



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

September 24, 2025

**DIVISION MEMORANDUM**  
 No. 588, s. 2025

**CREATION OF THE TECHNICAL WORKING GROUP FOR THE PROPOSED  
 ESTABLISHMENT OF THE BATO CENTRAL ELEMENTARY  
 SCHOOL CENTRAL KITCHEN**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID and SGOD  
 Public Schools District Supervisor of District III  
 Public Elementary School Head of Bato Central Elementary School  
 All Others Concerned

- In support of the Department of Education’s thrust to improve the nutritional status of learners and enhance their academic performance through the School-Based Feeding Program (SBFP), the Schools Division aims to establish an additional Central Kitchen (CK) in support to this Program. This model ensures centralized, efficient food preparation, quality control, and equitable distribution of meals to identified beneficiaries removing the burden of preparing hot meals from the teachers.
- The establishment of a CK involves complex preparatory activities that require specialized oversight beyond the scope of the existing SBFP Technical Working Group (TWG). Hence the creation of a CK Technical Working Group (TWG) is hereby created to oversee the planning, development, and operationalization of the proposed Central Kitchen.
- The TWG shall be composed of the following members:

<b>Chairperson:</b>	Mark Anthony J. Tan, PhD OIC- Assistant Schools Division Superintendent
<b>Vice Chairperson:</b>	Ma. Theresa Q. Bingcang, PhD SGOD Chief
<b>Members:</b>	Josette P. Balandra, PhD EPS- SGOD  James P. Sabio SEPS- Social Mobilization  Engr. Edward S. Martorillas Engineer III, Division Engineer  Atty. Barbara Ann Tolentino Attorney III, Division Legal Officer  Dr. Dominique S. Cheung Medical Officer III, Division Doctor  Grace B. Lanutan, RN, MAEM, LPT, FSCO SBFP Coordinator & Central Kitchen Focal Person  Lisette Grace U. Cabalang, RN, MN, RM Alternate SBFP Coordinator & CK Focal Person  Romie B. Osal AOIV, Supply Officer



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Telephone Nos.:** (035) 488-0215 to 16 / 722-3678 / 722-2195  
**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

---

	Benjie D. Bautista District 3 Public School District Supervisor
	Dinah T. Tablan School Head of Bato Central Elementary School

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

- **ASDS (Chairperson)**- shall provide overall leadership and strategic direction, recommend for approval plans, budgets, and partnerships, ensures alignment with DepEd policies.
- **SGOD Chief (Vice Chairperson)**- assist in coordination and decision-making, facilitate inter-departmental collaboration, oversee implementation milestones.
- **EPS SGOD**- lead stakeholders' engagement and social mobilization, coordinate with LGUs, NGOs, and private partners, ensure sustainability and community involvement.
- **Division Social Mobilization**- lead advocacy and community engagement efforts, develop communication strategies to promote the Central Kitchen initiative, coordinate with stakeholders, including parents, barangay officials, and civic groups, facilitate volunteer mobilization and resource generation from local partners.
- **Division Engineer**- Conduct site inspection and feasibility study, design kitchen layout and infrastructure plans and program of works, ensure compliance with safety and sanitation standards.
- **Division Legal Officer** - Review all legal documents, contracts, and agreements related to the Central Kitchen, ensure compliance with procurement laws, food safety regulations, and DepEd policies, provide legal advice on partnerships, MOAs, and risk mitigation, assist in resolving legal issues or disputes that may arise during implementation.
- **Division Medical Officer**- serve as resource person in Basic Food Safety Training of Food Handlers, monitor compliance to food safety standards, conduct medical check-up of food handlers and feeding beneficiaries.
- **Division SBFP Focal Person** - serve as focal person for SBFP implementation, prepare documentation (ex. implementation plan, list of equipment's, training and dry-run proposal, etc.) and compliance reports, monitor daily operations and program outcomes, organize capacity building activities or trainings for the CK operation.
- **Alternate SBFP Focal Person**- Assist the SBFP Coordinator in all program activities; ensures continuity of operations in the coordinator's absence.
- **Supply Officer**- Manage procurement of equipment and supplies, maintain inventory and logistics tracking, coordinates with suppliers and vendors.
- **Public School District Supervisor**- Coordinates implementation across schools within the district; monitors compliance and progress at the school level; provides technical assistance to school heads; consolidates feedback and reports for the TWG.



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

- **School Head-** Provide insights from school-level implementation, facilitate the creation of the School SBFP Core Group and Central Kitchen parent volunteers, coordinate with feeder schools and kitchen operations, monitor learner participation and feedback.
5. The Technical Working Group shall convene **monthly (every second Monday of the month)** or as deemed necessary by the Chairperson, to ensure continuous progress and coordination in the establishment of the Central Kitchen model.
6. To ensure structured implementation of the CK model under the SBFP, the TWG shall adhere to the following timeline:

Phase	Timeline	Purpose
Phase 1: Organization & Orientation	September 30, 2025; 10:00am	Formal convening of TWG members; orientation on roles, objectives, and scope of work
Phase 2: Planning & Feasibility Assessment	October 2025	Conduct site inspections, feasibility studies, and stakeholder consultations; draft initial implementation plan
Phase 3: Design & Resource Mobilization	November-December 2025	Finalize kitchen layout and operational design; coordinate with LGUs and partners for funding and support
Phase 4: Procurement & Infrastructure Setup	January- March 2026	Initiate procurement of equipment and supplies; begin infrastructure development and installation
Phase 5: Capacity Building & Pre-Implementation	April-May 2026	Conduct training for kitchen staff, school heads, and volunteers; finalize operational protocols
Phase 6: Pilot Implementation & Monitoring	June 2026	Launch Central Kitchen operations; monitor performance, food safety, and learner outcomes; refine processes as needed

7. Immediate dissemination and compliance of this Memorandum are desired.

  
**DANNIE CLARK M. UGUIL**

Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent









Enclosure : None  
 Reference : None  
 Allotment : N/A  
 No. of Pages : 1 page

To be indicated in the **Perpetual Index** under the following subjects:

**FEEDING**

**ESTABLISHMENT**

**KITCHEN**

FN: LGUC/SGOD



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Telephone Nos.:** (035) 488-0215 to 16 / 722-3678 / 722-2195  
**Email Address:** sagay.city001@deped.gov.ph