




MEMORANDUM

TO: All District Supervisors
School Principals
Key Administrators – Home Economics
Division Health Personnel
Secondary Nurses

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: DIVISION ORIENTATION ON FOOD SAFETY

DATE: August 8, 2016

In relation to R.A. No. 10611, declaring the right of every Filipino to promote and protect one's health and instilling consciousness, the Department of Education is committed not only to deliver basic quality education but also to ensure the safety of Filipino learners. Hence, the School Health and Nutrition Unit of the School Governance and Operations Division is geared towards the enhancement of knowledge and skills in food safety through Division Orientation on Food Safety on August 16, 2016 in Division Library Hub, Trece Martires City, Cavite.

This orientation aims to:

1. orient the participants on the proper food handling and other food safety measures;
2. enhance skills in maintaining a healthy environment from the delivery of goods, storage, preparation, cooking and serving of foods, and
3. understand the importance of proper food handling in the prevention of food borne.

Immediate and wide dissemination of this Memorandum is desired.



Republic of the Philippines
DIVISION OF CAVITE Department of Education
Region IV- A (CALABARZON)



Trece Martires City

TRAINING PROPOSAL

I. TITLE OF THE TRAINING: **DIVISION ORIENTATION ON FOOD SAFETY**

II. TARGET PARTICIPANTS: Key Administrators of EPP – Home Economics in 19 municipalities of Cavite and School Health Personnel from Elementary and Secondary Schools.

PARTICIPANTS	NUMBER OF PARTICIPANTS
Key Administrator of EPP Home Economics	19
Health Personnel	
*Medical Officers	3
*Elementary & Secondary Nurses	26
*Lecturer	4
*Committee	8
TOTAL	60

III. PROPOSED DATE & VENUE: August 16, 2016, Library Hub, Trece Martires City.

IV. FUNDING SOURCE: Division MOOE

V. PROPOSED BUDGET: For Food (2 Snacks and 1 Lunch)

PARTICULARS	AMOUNT
Accommodation and Food (250 x 60)	Php 15 000.00
Training materials and supplies	Php 500.00
TOTAL	Php 15 500.00

VI. REGISTRATION FEE: None

VII. PROPONENTS: Dr. Romeo E. Endraca / Dr. Angelita C. Orenciano

VIII. RATIONALE:

In relation to RA no. 10611, declaring the right of every Filipino to promote and to protect one's health and instilling health consciousness, the Department of Education is committed not only to deliver basic quality education but also to ensure the safety and security of Filipino learners. Hence, the School Health and Nutrition unit of the Division of Cavite in cooperation of the School Governance and Operation Division is geared towards the enhancement of knowledge and skills on food safety.

This orientation aims to facilitate learnings on food safety and on the prevention of food borne illnesses as well as to practice/apply their learnings in the implementation of School-Based Feeding Program and on the management of their school canteens. Participants will be oriented on the causes of food borne illnesses, proper hygiene of food handlers and promotion of healthy environment during the delivery of goods up to serving of foods.

IX. OBJECTIVES:

1. Orient the participants on the proper food handling and other food safety measures.
2. Enhance skills in maintaining a healthy environment from the delivery of goods, storage, preparation, cooking and serving of foods.

3. Understand the importance of proper food handling in the prevention of food borne diseases in the school.

X. CONTENT AND METHODOLOGIES: (See Attachment B – Training Matrix)

XI. OUTPUT:

Each participant is expected to acquire the following knowledge and skills necessary in performing his / her role as SBFP school implementors, school health personnel and key administrators of EPP – Home Economics.

1. Knowledgeable on food safety measures and other causes of food borne illnesses.
2. Enhanced skills on maintaining a healthy environment from the delivery of goods up to serving of foods.
3. Identify improper practices in the kitchen.

XII. LIST OF MANAGEMENT STAFF WITH CORRESPONDING COMMITTEE (See Attachment -C)

XII. LIST OF TRAINERS:

TRAINERS	RELEVANT QUALIFICATIONS	TOPIC ASSIGNMENT
1.DR. ROMEO E. ENDRACA	EPS- AGRICULTURE	Laws on food safety
2.DR. ANGELITA C.ORENCIANO	Medical Officer III	Importance of food safety
		Food hazards and Food Borne Diseases
3.Dr. Elsa de Leon	PDS – Municipality of Naic	Food Channelling: Delivery, Storage, Preparation, Cooking & Serving of Foods
4.Mary Lovely Joy R. Perea	Nurse II	Personal Hygiene and Safety Measures of Food Handlers Cleanliness and Safe Environment

Prepared by:

DR. ANGELITA C. ORENCIANO
(Medical Officer III)

MARY LOVELY JOY R. PEREA
(Nurse II)

Noted :

LORENA L. ARCA
(SEPS –HRD)

As Funds Available:

JOEL M. SOLIS
(Budget Officer)

Recommending Approval:

ELIAS A. ALICAYA JR.
(OIC, ASDS)

Approved:

CHERRYLOU D. DE MESA

(OIC, Schools Division Superintendent)

ATTACHMENT A- LIST OF PARTICIPANTS

***KEY ADMINISTRATORS OF EPP- HOME ECONOMICS**

1. Maragondon – Mrs. Gemma Berganos
2. Ternate – Mrs. Belinda perez
3. Naic – Mrs.Emelita A. Gabayno
4. Trece – Mrs.Arceli Lucero
5. Tanza – Mrs.PrescillaCabuhad
6. Gen. Trias – Mrs.AniciaCupino
7. Rosario - Mrs.Elodina Jimenez
8. Kawit – Mrs.BienvinidaPesina
9. Noveleta – Mrs. Leonor G. Amaco
10. Silang – Mrs. Cristina Panganiban
11. GMA – Dr. Myrna Diaz
12. Carmona – Mrs. Lorna P. de Guzman
13. Indang – Mrs. Lourdes M. del Rosario
14. Tagaytay – Mrs.EmerlinaAdan
15. Mendez – Mrs. Daisy Cubillo
16. Bailen – Mrs. Liza Mojica
17. Alfonso – Mrs.Leoncia A. Sagun
18. Magallanes – Mrs.Cleto Bello
19. Amadeo – Mrs.Perse Veranda Isla

***HEALTH PERSONNEL**

A. Medical Officers

1. Dr.Rainerio U. Reyes
2. Dr. Nicanor Salazar
3. Dr. Grace E. Javier

B. Elementary & Secondary Nurses

1. Dolores R. Saavedra
2. Renee Jane Rustia
3. Ma. VidaGracia R. Orquico
4. Elizabeth O. Parico
5. Mary Jane E. Ramirez
6. Jeric Javier
7. Francis Guimpatan
8. ClorindaGarma
9. Rhodora M. Matel
10. Ma. Fe Ayos
11. Grace Ambat
12. Ma. Glenda E. Santiago
13. Anamarie A. Magsombol
14. Ma. Theresa Reyes
15. MatildeBawalan
16. NimfaAncayan
17. Christine Dimaranan
18. Nenita Plaza
19. Marlyn Mendoza
20. AngustiaMasungsong
21. Fe Molle
22. FelindadelMundo
23. Liza Olivere
24. Fe Sarmiento
25. Rhona Cabrera
26. Hazel Olegario

ATTACHMENT B- TRAINING MATRIX

DIVISION ORIENTATION ON FOOD SAFETY

TIME	ACTIVITIES
7:00 - 8:00	REGISTRATION
8:00 – 8:30	Opening Program
8:30 – 9:00	Pre-Test
9:00 – 10:00	Lecture I (Dr. Angelita C. Orenciano) A. Importance of Food Safety B. Food Hazards and Food Borne Diseases
10:00 -10:30	AM Snack
10:30 -12:00	Lecture II (Mary Lovely Joy R. Perea) A. Personal Hygiene and Safety Measures of Food Handlers B. Clean and Safe Environment
12:00 – 1:00	LUNCH BREAK
1:00 – 2:00	Lecture III (Dr. Elsa de Leon) Food Channelling : Delivery, Storage, Preparation, Cooking and Serving Of Foods
2:00 – 3:00	Lecture IV (Dr. Romeo E. Endraca) Laws on Food Safety
3:00 – 3:30	PM Snack
3:30 – 4:00	Post Test
4:00 – 4:30	Closing Program

ATTACHMENT C – EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent

EDITHA M. ATENDIDO

Asst. Schools Division Superintendent

ELIAS A. ALICAYA JR.

SGOD-Chief / Asst. Schools Division Superintendent

ELPIDIA B. BERGADO

CID- Chief

RAINERIO U. REYES

Head- SHNS

WORKING COMMITTEE

1.Planning

Chairman :Dr. Romeo E. Endraca /Dr.Angelita C. Orenciano

Member : Mary Lovely Joy R. Perea

2.Registration

Chairman: Ester Bueno

Member: Cora Lopez

3.Accomodation

Chairman: Jovelito Hernandez

Member: Joselito Solis

4.Documentation

Chairman: Albert Erni

Member :Jesril Reyes

5.Technical : RomnickCuachin