



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



June 19, 2017

DIVISION MEMORANDUM
NO. 388, s. 2017

**ORIENTATION ON THE NEW NUTRITIONAL ASSESSMENT FOR ELEMENTARY
AND SECONDARY SCHOOLS HEALTH/NUTRITION COORDINATORS**

**TO: Assistant Superintendents
Chiefs/EPSs/SEPSs/EPS IIs/Coordinators
Public Schools District Supervisors/OICs
Elementary/Secondary School/s Principals/Heads/TICs
Division Health Personnel/Staffs
All Others Concerned**

1. This Office announces the conduct of the one-day **Orientation on the New Nutritional Assessment for Elementary and Secondary Schools Health and Nutrition Coordinators** at the Pavilion, DepEd Ecotech Center, Sudlon, Lahug, Cebu City on the following dates/schedule:

Date/Schedule	Participants
June 24, 2017 (Saturday), 8:00AM-5:00PM	All elementary and secondary schools Nutrition Coordinators including Division Nurses who are assigned in Northern Cebu (estimated no. of Pax: 600)
July 1, 2017 (Saturday), 8:00AM-5:00PM	All elementary and secondary schools Nutrition Coordinators including Division Nurses who are assigned in Southern Cebu (estimated no. of Pax: 500)

2. There should only be one **Health/Nutrition Coordinator** per primary, elementary, secondary or integrated schools. Primary or extension schools should be counted separately from the mother school or unit. Elementary/secondary schools heads should immediately assign or designate a Health/Nutrition Coordinator in their respective schools (if there is none as of the moment) who will participate in this very important learning event.

3. The **Opening Program will start at around 8:00AM. The first meal/snacks will be served at around 9:00AM. Participants from Bantayan and Camotes Islands are given Day Zero (0).** However, expenses for dinner or breakfast during their Day Zero (0) stay at the Ecotech Center will be considered as the participants' counterpart or share for this training.
4. Participants are advised to bring notebooks as well as ballpens or pencils. They are also advised to bring/present their individual DepEd IDs during the registration for proper identification.
5. **Participation on this orientation is compulsory. Each school (primary, elementary, secondary or integrated) must be represented. If in case the school is not represented, the principal/school head concerned must explain in writing to the SDS Office as regards to his/her failure to send a representative.**
6. This **Memorandum serves as Travel Authority of the participants, trainers, admin/logistics/technical training support staffs as well as the other members of the training team/management. Teacher-participants will be given service credits (for the Saturday participation/attendance); speakers, trainers, non-teaching staffs and members of the training team/management will be given Compensatory Time-Off or leave credits whatever is applicable pursuant to existing Civil Service Rules or DepEd Orders.**
7. Travelling expenses of the **participants as well as those nonteaching and support staffs who are deployed/assigned to schools shall be charged to the schools' MOOE while travelling expenses of the trainers, speakers and other logistical staffs shall be charged to the Division's MOOE. Expenses for the food or meals/snacks, lodging accommodations (those with Day 0), materials given to the participants/trainers (if any) and other related/incidental costs for this training shall be charged to the Division's MOOE or DepEd's Health/Nutrition Special Funds, subject to its availability and the usual accounting/auditing rules and regulations.**
8. For further inquiries about this very important learning event, please send such inquiries to **DR. VICTOR A. YBAÑEZ (SEPS-HRD)** using the email address: v_ybanez@yahoo.com.
9. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent