



2509-988

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **667**, s. 2025

CONDUCT OF CAPACITY BUILDING ON GULAYAN SA PAARALAN PROGRAM (GPP) AND OTHER OKD PROGRAMS FOR SCHOOL COORDINATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 28, 2018** titled *"Policy and Guidelines on Oplan Kalusugan sa Department of Education and Memorandum OM-OUOPS-24-08-00378 or the "Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding"*, the Department of Education Vigan City through the School Health and Nutrition Section shall conduct the **Capacity Building on Gulayan sa Paaralan Program (GPP) and other OKD Programs for School Coordinators at Selah Vie Resort Hotel, Poblacion West, San Ildefonso Ilocos Sur on September 11-12, 2025, 8:00 AM-5:00 PM.**
2. The capacity building aims to:
 - a. Orient and update school coordinators on the guidelines, standards, implementing mechanisms, monitoring, reporting, and documentation of the Gulayan sa Paaralan Program (GPP) and other Oplan Kalusugan sa DepEd (OKD) programs.
 - b. Capacitate coordinators in the effective planning, implementation, and management of health and nutrition programs that directly support and strengthen the School-Based Feeding Program (SBFP).
 - c. Promote innovative practices and sustainable strategies in school gardening, nutrition, and health interventions that contribute to learner well-being.
 - d. Foster collaboration and partnership among school heads, coordinators, and stakeholders in mobilizing resources and ensuring the sustainability of school health and nutrition programs.
 - e. Align school-level initiatives with the Department's thrusts on child health, nutrition, and wellness for improved learning outcomes.
3. The capacity building also includes a Benchmarking Activity at Taguiporo Elementary School, Bantay, Ilocos Sur, 08:00 AM – 10:00 AM. The transportation expenses incurred during the travel to and from Taguiporo Elementary school, shall be charged to SBFP PSF additional funds with Sub-ARO No. RO1-25-0591 through reimbursement subject to the usual accounting and auditing rules and regulations.



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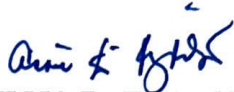
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4. Attached are the List of Participants, Program Management Team and Program of Activities & Training Matrix (see Enclosures 1-3).
5. This memorandum shall serve as travel order for the participants.
6. For more details please contact Dr. Arlyn D. Batulan at 09771031648 and Laurie Angela M. Agati at 09165138277.
7. For information and compliance of all concerned.


VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DO 28 s. 2018
Enclosure: None

SGOD-SHNS/lama/Capacity Building



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Enclosure No. 1 to Division Memorandum No. 463 s.2025

**LIST OF PARTICIPANTS ON CAPACITY BUILDING FOR GULAYAN SA PAARALAN AND OTHER OKD
PROGRAMS SY2025-2026**

NAME OF SCHOOL	NAME OF PARTICIPANT	POSITION
AYUSAN- PAOA ES	MA. ANGELICA A. TABERNA	Administrative Officer II
	ANGELITO A. APUYA	Teacher III
BULALA-PARATONG ES	JESSICA D. RIGOS	Administrative Officer II
	KAREN CERENO	Administrative Assistant II
BURGOS MEMORIAL SCHOOL EAST	NAIRA ABIGAIL T. SEGUI	Administrative Officer II
	EDITHA A. TABUYO	Teacher III
BURGOS MEMORIAL SCHOOL WEST	ESTRELLA D. ADOLFO	Teacher III/GPP Coordinator
	KRYSTEL ELAINE MARIE U. CATURA	Administrative Officer II/ GPP Coordinator
CABAROAN-CABALANGEGAN ES	JESSA MAE A. PIANO	Administrative Officer II
CAMANGGAAN ES	REGINAL A. QUARIO	Administrative Officer II
	MAYLENE F. ALCARTADO	Teacher III
CAPANGPANGAN ES	MARK LINN T. RICOTOSO	Project Development Officer I
	DENNIS A. AGUIMBAG	Administrative Officer II
GOV. EVARISTO SINGSON II	MA. CRISTINA EMELY PANDORO	Administrative Officer II
	ANALYN ROSE AZADA	Administrative Assistant III
JOSE SINGSON ES	GLOIDA D. RECLUSADO	Administrative Officer II
*Resource Speaker for ISNM - Lighthouse	PAULINO B. ANINAG JR.	SCHOOL PRINCIPAL I/GPP COORDINATOR
MINDORO ES	GRACE D. FORMOSO	AO2/GPP Coordinator
	MARIFE AGUIMBAG	Teacher III
NAGSANGALAN ES	NEIL ONEMIG A. PURISIMA	Administrative Officer II
	LEALYN MARTINEZ	Administrative Assistant III
PANTAY IS	MARK JAYSON T. RABOY	Administrative Officer II
	RONALD PRE JR.	Teacher III
RAOIS ES	THELMA VALERIO	MASTER TEACHER II
	OINER M. RAFANAN	Administrative Officer II
RUGSUANAN-PUROC ES	JOHNNY ULIBAS	Teacher III
	LANY Q. CORPUZ	SCHOOL PRINCIPAL I
SALINDEG ES	LIGAYA LOURDES ALON	Teacher III
	LUDOVINA LIM	Teacher II
SAN JULIAN ES	KATHRINE ANNE R. ARCE	Administrative Officer II
	CECIL B. ASTROLOGIO	TEACHER III
TAMAG ES	NICOLE A. GASCON	Administrative Officer II
	EVA MARIE P. RAQUEL	Teacher III
VIGAN CENTRAL SCHOOL	GEMALYN LAMPOTE	Administrative Officer II
	JESSIE A. PONCE	MT1/ School Coordinator GGP
ILOCOS SUR NATIONAL HIGH SCHOOL (JHS)	JOHN CARL RABACCA	Teacher III
ILOCOS SUR NATIONAL HIGH SCHOOL (SHS)	ERICHA S. BAJA	Nurse II
	JUANITO JOVEL NEBAB	Teacher III
VIGAN NATIONAL HIGH SCHOOL EAST	MARK ANTHONY P. DOMINGO	Teacher III/SCHOOL NURSE DESIGNATE
	MATT NOWELL TALANIA	Teacher (GPP Coordinator)
VIGAN NATIONAL HIGH SCHOOL WEST	JANINE AUSTINE O. RAFANAN	Administrative Officer II
	EDISON J. PALACPAC	Teacher I



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Enclosure No. 2 to Division Memorandum No. 667s. 2025

Program Management Team

No.	Name and Designation	Role
1	Vilma D. Eda, CESO V Schools Division Superintendent	Executive Committee
2	Annie D. Pagdilao, EdD, CESO VI Assistant Schools Division Superintendent	Executive Committee
3	Rodrigo Q. Reyes, Jr. Chief Education Supervisor-SGOD	Overall Program Manager
4	Arlyn D. Batulan Medical Officer III – OKD Program Overall Division Coordinator	Program Manager Resource Person, Welfare Officer
5	Laurie Angela M. Agati Nurse II Division SBFP and GPP Focal Person	Program Manager Program Facilitator Resource Person, Welfare Officer
6	Amelyn P. Abella Education Program Supervisor-TLE Division Co-Focal for GPP	Program Manager Program Facilitator Resource Person
7	Grace Castañeda SDO detailed School Principal	QAME Coordinator
8	Maria Korynne P. Taborda Nurse II Division Mental Health Awareness and WinS Coordinator	Resource Person, Welfare Officer Documenter, Secretariat
9	Aphrodite Hope E. Martinez PDO II-DRRMO	Resource Person, Documenter, Secretariat
10	Alma Inamorata A. Nebab PDO I	Secretariat, Participant Documenter
11	Cherry Lyn P. Marcos Technical Assistant I – SBFP	Resource Person Secretariat, Emcee
12	Nicole Anne Uaje Administrative Support II-SBFP	Secretariat, Emcee
13	Erick John P. Teodosio Office of the City Agriculturist Representative	Resource Speaker



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**Capacity Building on Gulayan sa Paaralan Program (GPP) and other OKD Programs for School Coordinators
(September 11-12, 2025)**

I. Preliminaries 8:00 AM- 8:30 AM

- Registration
- Opening Program - National Anthem, Opening Prayer (AVP)
- Welcome Message, Inspirational Messages (Chief CID or SGOD, SDS, ASDS)
- Acknowledgement of Participants
- Training Rules (House Rules)

II. Training Proper

Day 1

- 8:30 AM-8:40 AM – Assigning of Groups
8:40 AM- 9:00 AM – Management of Learning (Group 1)
9:00 AM- 12:00 NN – Training Proper
12:00 NN- 12:40 PM - Lunch
12:40 PM- 1:00 PM - Management of Learning (Group 2)
1:00 PM -5:00 PM – Training Proper

Day 2

- 8:00 AM-8:30 AM – Management of Learning (Group 3 at the Model GPP School)
8:30 AM-12:00 NN – Training Proper
12:00 NN- 1:00 PM - Lunch
1:00 PM- 1:20 PM - Management of Learning (SHNU)
1:20 PM -4:40 PM – OKD Re-Orientation of Programs
4:40 PM -5:00 PM – Closing Program



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Enclosure No. 2

Training Matrix

Training Topic	Learning Objectives	Key Content / Subtopics	Duration	Training Method	Responsible Person / Facilitator	Expected Output
Day 1						
1. Understanding the Program	Understand GPP guidelines, objectives, and linkages with other DepEd programs.	DepEd Orders & Guidelines; GPP Objectives: Nutrition, Education, Sustainability; Integration with SBFP, WASH, DRRM	1 hr	Lecture-Discussion, Q&A	Division GPP Focal Person, Regional GPP Focal Person	Participants can explain GPP's role and alignment with DepEd priorities
2. Technical Gardening Skills	Gain practical skills in sustainable gardening.	Soil Preparation (composting, mulching); Seedling Propagation; Planting Techniques; Water Management; Pest & Disease Control (organic); Harvesting & Storage	4 hrs	Lecture, Demonstration, Field Practice	Provincial / LGU Agri Office / School Head Trained for Lighthouse Garden	Participants demonstrate basic gardening techniques
3. Sustainability Practices	Apply methods to keep the garden productive year-round.	Seed Saving; Composting & Waste Recycling; Climate-Resilient Gardening;	1 hr	Lecture, Demonstration	Provincial / LGU Agri Office / School Head Trained	Sustainability action plan for the school garden



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		Continuous Planting Cycles			for Lighthouse Garden	
4. Planning the School Garden	Design a feasible school garden plan.	Site Selection; Garden Layout (beds, vertical, container); Crop Planning (seasonal calendars); Budget & Resource Mobilization	1 hr	Lecture, Group Workshop, Planning Exercise	Provincial / LGU Agri Office / School Head Trained for Lighthouse Garden / Division GPP Focals	School-specific garden plan (Action Plan) with layout and planting calendar
DAY 2 AM Session						
5. Benchmarking at model school garden at Taguiporo Elementary School	Identify best practices in school gardening	Model GPP practices	3 hrs	Presentation, site walk-through,	School Head, Host school GPP Coordinator	List of best practices observed and documented
6. Documentation & Reporting	Complete GPP forms and reports accurately.	GPP Monitoring Forms; Photo Documentation; Production Records; Narrative Reports	1 hr	Lecture	School Head Trained for Lighthouse Garden / Division GPP Focals	Completed sample GPP report with attachments
Next page						

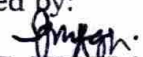


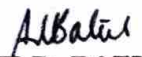


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DAY 2 PM Session						
7. Other OK sa DepEd Program Discussions	Capacitate and update school coordinators regarding OKD program activities and reports.	Overview of OKD Program; Recent activities; Reporting requirements; Integration with school health initiatives	4 hr	Lecture-Discussion, Open Forum	Division OKD Focal Person / School Health Coordinator	Participants are updated on OKD program activities and reporting procedures

Prepared by:


LAURIE ANGELA M. AGATI
Nurse II


ARLYN D. BATULAN, MD
Medical Officer III

Reviewed by:


RODRIGO Q. REYES, JR.
Chief Education Supervisor - SGOD

APPROVED:


VILMA D. EDA, CESO V
Schools Division Superintendent



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