



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 14 2025

REGIONAL MEMORANDUM

No. 641, s. 2025

**PARTICIPATION IN THE WRITESHOP FOR THE DEVELOPMENT
OF CENTRAL KITCHEN GUIDELINES**

To: Schools Division Superintendents of Sagay City and Sipalay City
All Others Concerned

1. Attached is an Advisory from the Bureau of Learner Support Services, dated November 13, 2025 regarding the **Conduct of the Writeshop on the Development of Guidelines for Central Kitchens on November 18-21, 2025 at Eurotel Makati Hotel, Don Chino Roces Ave, Corner Antonio Arnaiz Ave, Makati City, Metro Manila**, which is self explanatory.

2. Below is the list of participants to this activity:

Name of Participants	Position/Designation	Office/SDO
1. Janema M. Pinili	OIC-Nutritionist-Dietitian II	NIR
2. Grace B. Lanutan	SBFP/CK Focal, Nurse II-NIC	Sagay City
3. Lovely Garcia	SBFP/CK Focal, Nurse II	Sipalay City

3. The travel expenses of the participants shall be charged against the SBFP-PSF or local funds subject to existing accounting and auditing rules and regulations.

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

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: Memorandum OM-OUGOPS-2025-08-06975

Incl: None

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

CENTERS NUTRITION WORKSHOP

JMP/ESSD/DEPEDNIR/PARTICIPATION IN THE WRITESHOP FOR THE DEVELOPMENT OF CENTRAL KITCHEN GUIDELINES
November 14, 2025



Address: Batinguel, Dumaguete City, 6200
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Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

DEPARTMENT OF EDUCATION
Records Section, Negros Island Region



MEMORANDUM
OM-OUGOPS-2025-08-06975

FOR : **REGIONAL DIRECTORS**

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF GUIDELINES FOR CENTRAL KITCHENS**

DATE : October 29, 2025

The Governance and Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) will conduct the **Writeshop on the Development of Guidelines for Central Kitchens** on **November 18-21, 2025**, within **NCR**.

This activity aims to develop comprehensive guidelines for the establishment and management of SBFP Central Kitchens which are designed to ensure the efficient, hygienic, and safe preparation of nutritious hot meals for school children. This will also contribute to the improvement of the nutritional status, which will, in turn, be expected to positively impact their overall learning outcomes. The guidelines will provide implementers with a comprehensive understanding of the components essential for establishing and efficiently operating a central kitchen. The developed guidelines will serve as a crucial resource for successful implementation and long-term sustainability of the CK for the SBFP modality.

In this regard, may we respectfully invite the following personnel listed below to participate in this activity and their travel expenses are requested to be charged against the SBFP-PSF or local funds, subject to accounting and auditing rules and regulations.

1. **SBFP Regional Office (RO) Focal Persons** from Regions 1 to NCR
2. **One (1) SBFP or CK Focal Person** from the following Schools Division Offices (SDOs): La Union, Tuguegarao City, Sorsogon, Tabaco City, Roxas City, Sipalay City, Sagay City, Mandaue City, Iligan City, Davao del Norte, Mati City, Cotabato Province, South Cotabato, and Tacurong City

The RO is requested to submit a list of confirmed participants on or before November 10, 2025, through email at sbfp@deped.gov.ph.



16th floor, Techzone Building, 213 Sen. Gil Puyat Ave., San Antonio Village, Makati, Metro Manila, 1203
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph



The participants are advised on the following:

1. Register online through this link: <https://forms.office.com/r/W6XjB3qcNz>
2. The actual registration of participants at the venue shall start at 1:00pm on the date of arrival. Lunch will be served. All participants are expected to arrive at lunchtime before the Opening Program.
3. As part of the workshop, participants are requested to bring their own laptops and extension cords.
4. Participants are also requested to wear face masks for the duration of the activity, bring their own sanitizers, and observe minimum health protocols.

For further details, Ms. Gail Hariette C. dela Rosa, BLSS-SHD, may be contacted at 8632-9935 or email at sbfp@deped.gov.ph. Attached is the Concept Note for ready reference.



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WRITESHOP ON THE DEVELOPMENT OF CENTRAL KITCHEN GUIDELINES

CONCEPT NOTE

I. BACKGROUND

The Department of Education (DepEd) through the Bureau of Learners Support Services – School Health Division (BLSS-SHD) is spearheading the ongoing implementation of the School-Based Feeding Program (SBFP) nationwide. This initiative is in line with the provisions of Republic Act No. 11037, the "Masustansyang Pagkain para sa Batang Pilipino Act," and is funded by the 2025 General Appropriations Act (GAA).

Republic Act No. 11037 (2018), enacted by Former President Duterte, serves as the legal basis of the School-Based Feeding Program (SBFP) to support initiatives that promotes health and nutrition of Filipino learners through provision of nutritious meals.

Essentially, RA 11037 Implementing Rules and Regulations (IRR) establishes Central Kitchens as a key component of the SBFP. These kitchens, operated by schools or LGUs, streamline meal preparation and distribution. Furthermore, RA 11037 emphasizes inter-agency collaboration, requiring LGUs and DepEd to work together to ensure the program's effectiveness.

This activity aims to develop guidelines for the establishment and management of SBFP Central Kitchens. The guidelines are designed to ensure the efficient, hygienic, and safe preparation of nutritious hot meals for school children. This will also contribute to the improvement of the nutritional status which will, in turn, be expected to positively impact their overall learning outcomes. The guidelines will provide implementers with a comprehensive understanding of the components essential for establishing and operating efficiently a central kitchen. The developed guidelines will serve as a crucial resource for successful implementation and long-term sustainability of the CK for the SBFP modality.

II. OBJECTIVES:

The activity aims to:

- Develop guidelines that focuses on the establishment, management, and sustainability of CKs
- Draft standard operating procedures on the process flow of Central Kitchen
- Draft a monitoring checklist for CK compliance which will assess adherence to the guidelines and SOPs.

III. PROGRAM DESIGN

A. Availability of Funds

Funds for this purpose shall be charged to 2025 SBFP Current Funds

No. of Pax	Venue	Budget
58	Makati City	P 506,700.00

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

Participants	Resource Person	Organizers
• All Regional SBFP Focal Person • 1 SDO SBFP or Central Kitchen Focal Persons representative from SDOs La Union, Tuguegarao City, Antipolo City, Sorsogon, Tabaco City, Roxas City, Sipalay City, Sagay City, Mandaue City, Iligan City, Davao del Norte, Mati City, Cotabato, Tacurong City, and South Cotabato	Representatives from: • Ms. Laine Velasco • Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) • Jollibee Group Foundations (JGF) • Gawad Kalinga (GK) • Ms. Miriam Coprado • World Food Program (WFP) • Scaling-Up Nutrition (SUN) Business Network (SBN)	• BLSS-School Health Division • BLSS-Office of the Director • Office of the Assistant Secretary for Education Governance

C. Indicative Program of Activities

Day 1

Time	Activity	Description	In-Charge
1:00pm-3:00pm	Arrival & Settling-in Registration	Participants will accomplish registration form at the secretariat table	Secretariat
3:00pm-4:00pm	Opening Program Preliminaries	Welcome and brief message, then acknowledgement of participants, resource persons, etc. Explain the overall objectives of the workshop.	Officer of the Day
4:00pm-5:00pm	Status and Accomplishments of Central Kitchens Initiatives	This will be a presentation on the background, updates, and directions on central kitchen initiatives	

Day 2

Time	Activity	Description	In-Charge
8:00am-8:30am	Preliminaries	Opening of Day 2 and Recap of Day 1	Officer of the Day
8:30am-9:00am	Presentation of the Draft Central Kitchen Guidelines with Outline	Presentation to the panel the initial outline and the content of the draft guidelines	



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

OFFICE OF THE DIRECTOR

ADVISORY
November 13, 2025

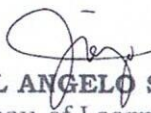
This has reference to **OUOPS Memorandum** titled "*Conduct of the Writeshop on the Development of Guidelines for Central Kitchens*"

1. The venue for the Writeshop on the Development of Guidelines for Central Kitchens will be held at **Eurotel Makati Hotel, Don Chino Roces Ave, Corner Antonio Arnaiz Ave, Makati City, Metro Manila**
2. Please be informed and reminded on the following:
 - a. Participants are expected to arrive at **12:00nn** on **November 18, 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 **November 18** (Day 1), and the last meal is breakfast on **November 21** (Day 4).
 - c. Participants may check-in on **November 18 (Day 1)** at **2:00 pm** and are expected to check-out by **November 21 (Day 4)** 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://forms.office.com/r/W6XjB3qcNz> until **November 14, 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 against the SBFP-PSF or local funds subject to existing accounting and auditing rules and regulations.



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3. For clarification and further information, please contact **Ms. Magdalene Portia T. Cariaga**, Supervising Health Program Officer, **Mr. Vonerich B. Berba**, Education Program Specialist II and **Ms. Gail Hariette C. Dela Rosa**, Technical Assistant II of BLSS-SHD through telephone number (02) 632-9935, mobile number 0915-564-4363, or via email at sbfp@deped.gov.ph



DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services *lv*



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