



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

14 NOV 2025

DIVISION MEMORANDUM

No. **614** s. 2025

**INDEFINITE POSTPONEMENT ON THE CONDUCT OF NUTRITIONAL STATUS
ASSESSMENT WORKSHOP AND TAGGING OF SBFP BENEFICIARIES IN THE LEARNER
INFORMATION SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 530, s. 2025 titled **Nutritional Status Assessment Workshop and Tagging of SBFP Beneficiaries in the Learner Information System** on **November 17-19, 2025 (Batch 1)**, **November 20-22, 2025 (Batch 2)**, and **November 24-26, 2025 (Batch 3)**, this Office informs the field of the indefinite postponement of the above-mentioned activity due to the conflict of schedules, until further notice.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

LEARNERS

NUTRITION EDUCATION

REPORTS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
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Department of Education
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SCHOOLS DIVISION OF CAPIZ

14 OCT 2025

DIVISION MEMORANDUM

NO. 530, s. 2025

**NUTRITIONAL STATUS ASSESSMENT WORKSHOP AND TAGGING OF SBFP
BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads, Public Elementary and Integrated Schools

1. Relative to DepEd Regional Memorandum No. 293, s. 2025 titled "Regional Orientation-Workshop of Division School-Based Feeding Program (SBFP) Coordinators on the SBFP Implementing Guidelines for SY 2025-2026 and Division Memorandum No. 425 titled "Reminder for the tagging of the School-Based Feeding Program (SBFP) beneficiaries in the Learner Information System), this office through the School Health and Nutrition Unit will conduct a Nutritional Status Assessment Workshop and Tagging of SBFP beneficiaries in the Learner Information System in three (3) batches: **November 17-19, 2025 (Batch 1)**; **November 20-22, 2025 (Batch 2)** and **November 24-26, 2025 (Batch 3)**. The venue will be announced later.
2. This activity aims to:
 - a. orient on nutritional status procedures;
 - b. present nutritional status software using the prescribed form;
 - c. familiarize on how to use the nutritional status software; and
 - d. orient on the tagging of School-Based Feeding Program (SBFP) beneficiaries in the Learner Information System (LIS).
3. Attached is Enclosure No. 1 "Activity Matrix" Enclosure No. 2 "Program Management Team" and Enclosure No. 3 "List of Participants" for your reference. They are advised to bring their own laptops, chargers and extension cord.
4. Participants, resource persons, members of the Program Management Team and Technical Working Group are entitled to service credits in accordance with DepEd Order No. 53, s. 2023 titled: Updated Guidelines on the Grant of Service Credits to Teachers or to Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
5. This Memorandum shall serve as the Authority to Travel for all participants.
6. Travelling expenses of the participants are chargeable against the School MOOE funds while expenses relative to the conduct of this activity shall be charged against SBFP funds, both subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired

ROEL F. BERMEJO
Schools Division Superintendent

Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

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Enclosure No. 1 to SDM No. 530 s. 2025
ACTIVITY MATRIX

Time	Topic	In-Charge
November 17, 2025		
7:00am -8:00am	Registration	Symon M. Moises Rene D. Hortillas, Jr Greg B. Bataican Romeo V. Isiderio
8:00am – 8:30 am	Opening Program Prayer National Anthem Regional Hymn Capiz Hymn	On Air
8:30am-9:00am	Opening Remarks	Roel F. Bermejo
9:00am-9:30am	Message	Luz U. Banson, EdD, CESE
9:30am-10:00am	Statement of Purpose	Edna B. Azacarraga, PhD EPS / OIC SGOD Chief
10:00am-12:00nn	Orientation Proper on Nutritional Status Assessment Procedures	Alvin M. Braulio, Candelaria P. Talabucon, Joanne J. Dequina, Monna Liza L. Eribal
12:00nn-1:00pm	Lunch	
1:00pm- 5:00pm	Training on the Use of BMI Tool	Candelaria P. Talabucon
6:00pm-8:00pm	Dinner	
Time	Topic	In-Charge
November 18, 2025		
8:00am – 8:30 am	Opening Program Prayer Nationalistic Song	On Air
8:30am-9:00am	Recapitulation	
9:00am-12:00nn	Orientation on Canteen Management	Joanne J. Dequina
12:00pm-1:00pm	Lunch	
1:00pm-5:00pm	Orientation on WinS (Soap Making)	Lourdelyn R. Fuentes
5:00pm-7:00pm	Dinner	

Time	Topic	In-Charge
November 19, 2025		
8:00am – 8:30 am	Prayer Nationalistic Song	On Air
8:30am-9:00am	Recapitulation	
9:00am-12:00nn	Orientation on Tagging of SBFP Beneficiaries in LIS	Eduardo Villafuerte



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12:00pm-1:00pm	Lunch	
1:00pm-3:00pm	Training on Tagging of SBFP Beneficiaries in LIS	Eduardo Villafuerte/ Edna Fabale Ponsaran
3:00pm-4:00pm	Open Forum/ Ways Forward	
4:00pm-5:00pm	Closing remarks and Awarding of Certificates	Program Management Team



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Enclosure No. 2 to SDM No. 530 s. 2025

**ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM IMPLEMENTING GUIDELINES
FOR SY 2025-2026, NUTRITIONAL STATUS ASSESSMENT PROCEDURES ANG TAGGING
OF SBFP BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM**

PROGRAM MANAGEMENT TEAM

No.	Office	Name	Position/ Designation
1	SDO	Roel F. Bermejo	SDS
2	SDO	Luz U. Banson EdD, CESE	OIC, Office of the ASDS
3	SDO	Edna B. Azcaraga	EPS / OIC SGOD Chief
4	SDO	Joy Arnold T. Lejos, MD	Medical Officer III
5	SDO	Denmark L. Llanera, CPA	Accountant III
6	SDO	Cecile Diocson	AO V Budget Officer
7	SDO	Eduardo Villafuerte	Planning Officer III
8	SDO	Marjorie A. Bayhon	Cashier
9	SDO	Ronald D. Dile	SEPS M & E
10	SDO	Alvin M. Braulio	Nurse II/SBFP NFP Focal
11	SDO	Monna Liza L. Eribal	Nurse II/ SBFP MFP Focal
12	SDO	Candelaria P. Talabucon	Nurse II/SBFP Alternate MFP Focal
13	SDO	Joanne J. Dequina	SBFP NFP Alternate Focal
14	SDO	Rene D. Hortillas, Jr	Nurse II
15	SDO	Rolendy D. De Pedro	Nurse II
16	SDO	Rechie V. Bayhon	Nurse II
17	SDO	Lourdelyn R. Fuentes, DMD	Dentist II
18	SDO	Symon M. Moises, DMD	Dentist II
19	SDO	Greg B. Bataican	Dental Aid
20	SDO	Romeo V. Isiderio	Dental Aid
21	SDO	Emma Joy Santiago	COS SBFP
22	SDO	Maximillian Legaspi	COS SBFP
23	SDO	Feane Gail Dela Cruz	COS SBFP
24	SDO	Eda Fabale Ponsaran	Planning Officer District of Cuartero
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Enclosure No. 3 to SDM No. 530, s. 2025

List of Participants

District	Elementary School Heads	District Planning Officer	District SBFP Focal	Public Schools District Supervisors
Cuartero	20	1	1	1
Dao	19	1	1	
Dumalag	20	1	1	1
Dumarao	33	1	1	
Ivisan	15	1	1	1
Jamindan	30	1	1	1
	137	6	6	4
Total 1st Batch	153			
Maayon	32	1	1	1
Mambusao East	18	1	1	1
Mambusao West	14	1	1	
Panay	29	1	1	1
Panitan	25	1	1	1
Pilar	24	1	1	1
	142	6	6	5
Total 2nd Batch	159			
Pontevedra	20	1	1	1
President Roxas	19	1	1	1
Sapian	22	1	1	1
Sigma	22	1	1	1
Tapaz East	34	1	1	1
Tapaz West	21	1	1	
	138	6	6	5
Total 3rd Batch	155			
Total Batch 1-3	467			