



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 215, s. 2025

AUG 01 2025

2025 TRAININGS ON THE BASIC FOOD SAFETY, HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLAINECE OFFICER (FSCO)

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum OM-OUDPS-2025-08-03699 dated June 9, 2025 and Advisory dated July 28, 2025, from Hon. Malcolm S. Garma, *Officer-In-Charge, Office of the Undersecretary for Operations*, regarding the 2025 Trainings on the Basic Food Safety, Hazard Analysis and Critical Control Point (HACCP), and Food Safety Complaint Officer (FSCO), on August 4-8, 2025 at DepEd Ecotech Center, Lahug, Cebu City.
- Relative to this, the following are the identified participants:

No.	Name of Participant	Designation	Office/Division
1	Lindon L. Minor Lisette Grace U. Cabangang Lovella Mae Garbosa	School Head SBFP Focal Technical Assistant I- Central Kitchen	SDO Sagay City
2	Vivien T. Bretania Charry Mae M. Sausa Reyneth A. Judilla	School Head Technical Assistant - SBFP Technical Assistant I- Central Kitchen	SDO Sipalay City

- Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference/s: As Stated

Incl: As Stated

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

FOOD
PROGRAMS
SCHOOLS
TRAININGS

JMP/ESSD-RM/2025 Trainings on Basic Food Safety, Hazard Analysis and HACCP
July 31, 2025



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

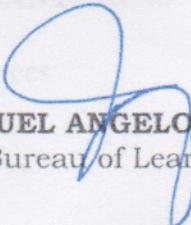
OFFICE OF THE DIRECTOR

ADVISORY
July 28, 2025

This has reference to **OUOPS Memo No. 2025-08-03699** titled “2025 Trainings on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP)”

1. The venue for the Training on BFS and HACCP for Central Kitchen Coordinators will be held at **DepEd Ecotech Center, Lahug, Cebu City**.
2. Please be informed and reminded on the following:
 - a. Participants are expected to arrive at **12:00nn on August 4, 2025**, and may proceed to the Information/Front Desk for room assignments. The opening program will begin at **2:00pm**.
 - b. The first meal to be served is lunch on August 4 (Day 1), and the last meal is breakfast on August 8 (Day 5).
 - c. Participants may check-in on **August 4 (Day 1)** at **2:00 pm** and are expected to check-out by **August 8 (Day 5)** on or before **12:00nn**.
 - d. Participants are advised to bring their own **laptops, extension cords, and internet back-up**.
 - e. Participants who are not feeling well are discouraged from attending the activity. Also, they should bring their own face masks and sanitizers to comply with health standards.
 - f. Participants are advised to complete the **registration form** through this link <https://tinyurl.com/REGISTRATION-BFS-HACCP-2025> until **July 30, 2025**. It is reiterated that online registration is strictly required to obtain the Certificate of Appearance and Certificate of Participation.
 - g. The travel expenses of participants shall be charged to the downloaded funds for this purpose subject to existing accounting and auditing rules and regulations. If necessary, these expenses may also be charged to local funds/School-Based Feeding Program (SBFP) – Program Support Funds.

3. These two (2) trainings are ladderized and are prerequisite to the next higher training. Therefore, participants are expected to successfully complete and pass all courses to fulfill the certification requirements.
4. For clarification and further information, please contact **Ms. Magdalene Portia T. Cariaga**, Senior Education Program Specialist and/or **Ellafher G. Ramos**, Technical Assistant II of BLSS-SHD through cellphone number 09155644363 or via email sbfp@deped.gov.ph.


DR. MIGUEL ANGELO S. MANTARING

Director IV, Bureau of Learner Support Services

Subject: Confirmation of Participants – Trainings on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)

Dear Director Mantaring:

Good day!

In line with OI/OPS Memorandum dated 7-2023 Trainings on Basic Food Safety, Hazard Analysis, and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO) dated June 5, 2023 and signed by Assistant Secretary Malcolm G. Cesar, Officer-in-Charge of the Office of the Undersecretary for Operations, the OI/OPS is pleased to submit the names of confirmed participants from the 24 Schools Division Offices. Please find below the list of participants for each authorized training activity.

1. Training on Basic Food Safety, HACCP, and FSCO for Medical Offices

Office	Designation	Office	Designation
1. National Capital Region	Medical Officer II	1. National Capital Region	Medical Officer II
2. Region B: Zamboanga City	Medical Officer III	2. Region B: Zamboanga City	Medical Officer III
3. Region C: Davao City	Medical Officer III	3. Region C: Davao City	Medical Officer III
4. Region D: Cebu City, MDCP	Medical Officer III	4. Region D: Cebu City, MDCP	Medical Officer III
5. Region E: Manila, MDCP	IV/Medical Officer III	5. Region E: Manila, MDCP	IV/Medical Officer III
6. Region F: Davao City	Medical Officer III	6. Region F: Davao City	Medical Officer III
7. Region G: Zamboanga City	Medical Officer III	7. Region G: Zamboanga City	Medical Officer III
8. Region H: Davao City	Medical Officer III	8. Region H: Davao City	Medical Officer III
9. Region I: Cagayan de Oro City	Medical Officer III	9. Region I: Cagayan de Oro City	Medical Officer III
10. Region J: Iligan City	Medical Officer III	10. Region J: Iligan City	Medical Officer III
11. Region K: Cebu City, MDCP	Medical Officer III	11. Region K: Cebu City, MDCP	Medical Officer III
12. Region L: Davao City	Medical Officer III	12. Region L: Davao City	Medical Officer III
13. Region M: Cebu City, MDCP	Medical Officer III	13. Region M: Cebu City, MDCP	Medical Officer III
14. Region N: Davao City	Medical Officer III	14. Region N: Davao City	Medical Officer III
15. Region O: Cebu City, MDCP	Medical Officer III	15. Region O: Cebu City, MDCP	Medical Officer III
16. Region P: Davao City	Medical Officer III	16. Region P: Davao City	Medical Officer III
17. Region Q: Cebu City, MDCP	Medical Officer III	17. Region Q: Cebu City, MDCP	Medical Officer III
18. Region R: Davao City	Medical Officer III	18. Region R: Davao City	Medical Officer III
19. Region S: Cebu City, MDCP	Medical Officer III	19. Region S: Cebu City, MDCP	Medical Officer III
20. Region T: Davao City	Medical Officer III	20. Region T: Davao City	Medical Officer III
21. Region U: Cebu City, MDCP	Medical Officer III	21. Region U: Cebu City, MDCP	Medical Officer III
22. Region V: Davao City	Medical Officer III	22. Region V: Davao City	Medical Officer III
23. Region W: Cebu City, MDCP	Medical Officer III	23. Region W: Cebu City, MDCP	Medical Officer III
24. Region X: Davao City	Medical Officer III	24. Region X: Davao City	Medical Officer III



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

DEPARTMENT OF EDUCATION
Records Section, Negros Island Region

RELEASER
JUL 3 1987
RELEASED

July 30, 2025

DR. MIGUEL ANGELO S. MANTARING

Director IV
Bureau of Learner Support Services
Department of Education
Pasig City

Subject: Confirmation of Participants – Trainings on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO).

Dear Director Mantaring:

Good day!

In line with OUOPS Memorandum titled “2025 Trainings on Basic Food Safety, Hazard Analysis, and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO),” dated June 5, 2025 and signed by Assistant Secretary Malcolm S. Garma, Officer-in-Charge of the Office of the Undersecretary for Operations, this Office is pleased to submit the names of confirmed participants from the 21 Schools Division Offices. Please find below the list of participants for each scheduled training activity.

1. Training on Basic Food Safety, HACCP, and FSCO for Medical Officers

No.	Name of Participant	Designation	Office/Division
1	No Medical Officer as of July 30, 2025		SDO Bacolod City
2	Lynne R. Demandante, MD	Medical Officer III	SDO Bais City
3	Emily M. Zerrudo, MD	Medical Officer III	SDO Bago City
4	Sheena Lenore L. Parreño, MD	Medical Officer III	SDO Bayawan City
5	Mark Jason S. Mendoza, MD	OIC-Medcial Officer IV / Medical Officer III	DepEd NIR / SDO Cadiz City
6	No Medcial Officer as of July 30, 2025		SDO Canlaon City
7	Christopher D. Uy, MD	Medical Officer III	SDO Dumaguete City
8	Mishael Kate B. Abella, MD	Medical Officer III	SDO Escalante City
9	Noelah Marie Llera Akut, MD	Medical Officer III	SDO Guihulngan City



From: SCHOOL-BASED FEEDING PROGRAM
Food Safety Compliance Officer (FSCO) I
Date: Fri 17/5/2025 10:15 PM
To: DEPED-LOCOS NEGROS ISLAND REGION
RECIPIENT LIST

Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

10	Sheila Mee S. Paraguya, MD	Medical Officer III	SDO Himamaylan City
11	Mylene P. Terry-Sabay, MD	Medical Officer III	SDO Kabankalan City
12	Katrina May B. Monsale- Dalayap, MD	Medical Officer III	SDO La Carlota City
13	No Medcial Officer as of July 30, 2025		SDO Negros Occidental
14	No Medicl Officer as of July 30, 2025		SDO Negros Oriental
15	Dominique S. Cheung, MD	Medical Officer III	SDO Sagay City
16	Evangelene T. Abana-Froylan, MD	Medical Officer III	SDO San Carlos City
17	Vicente P. Gabales Jr., MD	Medical Officer III	SDO Silay City
18	Jaclyn Kay J. Estrellado, MD	Medical Officer III	SDO Sipalay City
19	No Medicl Officer as of July 30, 2025		SDO Siquijor
20	Angel Marci Lee A. Adana, MD	Medical Officer III	SDO Tanjay City
21	Gift Joy M. Verano, MD	Medical Officer III	SDO Victorias City

2. Training on Basic Food Safety and HACCP for Central Kitchen Coordinators
(For selected Regions only)

No.	Name of Participant	Designation	Office/Division
1	Lindon L. Minor Lisette Grace U. Cabalang Lovella Mae Garbosa	School Head SBFP Focal Technical Assistant I- Central Kitchen	SDO Sagay City
2	Vivien T. Bretania Charry Mae M. Sausa Reyneth A. Judilla	School Head Technical Assistant - SBFP Technical Assistant I- Central Kitchen	SDO Sipalay City

This submission has been reviewed and approved by the undersigned. Thank you.

Very truly yours,

RAMIR B. UYTICO EdD, CESO III

Regional Director



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Outlook

2025 Training on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)

From SCHOOL-BASED FEEDING PROGRAM (DEPED) <sbfp@deped.gov.ph>

Date Fri 7/25/2025 10:15 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; REGION 3 CENTRAL LUZON <dporo3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Regional Office 7 <region7a@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>

Cc BLSS - School Health Division <blss.shd@deped.gov.ph>; Bureau of Learner Support Services Office of the Director <blss.od@deped.gov.ph>; Maricris Rimas <maricris.rimas@deped.gov.ph>; Editha Ubina <editha.ubina@deped.gov.ph>; Crisel Pantalunan <crisel.pantalunan@deped.gov.ph>; Johnalen Aira Soberano <aira.soberano@deped.gov.ph>; Zurich Dilao <zurich.dilao@deped.gov.ph>; Marites Rabulan <marites.rabulan@deped.gov.ph>; MELGAZAR BARBOZA <melgazar.barboza@deped.gov.ph>; Grace Espos <grace.espos@deped.gov.ph>; Adara Lourdes Luaton <adaralourdes.luaton@deped.gov.ph>; Shulamite Grace Blanco <shulamitegrace.blanco@deped.gov.ph>; HANNAH LEIZL RATUNIL <hannahleizl.ratunil@deped.gov.ph>; REISSA TINDOY <reissa.tindoy@deped.gov.ph>; Ma Lourdes Ines <ma.ines@deped.gov.ph>; Rena Grace Tul-Id <renagrace.tul-id@deped.gov.ph>; Diane Joaquin <diane.joaquin@deped.gov.ph>; Jennifer Belleza <jennifer.belleza@deped.gov.ph>

1 attachment (5 MB)

D4144-OUOPS-MEMO-2025-Trainings-BFS-HACCP-FSCO.pdf;

Dear All,

Good day!

The Bureau of Learner Support Services – School Health Division (BLSS-SHD) respectfully transmits the signed OUOPS Memo No. 2025-08-03699, titled:

“2025 Training on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)”

Please be informed of the scheduled training activities as follows:

Activity	Date	Venue
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Training Title	Previous Schedule	Revised Schedule	Venue
BFS & HACCP for Central Kitchen Coordinators	August 4-8, 2025	N/A	Within Region VII
BFS & HACCP for Medical Officers	July 7-11, 2025	September 1-5, 2025	Tanza, Cavite
FSCO for Medical Officers	September 1-5, 2025	October 6-10, 2025	Tanza, Cavite

All ROs are respectfully requested to submit a confirmation letter indicating the names of the confirmed participants for each activity, signed by the Regional Directors and addressed to **Dr. Miguel Angelo S. Mantaring**, Director IV of the Bureau of Learner Support Services, through sbfp@deped.gov.ph.

These activities serve as **prerequisites to the next level trainings**; hence, participants are expected to attend and successfully complete and pass all training courses to meet the certification requirements. **Substitution or replacement of participants is not allowed.**

Board and lodging expenses will be covered by the Bureau of Learner Support Services – School Health Division (BLSS-SHD). Travel expenses of participants shall be charged to the downloaded funds subject to existing accounting and auditing rules and regulations, as follows:

1. Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP) for Medical Officers - **2025 SBFP Continuing Funds**
2. Training on Food Safety Compliance Officer (FSCO) for Medical Officers; and Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators - **2025 SBFP Current Funds**

A separate advisory shall be issued prior to each training to provide additional reminders and details. Other documents relevant to the trainings are also attached, as follows:

1. **Annex A** - Expected Number of Participants per RO for the Conduct of the Trainings on BFS & HACCP, and FSCO for Medical Officers;
2. **Annex B** - Expected Number of Participants per RO for the Conduct of the Trainings on BFS & HACCP for Central Kitchen Coordinators;
3. **Annex C** - Concept Note and Program Flow (for MOs)
4. **Annex D** - Concept Note and Program Flow (for CK Coordinators); and
5. **Annex E** - Suggested Template for the Confirmation Letter.

For further information, please contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, Ms. Christine Isabel B. Buenvenida, Health Education and Promotion Officer II, and/or Ms. Ellasher G. Ramos, Technical Assistant II of BLSS-SHD through telephone number (02) 8632-9935 or via email sbfp@deped.gov.ph.

For immediate dissemination.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
OM-OUOPS-2025-03697

FOR : **REGIONAL DIRECTORS
MINISTER OF BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

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

SUBJECT : **2025 TRAININGS ON BASIC FOOD SAFETY, HAZARD
ANALYSIS AND CRITICAL CONTROL POINT (HACCP)
AND FOOD SAFETY COMPLIANCE OFFICER (FSCO)**

DATE : **June 9, 2025**

The Operations strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), in partnership with the Food Safety and Hygiene Academy of the Philippines (FoodSHAP), will conduct the following activities:

1. Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO) for Medical Officers (MO); and
2. Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen (CK) Coordinators.

These trainings aim to enhance their expertise in food safety, strengthen their ability to assess and respond to foodborne illness outbreaks, and equip them with FSCO certification to ensure compliance with national food safety regulations in school feeding programs and canteens, also providing them with practical skills in proper food handling, hygiene, and contamination prevention to ensure compliance with national food safety standard.

In view thereof, please be informed that the following trainings, initially communicated to be scheduled on the dates and venues listed below, have been rescheduled as follows:

Annex A

TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO) FOR MEDICAL OFFICERS

Target Number of Participants

Region	No. of Participants
Region I	16
Region II	9
Batanes	1
Region III	20
Region IV-A	26
Region IV-B	6
Palawan	1
Puerto Princesa	1
Region V	12
CAR	9
NCR	9
Region VI	21
Region VII	19
Region VIII	14
Region IX	5
Region X	11
Region XI	10
Region XII	6
CARAGA	6
BARMM	2
TOTAL	204

Annex C

**TRAINING ON BASIC FOOD SAFETY, HAZARD ANALYSIS AND CRITICAL
CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO)
FOR MEDICAL OFFICERS**

CONCEPT NOTE

I. BACKGROUND

Foodborne diseases are one of the major global public health concerns, causing approximately 600 million illnesses and 420,000 deaths annually¹. These illnesses can lead to severe complications, including neurological and multi-organ disorders. Ensuring food safety is essential to promoting children's health, academic performance, and overall well-being while reducing absenteeism.

The Philippine Food Safety Act of 2013 (RA 10611) requires that every food business operator, must designate a Food Safety Compliance Officer (FSCO) to ensure food safety management and legal compliance. The Department of Education (DepEd), considered a food business operator, manages school canteens that cater to millions of learners in public elementary and secondary schools. DepEd also implements the School-Based Feeding Program (SBFP), which provides hot meals, nutritious food products, and milk to undernourished learners from Kinder to Grade 6.

DepEd Medical Officers (MOs) are at the forefront of food safety, taking action through risk assessment, inspections, compliance monitoring, and outbreak investigations. They collaborate with other school health personnel and food handlers to maintain hygiene and safe food handling practices. In foodborne illness outbreaks, MOs act as first responders, conducting epidemiological investigations, tracing contamination sources, and implementing immediate control measures. They provide medical services and ensure affected learners receive appropriate care.

By equipping MOs with training in Basic Food Safety, HACCP, and FSCO certification, DepEd strengthens its capacity to prevent health risks, enforce food safety standards, and ensure a safer, healthier learning environment.

II. OBJECTIVES

The training specifically aims to:

- a. Enhance the expertise of DepEd MOs in food safety, HACCP principles, and foodborne disease prevention;

¹ World Health Organization. (2022, May 19). *Food safety*. World Health Organization. <https://www.who.int/news-room/fact-sheets/detail/food-safety>

- b. Strengthen their capacity to assess, detect, investigate, and respond to foodborne illness outbreaks, ensuring swift interventions to protect learners' health;
- c. Certify Medical Officers as FSCOs, equipping them with the authority to enforce food safety standards in school feeding programs and canteen operations; and
- d. Integrate medical expertise into food handling, preparation, and monitoring protocols, promoting a more comprehensive approach to learners' health and nutrition.

III. DATE AND VENUE

Name of Activity	Date	Venue
Training on Basic Food Safety and Hazard Analysis and Critical Control Point of Medical Officers	September 1-5, 2025	Tanza, Cavite
Training on Food Safety Compliance Officer of Medical Officers	October 6-10, 2025	Tanza, Cavite

IV. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to the following:

Fund Source	Name of Activity
School-Based Feeding Program Continuing Funds – 2025	Training on Basic Food Safety and Hazard Analysis and Critical Control Point of Medical Officers
School-Based Feeding Program Current Funds – 2025	Training on Food Safety Compliance Officer of Medical Officers

B. Target Participants, Resource Person, and Technical Working Committee

Participants	Resource Person	Organizers
<ul style="list-style-type: none"> Medical Officers IV or representative (Permanent/Contract of Service-DepEd personnel handling School-Based Feeding Program/school nutrition programs) from Regional Offices (ROs) Medical Officers III or representative (Permanent/Contract of Service-DepEd personnel/LGU-hired 	Food and Safety and Hygiene Academy of the Philippines (FoodSHAP)	<ul style="list-style-type: none"> BLSS-School Health Division BLSS-Office of the Director Office of the Assistant

staff in DepEd handling School-Based Feeding Program/school nutrition programs) from Schools Division Offices (SDOs)		Secretary for Operations
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C. Indicative Program of Activities

Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)		
Day 1 - Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> ELEMENT 1: Introduction to Food Safety ELEMENT 2: Food Hazards ELEMENT 3: Illness from Food 	<ul style="list-style-type: none"> Define food safety and foodborne illnesses. Classify different food hazards Identify common symptoms of food poisoning
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 4: High-Risk Food ELEMENT 5: Time and Temp. Control ELEMENT 6: Personal Hygiene ELEMENT 7: Premises and Equipment ELEMENT 8: Cleaning and Sanitizing ELEMENT 9: Food Pests 	<ul style="list-style-type: none"> Identify foods that are high-risk Identify how to control bacteria by means of temperature and time Describe the role of having a proper hygiene among food handlers Explain the design requirements of food premises that ensures food safety Define contact time, disinfect, and sanitize Identify typical food pests
12:00nn to 1:00pm	LUNCH	
01:00pm to	<ul style="list-style-type: none"> ELEMENT 10: Staying Safe in the Kitchen ELEMENT 11: Food Safety Training ELEMENT 12: The Flow of Food 	<ul style="list-style-type: none"> Define hazard, risk and PPE Define Food Safety Compliance Officer (FSCO) Explain the concept of the

04:00pm	ELEMENT 13: Food Safety Law & HACCP	<ul style="list-style-type: none"> flow of food Explain the food safety requirement under the Phil. Food Safety Act of 2013
4:00pm to 05:00pm	EXAMINATION	
Day 3 - HACCP Principles and Practice		
8:00am to 8:30am	Recapitulation	Recap of Day 2
8:30am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 1: Introduction to HACCP ELEMENT 2: Codex to apply HACCP ELEMENT 3: Hazard Analysis 	<ul style="list-style-type: none"> Define basic concepts on HACCP State the procedural steps to apply HACCP Identify different hazards that may be present at each step of the flow of the food
12:00nn to 1:00pm	LUNCH	
1:00pm to 5:00pm	<ul style="list-style-type: none"> ELEMENT 4: Critical Control Points ELEMENT 5: Critical Limits ELEMENT 6: Monitoring 	<ul style="list-style-type: none"> Identify which steps along the flow of a certain food item is Critical Control Point Decide what Critical Limits are needed for each CCP Explain the significance of monitoring in a HACCP system
Day 4 - Continuation of Discussion on HACCP Principles and Practice and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 3
8:30am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 7: Corrective Action ELEMENT 8: Verification ELEMENT 9: Documented Information 	<ul style="list-style-type: none"> Understand the importance of corrective actions in the implementation of HACCP system Understand the significance of verification in a HACCP system State reasons for keeping documents and records of a HACCP system
12:00nn to 1:00pm	LUNCH	
1:00pm to 2:30pm	REVIEW OF ALL HACCP STEPS	

2:30pm to
4:30pm**HACCP EXAMINATION****Day 5**

Next Steps, Closing Program, Check-out

Training on Food Safety Compliance Officer (FSCO)**Day 1- Arrival of Participants, Registration and Preliminaries**

Time	Program Flow	Objectives
2:00pm to 5:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Opening Message; Program Overview

Day 2- Discussion on FSCO Elements

8:00am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 1: Food Safety Management Framework ELEMENT 2: Food Safety Policy & Planning 	<ul style="list-style-type: none"> Explain the framework of a Food Safety Management System Describe the main features and contents of a Food Safety Policy
12:00nn to 1:00pm	Lunch	
1:00pm to 5:00pm	<ul style="list-style-type: none"> ELEMENT 3: Food Safety Organization ELEMENT 4: Food Safety Culture and Behavior 	<ul style="list-style-type: none"> Outline the roles and responsibilities of the FSCO Discuss the concept of food safety culture

Day 3- Continuation of Discussion

8:00am to 8:30am	Recapitulation	
8:30am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 5: Halal Management ELEMENT 6: Checking and Evaluation 	<ul style="list-style-type: none"> Discuss the concept of Halal in food management Explain how to monitor/measure food safety performance
12:00nn to 1:00pm	Lunch	
1:00pm to 5:00pm	<ul style="list-style-type: none"> ELEMENT 7: Investigation, Documents, and Records ELEMENT 8: Auditing, Review, and Actions 	<ul style="list-style-type: none"> Identify the main components of a foodborne disease outbreak investigation Explain the concepts and significance of management system audit and internal auditing

Day 4- Continuation of Discussion & Examination

8:00am to 8:30am	Recapitulation	Recap of Day 3
8:30am to 12:00nn	<ul style="list-style-type: none"> ELEMENT 9: Legal Requirements and International Standards 	<ul style="list-style-type: none"> State penalties and sanctions of Food Safety violations under the RA 10611
12:00nn to 1:00pm	Lunch	
1:00pm to 2:30pm	REVIEW	
2:30pm to 4:30pm	FSCO EXAMINATION	
Day 5		
Next Steps, Closing Program, Check-out		

Next Steps, Closing Program, Check-out

- A. Strengthen the understanding of food safety principles, risk assessment, and hazard identification in large-scale meal preparation among Central Kitchen Coordinators; and
- B. Equip Central Kitchen Coordinators with practical skills in proper food handling, hygiene, and contamination prevention to ensure compliance with national food safety standards.

III. DATE AND VENUE

Name of Activity	Date	Venue
Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators	August 4-8, 2025	Panglao, Bohol

IV. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to the following:

Fund Source	Name of Activity
School-Based Feeding Program Current Funds – 2025	Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators

B. Target Participants, Resource Person, and Technical Working Committee

Participants	Resource Person	Organizers
<ul style="list-style-type: none"> • SBFP (Permanent or Contract of Service) or CK Coordinators from the identified Schools Division Offices. • School Heads of CK Training Centers within the identified Schools Division Offices. • Technical Assistants I or Administrative Officers of CK Training Centers within the identified Schools Division Offices 	Food and Safety and Hygiene Academy of the Philippines (FoodSHAP)	<ul style="list-style-type: none"> • BLSS-School Health Division • BLSS-Office of the Director • Office of the Assistant Secretary for Operations

C. Indicative Program of Activities

Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)

Day 1 - Arrival of Participants, Registration and Preliminaries

Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> • ELEMENT 1: Introduction to Food Safety • ELEMENT 2: Food Hazards • ELEMENT 3: Illness from Food 	<ul style="list-style-type: none"> • Define food safety and foodborne illnesses. • Classify different food hazards • Identify common symptoms of food poisoning
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> • ELEMENT 4: High-Risk Food • ELEMENT 5: Time and Temp. Control • ELEMENT 6: Personal Hygiene • ELEMENT 7: Premises and Equipment • ELEMENT 8: Cleaning and Sanitizing • ELEMENT 9: Food Pests 	<ul style="list-style-type: none"> • Identify foods that are high-risk • Identify how to control bacteria by means of temperature and time • Describe the role of having a proper hygiene among food handlers • Explain the design requirements of food premises that ensures food safety • Define contact time, disinfect, and sanitize • Identify typical food pests
12:00nn to 1:00pm	LUNCH	
01:00pm to 04:00pm	<ul style="list-style-type: none"> • ELEMENT 10: Staying Safe in the Kitchen • ELEMENT 11: Food Safety Training • ELEMENT 12: The Flow of Food • ELEMENT 13: Food Safety Law & HACCP 	<ul style="list-style-type: none"> • Define hazard, risk and PPE • Define Food Safety Compliance Officer (FSCO) • Explain the concept of the flow of food • Explain the food safety requirement under the Phil. Food Safety Act of 2013
4:00pm to 05:00pm	EXAMINATION	



Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)

Day 1 - Arrival of Participants, Registration and Preliminaries

Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> • ELEMENT 1: Introduction to Food Safety • ELEMENT 2: Food Hazards • ELEMENT 3: Illness from Food 	<ul style="list-style-type: none"> • Define food safety and foodborne illnesses. • Classify different food hazards • Identify common symptoms of food poisoning
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> • ELEMENT 4: High-Risk Food • ELEMENT 5: Time and Temp. Control • ELEMENT 6: Personal Hygiene • ELEMENT 7: Premises and Equipment • ELEMENT 8: Cleaning and Sanitizing • ELEMENT 9: Food Pests 	<ul style="list-style-type: none"> • Identify foods that are high-risk • Identify how to control bacteria by means of temperature and time • Describe the role of having a proper hygiene among food handlers • Explain the design requirements of food premises that ensures food safety • Define contact time, disinfect, and sanitize • Identify typical food pests
12:00nn to 1:00pm	LUNCH	
01:00pm to 04:00pm	<ul style="list-style-type: none"> • ELEMENT 10: Staying Safe in the Kitchen • ELEMENT 11: Food Safety Training • ELEMENT 12: The Flow of Food • ELEMENT 13: Food Safety Law & HACCP 	<ul style="list-style-type: none"> • Define hazard, risk and PPE • Define Food Safety Compliance Officer (FSCO) • Explain the concept of the flow of food • Explain the food safety requirement under the Phil. Food Safety Act of 2013
4:00pm to 05:00pm	EXAMINATION	

Annex E – Suggested Confirmation Letter Template

[Date]

DR. MIGUEL ANGELO S. MANTARING

Director IV

Bureau of Learner Support Services
 Department of Education
 Pasig City

Subject: Confirmation of Participants – Trainings on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)

Dear Director Mantaring:

Good day!

In line with OUOPS Memorandum titled “2025 Trainings on Basic Food Safety, Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO),” dated June 5, 2025 and signed by Assistant Secretary Malcolm S. Garma, Officer-in-Charge of the Office of the Undersecretary for Operations, this Office is pleased to submit the names of confirmed participants from [Region Name]. Please find below the list of participants for each scheduled training activity:

1. Training on Basic Food Safety, HACCP, and FSCO for Medical Officers

No.	Name of Participant	Designation	Office/Division
1.			
2.			
3.			

(Add rows as needed)

2. Training on Basic Food Safety and HACCP for Central Kitchen Coordinators (For selected Regions only)

No.	Name of Participant	Designation	Office/Division
1.			

ITINERARY OF TRAVEL

Entity Name : DepEd Negros Island Region

Fund Cluster: 01

No.: _____