



207-710

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

DIVISION MEMORANDUM

No. 521, s. 2026

**ORIENTATION MEETING OF SCHOOL-BASED FEEDING PROGRAM (SBFP)
CENTRAL KITCHEN COOKS AND HELPERS**

To: Assistant Schools Division Superintendent
Public Elementary School Heads (Nagsangalan ES and Vigan Central School)
School-Based Feeding Program (SBFP) School Focal Persons and Alternate
School Health and Nutrition Unit (SHNU) Personnel
All Others Concerned

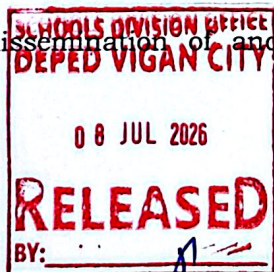
1. Pursuant to Division Memorandum No. 521 or the “**Division Implementation of the School-Based Feeding Program (SBFP) for School Year 2026–2027**” and in preparation for the commencement of feeding activities, this Office through the School Health and Nutrition Unit will conduct meeting for the SBFP Central Kitchen Cooks and Helpers on Friday, July 10, 2026, 8:00 to 11:00 am at SDO Conference Hall.

2. The participants in the activity are the following:
a. SBFP Cooks and Helpers;
b. School-Based Feeding Program (SBFP) School Focal Persons or Alternate Focal Persons of the Lead Schools

3. The activity aims to:
a. inform participants on the operational procedures in the implementation of the Central Kitchen; and
b. discuss the duties and responsibilities of Central Kitchen cooks, helpers, school focal persons
c. review food safety and sanitation standards, proper food handling practices, and workflow in the Central Kitchen;
d. discuss the preparation, packaging, distribution, and documentation; and
e. address operational concerns and ensure the readiness of all personnel prior to the implementation of the feeding program.

4. This Memorandum shall serve as the **Locator Slip** of the concerned personnel in attending the meeting.

5. Immediate dissemination of and compliance with this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent



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