



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

22 Sept 2026

DIVISION MEMORANDUM

No. 370, s. 2026

SPECIAL COORDINATION MEETING ON THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads

1. The Schools Division Office recognizes the need to ensure that newly appointed **Project Development Officers (PDOs)** and **Division-Hired School Feeding Assistants (SHFAs)** are adequately oriented and prepared to perform their respective functions in the implementation of the **School-Based Feeding Program (SBFP)**.

2. In this regard, a **Special Coordination Meeting** will be conducted on **September 23, 2026, at 2:00 p.m. at the Learning and Development Conference Room**. The activity aims to provide the participants with the foundational knowledge and practical guidance necessary to effectively support the implementation of the SBFP. It will also serve as a venue to clarify expectations, establish coordination mechanisms, address initial concerns, and ensure that all concerned personnel are guided by a unified understanding of their functions and deliverables.

3. The following personnel are expected to participate in the activity:

- Newly Appointed **Project Development Officers (PDOs)**;
- Division Hired **School Feeding Assistants (SHFAs)** from **Leoncia Village IS, Virgen delos Remedios ES, San Ignacio ES, Belen Homesite ES, A.G. Pabalan ES, and Mining ES**; and
- Other concerned personnel from the School Health and Nutrition Unit

4. The meeting shall cover the following:

- Overview of the School-Based Feeding Program
- Roles and Responsibilities of PDOs and SHFAs
- Monitoring, Documentation, and Reporting Requirements
- Food Safety, Sanitation, Hygiene, and Program Standards
- Coordination Mechanisms and Communication Protocols
- Open Forum: Issues, Clarifications, and Concerns

5. For information, guidance, and appropriate action.

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ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *h*

SGOD/RPN-SHNU/September 22, 2026

