



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte

website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com) / telefax: (044) 815-2815



June 26, 2017

DIVISION MEMORANDUM

No. 98, s. 2017

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

**CONDUCT OF DIVISION REVIEW AND PLANNING-WORKSHOP ON HEALTH & NUTRITION PROGRAM  
for SY 2017-2018**

1. This is to inform the field of the Conduct of Review and Planning-Workshop on Health & Nutrition Program for SY 2017-2018 to be held on July 5, 6, 7, 2017, 8:00 a.m. to 5:00 p.m. at Sapang Palay National High School Multi-Purpose Cooperative Building.
2. The activity aims to:
  - 2.1. update all participants on the following: Legal Bases, Guidelines on Random Drug Testing, Health Updates, School-Based Immunization, School Health Programs, Nutritional Status, Preparation of School Health Reports, Essential Health Care Program, Deworming Administration, Folic Acid Administration, School-Based Feeding Program, Work and Financial Plan, Procurement Process, School Canteen Management, Water, Sanitation and Hygiene in Schools, Drug Abuse Prevention and Control, Comprehensive Tobacco Control Program, HIV Awareness, and Integrated School Health Nutrition Programs;
  - 2.2. ensure health of canteen personnel.
3. Participants to this training-workshop are School Heads and School Health Coordinators of Elementary and Secondary Schools in this Division.
4. Canteen personnel are required to report to the venue for orientation and schedule for laboratory check-up in fulfillment of the requirements for a Health Certificate. The schedule shall be given to the school heads on July 5.
5. School Heads are expected to submit to the SGOD Office the filled-up form below on or before June 30, 2017. (Attention: BERNADETTE B. ROSAROSO, EPS In-Charge of School Health)

SCHOOL HEAD	SCHOOL HEALTH COORDINATOR	CANTEEN PERSONNEL	
Name:	Name:	Name	Contact No.
Contact No.:	Contact No.:	1. 2. 3. ↓	

6. Please bring laptop, USB, and wifi connectivity together with the soft and hard copy of data on enrolment (names of pupils/students, birthday, sex, per section in excel format).
7. Inclosure No. 1 is the Training Matrix for the guidance of all participants.
8. It is directed that this Memorandum be given the widest publicity possible.

GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent



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Inclosure No. 1 Division Memorandum No. 98, s. 2017

**MATRIX OF ACTIVITIES**  
**CONDUCT OF DIVISION REVIEW & PLANNING-WORKSOP ON HEALTH & NUTRITION PROGRAM**  
**for SY 2017-2018**

TIME	DAY 1	DAY 2	DAY 3
7:30 - 8:00	Registration	Management of Learning	Management of Learning
8:00 - 8:15			
8:15 - 8:30	Opening Program	Essential Health Care Program Deworming Administration <b>MELSAN R. DAZA, RN</b> Division Nurse	Water, Sanitation, and Hygiene in Schools <b>MANUEL T. CALIBOSO</b> PDO II
8:30-9:00	Orientation & Mechanics of the Training <b>BERNADETTE B. ROSAROSO</b> EPS I - SGOD In-Charge of School Health		
9:00 - 10:00	Legal Bases Guidelines on Random Drug Testing <b>MARIA CARMEN P. CUENCO, ED.D.</b> Assistant Schools Division Superintendent	Folic Acid Administration Workshop on SBI, DA, WIFA <b>CHRISTIAN G. VELASQUEZ, RN</b> Division Nurse	Drug Abuse Prevention & Control Comprehensive Tobacco Control Program <b>CHRISTIAN G. VELASQUEZ, RN</b> Division Nurse
10:00-10:15	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK
10:15-11:00	Health Updates <b>BETZAIDA B. BANAAG, M.D.</b> City Health Officer	School Based Feeding Program <b>BERNADETTE B. ROSAROSO</b> EPS I - SGOD In-Charge of School Health	HIV Awareness <b>MANUEL N. PAYUMO JR., RN</b> Division Nurse
11:00-12:00	School-Based Immunization <b>MARY TERESE C. GEMPIS</b> City Health Officer	Work & Financial Plan Procurement Process <b>KRISTINE JOY D. QUEZADA</b> Division Accountant	Integrated School Health Nutrition Programs (ISHNP) <b>ETHEL JOY A. QUERIDO, RN</b> Division Nurse
12:00 - 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-2:00	School Health Programs <b>MANUEL N. PAYUMO JR., RN</b> Division Nurse	Workshop on SBFP	Presentation of Action Plan
2:00-3:00	Nutritional Status Workshop on NS <b>ETHEL JOY A. QUERIDO, RN</b> Division Nurse	School Canteen <b>MELSAN R. DAZA, RN</b> Division Nurse	Submission of Training- Workshop Output / Clearing House
3:00-3:15	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK
3:15-4:00	Workshop on the Preparation of SH Reports <b>ARTHUR F. FRANCISCO</b> Division ITO	Workshop on SC	Closing Ceremony
4:00-5:00		Action Planning	

**MATRIX FOR SCHOOL CANTEEN PERSONNEL**

TIME	
1:00 - 5:00	<ul style="list-style-type: none"> <li>➤ Basic Food Safety</li> <li>➤ Good Manufacturing Practices (GMP)</li> <li>➤ Health requirements for Canteen Personnel/Food Handlers</li> <li>➤ Waste Management</li> </ul> <b>JOSELITO FERNANDO</b> City Health Officer



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**TECHNICAL WORKING GROUP**  
**CONDUCT OF DIVISION REVIEW & PLANNING-WORKSOP ON HEALTH & NUTRITION PROGRAM**  
*for SY 2017-2018*  
*July 5-7, 2017*

Chairperson - **BERNADETTE B. ROSAROSO**  
EPS I - SGOD  
Co-Chairperson - **MANUEL P. DELA CRUZ**  
SEPS - HRD

**DIVISION REVIEW & PLANNING-WORKSOP**  
**ON HEALTH & NUTRITION PROGRAM**  
*for SY 2017-2018*

**COMMITTEES**

PROGRAM & INVITATION - **ETHEL JOY A. QUERIDO**  
DOCUMENTATION - **CHRISTIAN G. VELASQUEZ**  
ACCOMODATION - **MANUEL N. PAYUMO JR.**  
REGISTRATION - **MELSAN R. DAZA**

**RESOURCE SPEAKERS**

MARIA CARMEN P. CUENCO, Ed.D.  
BERNADETTE B. ROSAROSO  
ETHEL JOY A QUERIDO, RN  
MELSAN R. DAZA, RN.  
MANUEL N. PAYUMO JR., RN  
CHRISTIAN G. VELASQUEZ, RN  
KRISTINE JOY D. QUEZADA  
MANUEL T. CALIBOSO  
ARTHUR F. FRANCISCO  
BETZAIDA B. BANAAG, M.D.  
MARY THERESE C. GEMPIS, RN  
JOSELITO FERNANDO



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OPENING PROGRAM  
CONDUCT OF DIVISION REVIEW & PLANNING-WORKSOP ON HEALTH & NUTRITION PROGRAM  
for SY 2017-2018

July 5, 2017

*H*eed the Lord's Prayer & Patriotism to our Country

Prayer  
Philippine National Anthem  
DepEd CSJDM Hymn  
CSJDM Hymn

*E*njoy the Opening Remarks

WILMA M. AQUINO  
Principal IV, SPNHS

*A*ppreciate the participants in this training

CHRISTIAN G. VELASQUEZ, RN  
Division Nurse

*L*end your ears to the Inspiring Message

GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent

*T*urn your attention to the objectives of the training

BERNADETTE B. ROSARIO  
EPS I - SGOD

*H*ouse Rules to be followed during training

MANUEL N. PAYUMO JR., RN  
Division Nurse

CLOSING PROGRAM  
CONDUCT OF DIVISION REVIEW & PLANNING-WORKSOP ON HEALTH & NUTRITION PROGRAM  
for SY 2017-2018

July 7, 2017

*H*ymn to the Lord & Nation

Prayer  
Nationalistic Song

*E*choing the Commitment

School Health Coordinator  
School Head

*A*cknowledging the Challenge

GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent

*L*oud me heard

School Health Coordinator  
School Head

*T*hanks for the Recognition

GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent

*H*earing the Remarks

BERNADETTE B. ROSARIO  
EPS I - SGOD