



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Public Schools District Supervisors/DICs
SDO School Health Personnel
All Others Concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent

DATE: April 29, 2026



SUBJECT: BENCHMARKING OF CENTRAL KITCHEN FACILITY FOR SCHOOL-BASED FEEDING PROGRAM (SBFP)

1. In line with the Department of Education's effort to strengthen the implementation of the **School-Based Feeding Program (SBFP)**, the Schools Division Office of Nueva Vizcaya shall conduct a **Benchmarking of a Central Kitchen Facility** at Tuguegarao West Central School, Tuguegarao City **and School Kitchen Facility** at Tagga Elementary School, Tuguegarao City on **May 5, 2026** to support the effective establishment and management of centralized feeding systems in the division.

2. Specifically, the activity aims to:

- Identify best practices in central kitchen operations for school feeding programs;
- Benchmark food safety, hygiene and quality assurance systems applicable to school settings;
- Review infrastructure, equipment and workflow suitable for scalable meal production; and
- Analyze cost-efficiency and logistic for food preparation and distribution.

3. The participants for the activity are grouped into two (2) Teams, as follows:

Team 1

- SDS (1)
- ASDS (1)
- SGOD Chief (1)
- Legal Officer (1)
- Accountant (1)
- Supply Officer (1)



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- Cashier (1)
- Budget Officer (1)
- SBFP Focal (1)
- BAC TWG Chairman (1)
- Planning Officer (1)
- BAC Sec Chair & Co-Chairman (2)
- SBFP COS-TA 1(2)
- School Feeding Program Coordinators/district (23)

Team 2

- CID Chief (1)
- PSDS/DICs (23)
- Medical Officer III (1)
- School Health and Nutrition Unit Nurses (10) & Dentists (2)

5. Expenses relative to this activity shall be charged against SBFP PSF SY 2025-2026 subject to existing accounting and auditing rules and regulations.

6. For information, guidance and strict compliance.