced in their respective school gardens. This will be supplemented with proceeds from canteen gains.

School Head:

1. Coordinates weekly planning and resource sharing within the clustered schools;



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2. Supervises SFAs and ensures strict implementation of food safety protocols;
3. Prepares consolidated reports and submits documentation to the SBFP Focal Person.

SBFP School Coordinator and Alternate (Non-teaching)

1. Handles procurement, inventory, and utilization of ingredients and equipment;
2. Ensures compliance with PPE, sanitation, and proper labeling of containers;
3. Maintains communication with donor stakeholders and assisting parties.

2. Recipient Schools

1. Provide vegetables from the Gulayan sa Paaralan Program (GPP);
2. Contribute part of the 35% share from canteen gains to support kitchen operations to supplement the operations of the central kitchens.
3. Coordinate and agree on:
 - Weekly **menu rotation**
 - Turn-based contributions** of vegetables/meat among the clustered schools.
 - Provide **two (2) large cooking pots**, labeled with:
School Name
Number of Beneficiaries
 - Assist in sourcing stakeholders for:
 - Vegetable/meat inputs
 - Transportation and delivery support
 - Kitchen equipment and facility improvement
4. Participating schools shall be responsible for cooking rice in their respective schools. Additionally, schools may provide a second viand at their discretion for their respective beneficiaries.

E. Weekly Operations & Input Sharing Mechanism

1. Menu selection and input rotation shall be finalized every Monday.
2. All schools in the cluster must coordinate with each other to:
 - Decide on the weekly menu
 - Identify which school provides meat and vegetables per week.
 - Ingredients shall be delivered to the central kitchen one day before the scheduled cooking day or early morning on the same day.

F. Food Safety Standards and Sanitation Protocols

1. Personnel Hygiene and PPE

1. SFAs must wear complete PPE: **hairnet, apron, facemask, gloves, closed footwear** while inside the kitchen and separate footwear when outside.



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Provision of PPEs and Health permit will be charged from the SBFP Operational Funds.

2. **Handwashing** must be performed before and after handling food and after using the restroom
3. PPE usage schedule:
 - a. Hairnets: replace every 2 weeks or as needed
 - b. Aprons: washed daily
 - c. Masks and gloves: changed daily or as necessary

2. Kitchen Cleanliness

Central kitchens must be:

1. Cleaned and sanitized before and after use
2. Maintained pest-free.
3. Food must be prepared in clean, sanitized utensils.
4. Strict separation of raw and cooked items must be observed.
5. Leftovers shall not be reused or reheated.

3. Workflow

• **INGREDIENTS RECEIVING**

Responsible: Assigned SFA

Monitored by: School Head, SBFP Division Focal Persons, Technical Support I

1. Log incoming ingredients from cluster schools/donors (vegetables, meat, condiments) using CK record book.
2. Check and record quantity & quality using Receiving Log Form.
3. Reject/dispose spoiled, expired, or contaminated items.
4. Store items properly:
 - Meat and perishables should be stored in a cold storage.
 - Dry goods in a clean, dry shelf.
5. Update the Inventory Form for traceability.

• **FOOD PREPARATION (Thursdays & Fridays, 7:00–8:00 AM)**

Responsible: School Feeding Assistants (SFAs)

Supervised by: School Head / Non-teaching in-charge of SBFP

Monitored by: SBFP Division Focal Persons, Technical Support I

1. SFAs must wear complete PPE (mask, hairnet, apron, gloves, closed shoes).
2. Wash and sanitize all cooking tools, pots, and surfaces.
3. Clean and cut vegetables and meat using separate boards and knives to prevent cross-contamination.
4. Use clean water for washing and cooking.





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• **COOKING (8:00–9:30 AM)**

Responsible: SFAs

Supervised by: Lead School Head/ School SBFP Coordinators

Monitored by: School Head and Division SBFP Inspectorate (as needed)

1. Cook food thoroughly to safe internal temperature.
2. Stir food continuously to avoid scorching.
3. Avoid unnecessary handling of cooked food.
4. Transfer cooked food to clean, covered containers.

• **PORTIONING AND PACKING (9:30–10:30 AM)**

Responsible: SFAs

Supervised by: Lead School Head/ School SBFP Coordinators

Monitored by: SBFP Division Focal/Tech Support I

1. Portion meals based on number of identified beneficiaries per school.
2. Use calibrated scoops or ladles for uniform serving.
3. Pack meals in properly labeled containers (School Name + Beneficiary Count).
4. Secure covers/lids to prevent spillage or contamination.
5. Segregate containers per recipient school.

G. PICK-UP & DISTRIBUTION (10:30–11:00 AM)

Responsible: Designated school pick-up representative (per school)

Monitored by: Lead School Head/ SBFP Division Focal Persons and Technical Assistant I

1. Designated representative of schools should arrive at central kitchen before 10:30 AM.
2. SFA in-charge facilitates release of labeled containers and confirms with Distribution Log.
3. Schools must bring the following:
 - 2 big aluminum pots/casserole (kaldero) labeled with school name and number of beneficiaries. 1 stays at the kitchen ready for the next delivery.
 - Appropriate carriers or vehicles.
4. Maintain holding temperature during transport by securing and sealing the containers properly with packing tapes and transport must not exceed 15minutes.
5. Recipient schools distribute meals to learners immediately upon arrival.

H. Terms of Reference (ToR) – School Feeding Assistants

Position: School Feeding Assistant

Reporting To: School Head of Lead School

Workdays: Thursdays and Fridays

Duty Hours: 7:00 AM – 4:00 PM



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Key Responsibilities:

1. Prepare and cook meals in accordance with the SBFP food cycle menu.
2. Observe food hygiene and kitchen safety protocols.
3. Assist in cleaning and sanitizing kitchen and tools after every operation.
4. Ensure timely packing and delivery coordination.
5. Participate in orientation and capacity-building activities.
6. Assist in monthly height and weight taking.

I. Stakeholder Engagement

All participating schools are encouraged to **seek partnerships** with **PTA, Barangay LGUs, Non-government Organizations (NGOs), Private individuals and donors**. Stakeholder support may include but not limited to: Ingredient provision (vegetables, meat, condiments), Delivery assistance (transportation/delivery tricycles), Kitchen improvement (e.g., stoves, cookware, PPEs), etc.

J. Monitoring and Evaluation

The Division Inspectorate Team and SBFP Division Focal Persons shall conduct unannounced visits to monitor: Food safety compliance, Meal quality and quantity, Cleanliness and PPE usage. The Lead School shall submit a weekly monitoring form indicating: Number of meals served, Sources of ingredients, Issues encountered and actions taken.





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ATTACHMENT NO. 1

SCHOOL-BASED FEEDING PROGRAM SY 2025-2026

CENTRAL KITCHEN GROUPINGS

GROUP 1	No. of Beneficiaries
VIGAN CENTRAL SCHOOL (LEAD)	153
TAMAG ELEMENTARY SCHOOL	25
BURGOS MEMORIAL SCHOOL EAST	35
SALINDEG-Pong-ol, Baracca ES	47
PANTAY INTEGRATED SCHOOL	46
TOTAL	306

GROUP 2	No. of Beneficiaries
AYUSAN-PAOA ES (LEAD)	49
MINDORO ES	39
BURGOS MEMORIAL SCHOOL WEST	106
GOV. EVARISTO SINGSON II MES	33
BULALA-PARATONG ES	60
JOSE SINGSON ES	25
TOTAL	312

GROUP 3	No. of Beneficiaries
NAGSANGALAN ES (LEAD)	100
RUGSUANAN-PUROC ES	25
RAOIS ES	20
CABAROAN-CABALANGEGAN ES	29
CAMANGAAN ES	44
CAPANGPANGAN ELEMENTARY SCHOOL	25
SAN JULIAN ES	61
TOTAL	304

TOTAL BENEFICIARIES	922
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