



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



30 January 2025

REGIONAL MEMORANDUM

No. 070.2025

CONDUCT OF TRAINING ON CENTRAL KITCHEN ESTABLISHMENT AND MANAGEMENT

To: Assistant Regional Director
 Schools Division Superintendents
 School Health Personnel
 All Others Concerned

1. The Office of the Undersecretary and Assistant Secretary for Operations through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) will conduct the Training on Central Kitchen Establishment and Management on February 4-7, 2025 at DepEd Applied Nutrition Center, Cebu City.
2. The activity aims to capacitate the SBFP focal persons on engaging the Local Government Units (LGUs) and other stakeholders to support the program, learn from the expertise of the resource person on how to set-up and operationalize central kitchens, and develop a project proposal on partnership-building with LGUs and other stakeholders.
3. The following are the identified participants and are requested to register online through this link: <https://forms.office.com/r/JtpKdkADVC>:

Name	Position	Office/Division
Diane B. Joaquin	ND II	Regional Office
Estrelita A. Seares	Nurse II	Abra
Darren C. Carino	Nurse II	
Perfecto Manuel Jr.	Nurse II	Apayao
Rachellie Rivera	Nurse II	
Agnes O. Totaan	Nurse II	Baguio City
Juliet Arzadon	Nurse II	
Rose Virginie D. Killip	Nurse II	Benguet
Geralyn A. Belino	Nurse II	
Dr. Shyre Klondy Grail Unghiyon	MO III	Ifugao
Melvin Lloyd George Guinid	Nurse II	
Dr. Ma. Veronica B. Calpito-Gamon	MO III	Kalinga
Monique G. Palapoz	Nurse II	
Brenda S. Yaos	Nurse II	Mt. Province
Chalita A. Balakis	Nurse II	
Dr. Rodolfo D. Niones Jr.	MO III	Tabuk City
Shirley C. Sarmiento	Nurse II	



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. DND PM6



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

4. It is reiterated that participants shall bring their own laptops for workshops and are expected to arrive at the venue before the opening program which will start at 1:30 pm.
5. Travel expenses shall be charged against SBFP-PSF funds subject to usual accounting and auditing rules and regulations.
6. Attached is a copy of OM-OUOPS-2024-08-00367 for further details of the activity.
7. For concerns and clarifications, please contact Georgina C. Ducayso, ESSD Chief Education Supervisor through email car.essd@deped.gov.ph or Diane B. Joaquin, Nutritionist Dietitian II through email diane.joaquin@deped.gov.ph.
8. Immediate dissemination of and compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

Encl. as stated

*ESSD/GCD/dbj/aal/training on central kitchen establishment and management
January 30, 2025*



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-08-00367

FOR : **REGIONAL DIRECTORS**
 Region I – XII, Caraga, NCR, and CAR

FROM : **MALCOLM S. GARMA**
 Assistant Secretary, Officer-In-Charge
 Office of the Undersecretary for Operations

[Signature]
 DR. DEXTER A. GALBAN
 Assistant Secretary for Operations

SUBJECT : **CONDUCT OF THE TRAINING ON CENTRAL KITCHEN ESTABLISHMENT & MANAGEMENT BATCH 1, 2, and 4**

DATE : January 6, 2025

The Office of the Undersecretary and Assistant Secretary for Operations through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) will conduct the Training on Central Kitchen Establishment and Management Batch 1, 2, and 4 on the following dates and venues:

Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	February 4-7, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 1, 2, 3, and CAR	127
2	February 25-29, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 4A, 4B, 5, and NCR	145
4	February 18-21, 2025 / Cagayan de Oro City (venue to be announced later)	Regions 10, 11, 12, and Caraga	115

This activity aims to capacitate the Schools Division Focal Persons for School-Based Feeding Program (SBFP) to engage with the Local Government Units (LGUs) and other possible stakeholders to support the SBFP through the establishment of Central Kitchens. Through this activity, the participants will be trained on how to set up and operationalize the central kitchens. Topics covered will include site and stakeholder preparation, building/repair costs, manpower requirements and training, kitchen operations, as well as monitoring and sustaining the Central Kitchens.



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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

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FROM : **MALCOLM S. GARMA**
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DR. DEXTER A. GALBAN
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The training aims to:

1. capacitate the SBFP Schools Division Focal Persons on engaging the LGUs and other stakeholders to support the program;
2. learn from the expertise of the resource person on how to set-up and operationalize central kitchens including the building/repair costs, identifying the site, manpower requirements, operating the kitchen, training, distribution of food to satellite schools, and health permits of kitchen staff; and
3. develop a project proposal on partnership-building with LGUs and other stakeholders.

In this regard, may we respectfully invite the SBFP Regional Office (RO) Focal persons, together with the SBFP Technical Assistant I, and two (2) representatives per Schools Division Offices (SDOs) Focal Person for SBFP and/or Central Kitchen. Travel expenses are requested to be charged against the SBFP-PSF or local funds.

The participants are requested to be advised on the following:

1. All confirmed participants are requested to register online through this link on or before January 15, 2025:
Batch 1: <https://forms.office.com/r/JtpKdkADVC>
Batch 2: <https://forms.office.com/r/k0saAa2CEm>
Batch 4: <https://forms.office.com/r/2bJUcxDR2h>
Online registration is required for the certificates with names are being routed prior to the actual event. Ensure that the information encoded in the online registration is correct for this will be the basis for the certificate.
2. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and two (2) per SDO, by January 15, 2025, through email at sbfp@deped.gov.ph.
3. The actual registration of participants at the venue shall start at 1:30pm on the date of arrival. Lunch will be served. All participants are expected to arrive in the morning of Day 1 before the Opening Program.
4. Bring their own laptops for workshops.
5. As part of the training workshop, kindly prepare list of schools with the number of beneficiaries
6. Participants are also requested to wear face masks for the duration of the activity, bring their own sanitizers, and observe minimum health protocols.
7. Pursuant to the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004, Non-Monetary Remuneration for Overtime Services Rendered, the BLSS-School Health Division is hereby authorizing the grant to all the participants to earn the Compensatory Time - Off (CTO) for attending the said workshop that will fall on a Holiday, February 25, 2025.

Attached is the Concept Note for ready reference. For further details, Ms. Gail Hariette C. dela Rosa or Ms. Ma. Sophia M. delos Reyes, Technical Assistants II, will get in touch with your staff or they may be reached on 09083381188 or +632 8632-9935 or email at sbfp@deped.gov.ph.

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1. capacitate the SBFP Schools Division Focal Persons on engaging the LGUs and other stakeholders to support the program;
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TRAINING ON CENTRAL KITCHEN ESTABLISHMENT & MANAGEMENT

CONCEPT NOTE

I. BACKGROUND

The Department of Education (DepEd) through the Bureau of Learners Support Services – School Health Division (BLSS-SHD) is continuously spearheading the implementation of the School-Based Feeding Program (SBFP) across the country. This initiative is aligned with the General Appropriations Act (GAA) for FY 2024 and in compliance with Republic Act No. 11037 "*Masustansyang Pagkain para sa Batang Pilipino Act*".

The "Masustansyang Pagkain Para sa Batang Pilipino Act" or RA 11037, enacted by President Duterte on June 20, 2018, serves as the principal basis for the School-Based Feeding Program (SBFP). This legislation is designed to facilitate initiatives promoting the well-being of learners, aiming to enhance and maintain their health through the implementation of SBFP.

RA 11037 Section 7 requires Local Government Units (LGUs) to support the National Government Agencies, specifically the Department of Education (DepEd) and the Department of Social Welfare and Development (DSWD), in the efficient and effective implementation of the Program. While Rule 1 of RA 11037 IRR section 4.2 defines Central Kitchens as facilities supervised by schools or Local Government Units (LGUs) that consolidate the procurement, food preparation, or cooking processes for a school or clusters of schools. In these Central Kitchens, the food preparation and cooking are done, and the prepared meals are then transported to or collected by the schools for distribution to the intended beneficiaries.

This proposed activity aims to enhance the capacity of Schools Division SBFP Focal Persons and other school personnel in engaging Local Government Units (LGUs) and stakeholders to support the School-Based Feeding Program (SBFP) through the establishment of Central Kitchens. Through this workshop the participants will receive comprehensive training facilitated by DepEd Coaches on setting up and operationalizing central kitchens. Topics covered will include building/repair costs, site identification, manpower requirements, kitchen operations, staff training, food distribution to satellite schools, and health permits for kitchen staff.

II. OBJECTIVES:

The activity aims to:

- capacitate the SBFP Schools Division Focal Persons to effectively engage LGUs and other stakeholders to support the program through sustainable partnerships and efficient operations of Central Kitchens;
- develop a project proposal on partnership-building aimed at securing LGUs and other stakeholders support.
- learn how to set-up and operationalize central kitchens including the building and repair with corresponding funding requirements, identifying the site, manpower requirements, training of kitchen volunteers, distribution of food to satellite schools, and other requirements like health permits of kitchen staff and food safety standards;

III. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to 2025 Continuing BLSS-SHD SBFP Funds

Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	February 4-7, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 1, 2, 3, and CAR	127
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4	February 18-21, 2025 / Cagayan de Oro City (venue to be announced later)	Regions 10, 11, 12, and Caraga	115

B. Target Participants

- o Regional SBFP Focal Persons from
- o 2 representatives from each SDO. (SBFP and/or Central Kitchen) Focal persons
- o 2 Representatives from the Office of the Assistant Secretary for Operations (OASOPS)
- o 2 Representatives from the Bureau of Learner Support Services-
- o Office of the Director (BLSS-OD)
- o 10 Representatives from the Bureau of Learner Support Services-
- o School Health Division (BLSS-SHD)
- o 6 Resource persons

Day 1

Time	Activity	Description	Topic Guide	In-Charge
1:00 pm- 2:30 pm	Arrival & Settling-in Registration	Participants will accomplish registration form at the secretariat table		Secretariat
2:30 pm- 3:00pm	Opening Program Preliminaries	Welcome message, then acknowledgement of participants, guests, resource persons, etc. Explain the overall objectives of the workshop.	I. Preliminaries II. Introduction of Participants, Guest, and Participants III. Mechanics of the IV. Recorded Message of Support (Dr. Miguel S. Mantaring) V. Inspirational Message (Atty. Suzette T. Gannaban-Medina)	Officer of the Day.

			VI. Levelling of Expectations	
3:00 pm- 3:30 pm	Overview of Central Kitchens	This will be a presentation on the background, updates, and directions on the establishment and management of central kitchens	I. Background II. Existing Central Kitchen III. Updates and Direction on Central Kitchen Establishment and Management IV. 5-steps of Establishment of CKs	Ms. Magdalene Portia Cariaga
3:30 pm- 4:30 pm	Overview of Local Government Unit.	Discussion on the structure and mandate of LGU in terms of mobilizing their support for National Government Programs	I. Structure of LGUs II. Mandates of LGUs III. Mobilizing Support for National Government Agencies	DILG Representative

Day 2

Time	Activity	Description	Topic Guide	In-Charge
8:00 am- 8:30am	Preliminaries	Opening of Day 2 and Recap of Day 1		Officer of the Day
8:30am- 9:15am	Site and Stakeholder Preparation	The focus of the presentation will be on mapping the schools per municipality, preparing the proposal, securing stakeholder commitment (in terms of establishing the CK, manpower support, distribution, other support), convening the TWG, and Building the Kitchens	I. Mapping of schools per municipality, city, or district per SDO II. Prepare Project Proposal and Budget Estimates III. Securing Stakeholder Commitment IV. Establishing Technical Working Group	
9:15am – 9:30am		Workshop 1: List of school the clustering Template, possible CK and satellite school and identify possible stakeholder		

9:30 am - 10:30am	Communication Skills and Stakeholder Management	Essential communication skills to convince stakeholders and methods on how manage them	I. Fixed vs. Growth Mindset II. Assertive Behavior III. Power of Influencing	
10:30 am- 11:30am 11:30 am -12:00 nn (Specific example)	Setting up and Building of the Central Kitchen	Discussion on the Building and Refurbishment Costs for CKs, design, layout, and production flow	I. Site Assessment II. Preparation of Schematic & Design Development Plans III. Identification of Contractors and Suppliers IV. Building/Refurbishing the Kitchen V. Securing Equipment	
12:00- 1:30 pm	Lunch Break			
1:30 pm- 2:00 pm	Establishing Systems for Food Production	The presentation will focus on procurement, manpower, training, and dry run	I. Financial Requirement and determining the number of beneficiaries II. Determining the Cycle menu using the standardized recipes approved by DepEd, DOST-FNRI and NNC	
2:00 pm- 2:45 pm	Establishing Systems for Food Production		II. Procurement Process (Software procurement excel) V. Mobilizing & Training Volunteers V. Conducting a Dry Run	
2:45 pm- 3:00 pm	Audio-visual Presentation on Food Production			
3:00pm- 4:00pm	Central Kitchen Operations	Discussion on the Operational Processes in the CK	I. Kitchen Production flow II. Importance of using food grade cooking tools and equipment II. Pre-feeding	

			V. Actual Feeding V. Post Feeding	
4:00 pm- 4:15 pm	Activity: Game on Central Kitchen Operations			
4:15 pm- 6:00 pm	Project Proposal and Action Plan	Workshop 2: Drafting of Project Proposal and Action Plan to determine the program components that need support, and the budgetary requirements needed.		
6:30 pm	Submission of Outputs			

Day 3

Time	Activity	Description	Topic Guide	In-Charge
8:00 am-8:30 am	Preliminaries	Opening of Day 3 and Recap of Day 2		Officer of the Day
8:30 am- 9:30 am	Monitoring the CK Operations	Discussion on overseeing Central kitchen operations for effective monitoring	I. Monitoring the Implementation II. Gathering of feedback from kitchen volunteers and beneficiaries III. Maintenance of the Central Kitchen	
9:30am- 10:30 am	Sustaining the Central Kitchen	Discussion on continuing stakeholder commitment, operation, maintenance of facilities, equipment, and other resources	I. Conduct a Conference to revalidate stakeholders' commitment II. Building more network in order to ensure sustainability III. Institutionalize	
10:30 am- 12:00 nn	Panel Discussion on Central Kitchen			All participants
12:00 nn- 1:00pm	Lunch Break			

1:30 pm-3:30pm	Project Proposal Presentation	1 SDO each from 2 regions will present their project proposal		
3:30 pm-4:30 pm	Action Plan	1 SDO will present their action plan		
4:30pm-5:00pm	Wrap-Up/Synthesis Agreements Closing Program	Overall discussion on the process for the finalization of workshop, next steps and follow-through.		


Day 4


Time	Activity	Description	In-Charge
7:00-10:00am	Breakfast		
10:00am	Check-out		

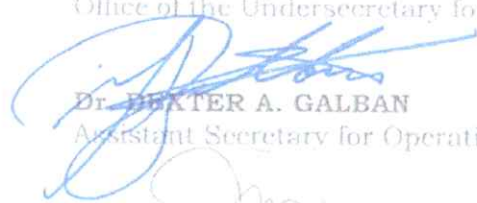


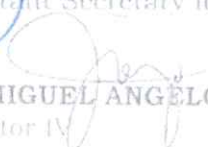
Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

FOR :  **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational
Development

THROUGH :  **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations


Dr. DEXTER A. GALBAN
Assistant Secretary for Operations

FROM :  **Dr. MIGUEL ANGELO S. MANTARING**
Director IV

SUBJECT : **REQUEST FOR CLEARANCE TO PROCEED WITH THE
CONDUCT OF THE PRE-APPROVED AND RESCHEDULED
"TRAINING ON CENTRAL KITCHEN ESTABLISHMENT AND
MANAGEMENT BATCH 1, 2, AND 4"**

DATE : January 14, 2025

This memorandum refers to Office Order **OO-OSEC-2024-316** issued by the Office of the Secretary on **December 20, 2024**, titled: "Guidelines on the Conduct of and Participation in Capacity-Building Activities and Strategic and Operational Planning Organized by the DepEd Central Office Strands." The order reiterates the Office of the Secretary's overarching authority to supervise activities conducted by the Department of Education and mandates that all capacity-building, strategic, and operational planning activities require approval from multiple offices effective January 1, 2025.

Specifically, Paragraph 6 of the order specifies that invitations to external speakers or resource persons must be submitted to the Office of the Secretary for clearance at least one (1) month before the scheduled activity.

In this context, the Bureau of Learner Support Services-School Health Division (BLSS-SHD) **respectfully requests clearance to proceed with the conduct of the pre-approved activity**. This request pertains to the approved activities in FY 2024 prior to the issuance of Office Order OO-OSEC-2024-316.

D3B36



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Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

JUSTIFICATION

The following justification is earnestly requested to obtain clearance for proceeding with the pre-approved activity conducted in FY 2024 prior to the issuance of Office Order OO-OSEC-2024-316. Specifically, Paragraph 6 of the order stipulates that invitation to external speakers or resource persons must be submitted to the Office of the Secretary for clearance at least one (1) month before the scheduled activity.

The activity titled **Training on Central Kitchen Establishment and Management Batch 1, 2, and 4** aims to enhance the capacity of Schools Division SBFP Focal Persons and other school personnel in engaging Local Government Units (LGUs) and stakeholders to support the School-Based Feeding Program (SBFP) through the establishment of Central Kitchens. The previously approved four (4) batches (North Luzon, South Luzon, Visayas and Mindanao) with one batch already conducted last Dec. 3-6, 2024 in Cebu City, and the remaining three batches will be conducted as follows:

Batch	Date & Venue	Participating Region	No. of Participants & Staff
1	February 4-7, 2025/ DepEd Applied Nutrition Center, Cebu City	Regions 1, 2, 3, and CAR	127
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Out of all the four batches planned, only the Visayas cluster was able to proceed and with unforeseen circumstances other batches were rescheduled due to the unavailability of Government facilities and failure of the procurement of venue.

The external partners and selected health personnel are predetermined to serve as resource persons or facilitators throughout the event across all batches. However, adherence to the guidelines may change the implementation dates and require rebooking of the participants flights.

This justification is being requested to seek clearance to proceed with the activity, which is sequentially scheduled to occur within January to February 2025. Attached are the necessary documents for your reference (Previously approved Activity Request, Concept Note with program of activities, Memorandum of request of change date and venue)

Requested by: DR. MARIA CORAZON C. DURLAO Chief, School Health Division	Recommending Authority: DR. MIGUEL ANGELO S. MANTARING Director IV, BLS
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