tc: 2611-56

Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 954, s. 2026

04 NOV 2026

CREATION OF THE TECHNICAL WORKING GROUP FOR THE DEVELOPMENT OF THE OPERATIONAL GUIDELINES FOR THE CENTRAL KITCHEN UNDER THE SCHOOL-BASED FEEDING PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Section/Unit Heads
Public Elementary, Secondary and Integrated School heads
Others Concerned

1. Pursuant to **Republic Act No. 11037**, otherwise known as the *Masustansyang Pagkain para sa Batang Pilipino Act*, and **DepEd Order No. 13, s. 2026**, entitled *Institutional Guidelines on the Implementation of the School-Based Feeding Program*, the Schools Division of Vigan City shall develop comprehensive Operational Guidelines for the Central Kitchen to ensure the efficient, systematic, and safe preparation and distribution of meals to identified schools and beneficiaries.

2. In this regard, a **Technical Working Group (TWG)** is hereby constituted to lead the development, review, and validation of the Operational Guidelines for the Central Kitchen under the SBFP

3. The following personnel shall compose the Technical Working Group:

	Designation
Annie D. Pagdilao, CESO VI *Assistant Schools Division Superintendent*	Chairperson
Rodrigo Q. Reyes Jr *Chief, School Governance and Operations Division (SGOD)*	Vice-Chairperson
Laurie Angela M. Agati, RN *Division SBFP Coordinator/ Nurse II*	Project Lead
Arlyn D. Batulan, MD *Medical Officer III*	Project Lead
Maria Korynne P. Taborda, RN *Nurse II*	Secretariat
Atty Kim R. Tagorda *Legal Officer III*	Member
Ben John C. Lazo *Division Architect*	Member
Amelyn P. Abella CID Representative-EPS TLE and EPP	Member
Greatest Yeng C.Molina *Administrative Officer IV-HR*	Member

Maria Bernadette R. Sarmiento *Supply Officer*	Member
Raymart Q. Quedado *Division Disaster Risk Reduction and Management Coordinator*	Member
Representative from Department of Science and Technology (DOST)	Member

4. The following are the functions and responsibilities of the TWG:

a. Develop the Operational Guidelines covering the establishment, management, and operation of the Central Kitchen for the School-Based Feeding Program.

b. Establish standards and procedures for the following operational areas:

- Kitchen layout, design, and infrastructure requirements;
- Food receiving and inspection;
- Storage and inventory management;
- Food preparation and cooking;
- Food safety, sanitation, and quality assurance;
- Meal packaging and portioning;
- Dispatch, transportation, and delivery;
- Distribution of meals to recipient schools;
- Cleaning, disinfection, and waste management.

c. Coordinate with DOST for technical assistance on kitchen design, workflow, equipment specifications, and food safety standards.

d. Identify the necessary resources including manpower, equipment, supplies, budgetary requirements, and logistical support.

e. Develop monitoring and evaluation tools to assess compliance with operational standards and food safety requirements.

f. Conduct consultations and validation activities with concerned stakeholders to ensure the applicability and completeness of the guidelines.

g. Finalize and recommend the proposed Operational Guidelines for review and approval of the Schools Division Superintendent.

5. All concerned offices and personnel are directed to extend the necessary technical assistance, information, and logistical support to facilitate the timely completion of the TWG's deliverables, subject to applicable DepEd policies and the availability of resources.

6. The TWG shall commence its activities upon the issuance of this Memorandum and shall submit periodic progress reports to the Schools Division Superintendent through the Chairperson.

7. Immediate dissemination this Memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
04 NOV 2026
RELEASED
BY

VILMA D. EDA. CESO V
Schools Division Superintendent

SGOD/RQR/adb