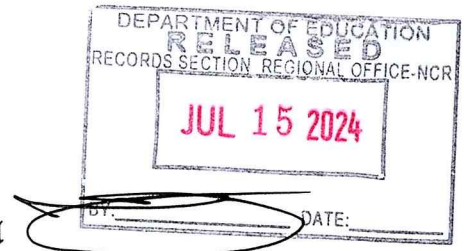




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024- 699

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Las Piñas City
 SDO Pasay City
 SDO Pasig City

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **CONDUCT OF CONSULTATIVE WORKSHOP FOR THE REFINEMENT OF THE SCHOOL HEALTH AND NUTRITION SERVICE MANUAL**

DATE : **July 8, 2024**

- Attached is Memorandum DM-OUOPS-2024-09-05244 dated June 19, 2024 signed by Atty. Revsee A. Escobedo, Undersecretary, Office of the Undersecretary of Operations re: **Conduct of Consultative Workshop for the Refinement of the School Health and Nutrition Service Manual** to be held at a venue in Region III on August 5-9, 2024. This activity aims to refine the revised School Health and Nutrition Service Manual to guide the DepEd School Health Personnel in the implementation of health and nutrition services and standards in all levels of governance.
- Particular attention is invited to paragraphs 3 to 4.
- In view of this, the following personnel have been identified as official participants to this activity:

NAME	DESIGNATION	OFFICE
Dr. Connie P. Gepanayao	Medical Officer IV	DepEd-NCR
Dr. Merlino M. Mateo	Dentist III	DepEd-NCR
Jennifer V. Belleza	Nutritionist-Dietitian II	DepEd-NCR
Dr. Ma. Recelle E. Reyes	Medical Officer III	SDO-Pasay City
Levie Rizza P. Eusebio	Nurse II	SDO-Las Piñas City
Rhodora C. Elli	Nurse II	SDO-Pasig City



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

4. Travel expenses of the participants shall be downloaded to the Regional Office via OSEC-NCR-24-3129, subject to the usual accounting and auditing rules and regulations.
5. For clarification and further information, please contact Dr. Connie P. Gepanayao, MD, FPPS, Medical Officer IV and Head of the School Health and Nutrition Unit, via email hnu.ncr@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-09-0244

TO : REGIONAL DIRECTORS
MINISTER OF BASIC, HIGHER AND TECHNICAL EDUCATION

FROM : *Escobedo*
ATTY. REVSEE A. ESCOBEDO *RC*
Undersecretary
Office of the Undersecretary of Operations

SUBJECT : CONDUCT OF CONSULTATIVE WORKSHOP FOR THE
REFINEMENT OF THE SCHOOL HEALTH AND NUTRITION
SERVICE MANUAL

DATE : June 19, 2024

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), will conduct the **Consultative Workshop for the Refinement of the School Health and Nutrition Service Manual** to be held at a venue in **Region III** on **August 5-9, 2024**. This activity aims to refine the revised School Health and Nutrition Service Manual to guide the DepEd School Health Personnel in the implementation of health and nutrition services and standards in all levels of governance.

It is requested that all Regional Offices (ROs) and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) send six (6) representatives composed of the following:

- (1) Medical Officer IV or Medical Officer III
- (1) Dentist III
- (1) Nutritionist-Dietitian
- (2) Nurse-in-Charge and/or Nurse II
- (1) School Head

Health and nutrition personnel involved in the pre-work activities and series of online meetings conducted during the months of June and July 2024 shall be included in the six official participants for the continuity of output delivery. In the absence of one or two identified discipline/s, the Regional Director, through the Education Support Services Division (ESSD) Chief can nominate other representatives in consultation with the regional health personnel.

Board and lodging of the participants and traveling expenses shall be charged against BLSS-SHD Learner Support Program (LSP) Funds, while the traveling expenses of the participants from BARMM shall be charged against local funds. Regional and Schools Division Offices shall augment funds in case of deficiencies and shortages, subject to the usual accounting and auditing rules and regulations.

03292

For clarification and further information, please contact **Dr. Mariblanca CP. Piatos**, Medical Officer IV and or **Ms. Belinda C. Beltran**, Nutritionist-Dietitian III of BLSS-SHD through telephone number (02) 8632-9935 or via email at medical.nursing@deped.gov.ph.

Advisory will be issued for additional information regarding the activity.

For immediate dissemination.



Republic of the Philippines
Department of Education

JUN 18 2024

OFFICE ORDER
OO-OSEC-2024-130

**DESIGNATION OF ASSISTANT SECRETARY FRANCIS CESAR B. BRINGAS
AS OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY
FOR OPERATIONS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Division Chiefs
All Others Concerned

1. In view of the official travel of Undersecretary Revsee A. Escobedo, and in the exigency of service, ASec **Francis Cesar B. Bringas**, Assistant Secretary for Operations, is designated as Officer-in-Charge (OIC) of the Office of the Undersecretary for Operations effective June 25-28, 2024 or until the return to duty of Undersecretary Escobedo.
2. As OIC, **Assistant Secretary Bringas** is authorized to sign, execute, or otherwise perform the official actions pertaining to the Office of the Undersecretary for Operations, in addition to his existing duties and responsibilities, without additional compensation and shall sign official correspondence in the following manner:

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations
Officer-in-Charge
Office of the Undersecretary for Operations

3. In connection with the abovementioned interim authority as OIC, the above personnel shall observe relevant laws, policies, rules, and regulations to ensure the legality and validity of all acts performed pursuant to this Order.
4. Unless otherwise provided, revoked, or suspended via appropriate Department issuance, this Office Order shall remain in force or until the return of Undersecretary Escobedo.
5. Immediate dissemination of this Order is directed.



By Authority of the Secretary:

WILFREDO E. CABRAL
Regional Director

Officer-in-Charge, Office of the Undersecretary
for Human Resource and Organizational Development

SMMA, APA, MPC, OO Designation of ASec Bringas as OIC of OCO
0003 June 13, 2024

ARH



Office of the Undersecretary
Finance
Received by: Jayson
Date: 4-24-24 Time: 2:36

Republic of the Philippines
Department of Education

27 March 2024

MEMORANDUM
AR NO.: AR-2024-CO-00695

BCN 615
AC-24-BLSS-SHD-LSP-1199
200000101706000 5-16-2000
ALLOTMENT AVAILABLE P2,177,800.
9.24
CROLDIA TONG
Chief Accounting Officer
Budget Division

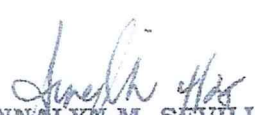


FOR : *[Signature]*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

THRU : *[Signature]*
DR. DEXTER A. GALBAN
Assistant Secretary for Operations

FROM : *[Signature]*
Atty. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV, *[Signature]*
Bureau of Learner Support Services and
Learner Rights and Protection Office

SUBJECT : **ACTIVITY REQUEST FOR THE CONDUCT OF
CONSULTATIVE WORKSHOP FOR THE REFINEMENT OF
THE SCHOOL HEALTH AND NUTRITION SERVICE
MANUAL**

NAME OF PROGRAM(S)/PROJECT(S)	MEDICAL, NURSING DENTAL AND NUTRITION SERVICES		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-24-BLSS-SHD-LSP-012	Developed School Health and Nutrition Service Manual	1
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-24-BLSS-SHD-LSP-015	Conduct of Consultative Workshop for the Refinement of School Health and Nutrition Service Manual	

ACTIVITY/IES WITH DOWNLOADING	<table border="1"> <thead> <tr> <th>Participants</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Region I</td><td>33,000.00 ✓</td></tr> <tr><td>Region II</td><td>40,800.00 ✓</td></tr> <tr><td>Region III</td><td>28,800.00 ✓</td></tr> <tr><td>Region IV-A</td><td>30,600.00 ✓</td></tr> <tr><td>Region IV-B</td><td>39,000.00 ✓</td></tr> <tr><td>Region V</td><td>45,000.00 ✓</td></tr> <tr><td>Region VI</td><td>82,800.00 ✓</td></tr> <tr><td>Region VII</td><td>82,800.00 ✓</td></tr> <tr><td>Region VIII</td><td>82,800.00 ✓</td></tr> <tr><td>Region IX</td><td>88,800.00 ✓</td></tr> <tr><td>Region X</td><td>88,800.00 ✓</td></tr> <tr><td>Region XI</td><td>88,800.00 ✓</td></tr> <tr><td>Region XII</td><td>88,800.00 ✓</td></tr> <tr><td>CARAGA</td><td>88,800.00 ✓</td></tr> <tr><td>CAR</td><td>29,400.00 ✓</td></tr> <tr><td>NCR</td><td>28,200.00 ✓</td></tr> <tr><td>TOTAL</td><td>P967,200.00 ✓✓</td></tr> </tbody> </table>		Participants	Amount	Region I	33,000.00 ✓	Region II	40,800.00 ✓	Region III	28,800.00 ✓	Region IV-A	30,600.00 ✓	Region IV-B	39,000.00 ✓	Region V	45,000.00 ✓	Region VI	82,800.00 ✓	Region VII	82,800.00 ✓	Region VIII	82,800.00 ✓	Region IX	88,800.00 ✓	Region X	88,800.00 ✓	Region XI	88,800.00 ✓	Region XII	88,800.00 ✓	CARAGA	88,800.00 ✓	CAR	29,400.00 ✓	NCR	28,200.00 ✓	TOTAL	P967,200.00 ✓✓	<p style="text-align: right;">  ANNALYN M. SEVILLA Undersecretary for Finance </p> <p style="text-align: right;">   </p>
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FINANCIAL REQUIREMENTS <i>AC-24-BLSS-SHD-LSP-1199</i> <i>BCN 615</i>	<table border="1"> <thead> <tr> <th>Activity Code</th> <th>Amount in WFP</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr> <td>AC-24-BLSS-SHD-LSP-015</td> <td>P2,180,800.00 ✓</td> <td>P2,177,800.00 ✓</td> </tr> <tr> <td>Grand Total</td> <td></td> <td>P2,177,800.00 ✓</td> </tr> </tbody> </table>		Activity Code	Amount in WFP	Amount Requested	AC-24-BLSS-SHD-LSP-015	P2,180,800.00 ✓	P2,177,800.00 ✓	Grand Total		P2,177,800.00 ✓																												
Activity Code	Amount in WFP	Amount Requested																																					
AC-24-BLSS-SHD-LSP-015	P2,180,800.00 ✓	P2,177,800.00 ✓																																					
Grand Total		P2,177,800.00 ✓																																					
SOURCE OF FUNDS	FY 2024 Learner Support Program (LSP) Current Funds																																						
ADMINISTRATIVE ARRANGEMENTS	<ol style="list-style-type: none"> The activity will be conducted in Region III on June 24-28, 2024 The traveling expenses of the participants shall be downloaded to the Regional Offices. Participants from BARMM shall charge their traveling expenses against local funds. Dr. Maria Corazon C. Dumlao, Special Disbursing Officer, is requested to draw up a cash advance to defray the expenses for supplies/materials, token for resource persons and contingencies amounting to P47,900.00. ✓ The direct payment is requested for the following: <ul style="list-style-type: none"> Board and Lodging: P984,000.00 ✓ Breakout rooms rental: P40,000.00 ✓ Traveling Expenses of the CO Participants and RPs: P98,700.00 ✓ Honorarium of RPs: P40,000.00 ✓ 																																						
ANNEXES	<ol style="list-style-type: none"> Concept Note Budget Estimates List of Supplies Work and Financial Plan for FY 2024 Current Funds 																																						

All expenses incurred in this activity are subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education

AR No : AR-2024-CO-00695

DATE : Apr 2, 2024

FOR : *Revsee A. Escobedo*
ATTY. REVSEE A. ESCOBEDO
Undersecretary For Operations

FROM : *Suzette T. Gannaban-Medina*
ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV, Bureau Of Learner Support Services And Learner Rights And Protection

SUBJECT : ACTIVITY REQUEST FOR THE CONDUCT OF CONSULTATIVE WORKSHOP FOR
THE REFINEMENT OF THE SCHOOL HEALTH AND NUTRITION SERVICE MANUAL

NAME OF PROGRAM(S)/ PROJECT(S):

MEDICAL/DENTAL/NURSING/NUTRITION SERVICES PROGRAM

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-24-BLSS-SHD-LSP-01 2	Developed School Health and Nutrition Service Manual	1

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-24-BLSS-SHD-LSP-015	Conduct of Consultative Workshop for the Refinement of School Health and Nutrition Service Manual

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-24-BLSS-SHD-LSP-015	Conduct of Consultative Workshop for the Refinement of School Health and Nutrition Service Manual	2,177,800.00
Grand Total:		2,177,800.00



SOURCE OF FUNDS:

LSP - 2024

ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

1. Bulletin of Information
2. Budget Estimates
3. List of Supplies
4. Work and Financial Plan for FY 2024 Current Funds

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

Republic of the Philippines
DEPARTMENT OF EDUCATION

JUSTIFICATIONS FOR LATE DOWNLOADING OF FUNDS

#	PROGRAM/ACTIVITY/ PROJECT (PAP)	Medical, Nursing, Dental, and Nutrition Services						
1	PAP OWNER DETAILS	BLSS-School Health Division	Contact # / Email Address 02-8632-9935 / blss.shd@deped.gov.ph					
2	ORIGINAL TARGET DATE OF DOWNLOADING	March 15, 2024	Total Amount to be Downloaded P967,200.00	Funding Source				
				<input checked="" type="checkbox"/> FY __X__ Current				
				<input type="checkbox"/> FY __ __ Continuing				
3	DATE SUBMITTED TO BUDGET DIVISION FOR DOWNLOADING			Recipient Offices				
				<input checked="" type="checkbox"/> Regional Offices				
				<input type="checkbox"/> School Division Offices				
4	REASONS FOR LATE DOWNLOADING (KINDLY PROVIDE DETAILED EXPLANATION)	<p>The BLSS-School Health Division will conduct Consultative Workshop for the Refinement of the School Health and Nutrition Service Manual on June 24-28, 2024 within Region III.</p> <p>The activity aims to refine the draft updated Schol Health and Nutrition Service Manual and the draft Comprehensive Policy on School Health and Nutrition Services and Standards</p> <p>Unfortunately, due to unforeseen circumstances, the program proponent encountered delays in finalizing necessary documentation within the stipulated timeline.</p> <p>The delay is primarily due to the alignment of the resource allocation, such as budget estimates, lists of supplies, program flow of the activity and conflict of schedule of activities within the organization as this require a thorough review and coordination before the finalization.</p>						
5	OTHER SUBMITTED DOCUMENTS	<table border="1"> <tr> <td>Activity Request/ Authority to Conduct for the downloading of Fund</td> </tr> <tr> <td>Budget Estimates</td> </tr> <tr> <td>List of Supplies</td> </tr> <tr> <td>Bulletin of Information/ Activity design</td> </tr> </table>			Activity Request/ Authority to Conduct for the downloading of Fund	Budget Estimates	List of Supplies	Bulletin of Information/ Activity design
Activity Request/ Authority to Conduct for the downloading of Fund								
Budget Estimates								
List of Supplies								
Bulletin of Information/ Activity design								


6	RESOLUTION AND COMMITMENT OF PROGRAM TEAM/ OFFICE	The BLSS-SHD ensures that the funds to be downloaded to the regional offices will be utilized by the field participants since the majority of the SDOs have insufficient funds for traveling expenses.
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Prepared by:


MUTYA C. RAQUINO
 Technical Assistant I


Submitted by:


DR. MARIA CORAZON C. DURLAO
 Chief, School Health Division


ATTY. SUZETTE GANNABAN-MEDINA
 Officer-In-Charge, Director IV
 Bureau of Learner Support Services and
 Learner Rights Protection Office

Recommending Approval:


DR. DEXTER A. GALBAN
 Assistant Secretary for Operations


ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

Approved by:


ANNALYN M. SEVILLA
 Undersecretary for Finance

CONSULTATIVE WORKSHOP FOR THE REFINEMENT OF THE SCHOOL HEALTH AND NUTRITION SERVICE MANUAL

CONCEPT NOTE

I. BACKGROUND:

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) is mandated to implement various health services alongside health education to create a holistic healthy environment for learners, teachers, and non-teaching personnel. School Health and Nutrition Program (SHNP) shall be accepted and fostered by the school authorities as an integral part of the total education system with clear statement of goals based on standards.

In 1997, the SHNP manual has been developed and published to serve as guide for DepEd health personnel, health, and nutrition educators as well as school administrators, supervisors and teachers in order to fulfill their roles in the effective management of SHNP across all levels. Since that year, there were efforts to update this manuscript, however, there were circumstances that caused some delays in the process of updating such as the issuance of the Executive Order 366 – *Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch*, some revisions in the K-12 Basic Education Curriculum and the occurrence of the COVID-19 Pandemic, among others.

The Department of Education, through the BLSS-SHD will convene the select Medical Officers, Nurses, Dentists, and Nutritionist-Dietitians in this workshop together with some representatives from the Curriculum and Teaching (CT) strand to update the SHN Manual to ensure the delivery and access learners and personnel to quality and equitable health services.

II. OBJECTIVES/EXPECTED OUTPUTS:

The activity aims to refine the draft updated School Health and Nutrition Service Manual and the draft Comprehensive Policy on School Health and Nutrition Services and Standards.

III. PROGRAM DESIGN:

A. Availability of Funds/Fund Source

- FY 2024 Learner Support Program (LSP) Current Funds

B. Target Participants

Advisers:

Office of the Assistant Secretary for Operations
Atty. Suzette T. Gannaban-Medina, OIC-Director IV
Dr. Maria Corazon C. Dumlao, Chief SHD
Dr. Ann P. Quizon, Assistant Chief, SHD

Dr. Mariblanca CP. Piatos, Team Lead, MNDNS

Project Coordinators & Staff:

BLSS – Office of the Assistant Secretary for Operations
(1) Representative

BLSS – Office of the Director
(1) Representative

BLSS – School Health Division
Dr. Cynthia D. Coronado, Dentist III
Ms. Girlie G. Azurin, SEPS
Ms. Belinda C. Beltran, ND III
Mr. James Sarmiento, TA II
Ms. Mutya C. Raquino, TA I

Partners:

- Bureau of Curriculum Development
- Bureau of Learning Delivery
- External Partnership Service
- Legal Service
- Department of Health
- National Nutrition Council
- UNICEF
- Save the Children
- University of the Philippines, College of Public Health

Participants :

Six (6) representatives per participating region, composed of:

- Medical Officer IV, Regional Office
- Dentist III, Regional Office
- Nutritionist-Dietitian II, Regional Office
- Chief, Curriculum and Learning Management Division or Chief, Curriculum Implementation Division
- Nurse-in-Charge
- School Head

C. INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity/Sessions	Person Responsible
Day 1 – Monday, June 24, 2024 Arrival of Participants, Registration and Preliminaries		
2:00pm – 3:00pm	Opening Program Session 1: Presentation of the Workshop mechanics	SHD, BLSS

4:00pm – 5:00pm	Desk Review of Draft Revised School Health and Nutrition Service Manual	Participants
Day 2 – Tuesday, June 25, 2024 Writeshops and Group Discussions		
8:00am – 8:30am	Prayer and recapitulation	
8:30am – 12:00pm	Writeshop 1: Beak-out Session – Medical, Dental, Nursing and Nutrition Programs	BLSS-SHD, RPs and Participants
12:00pm – 1:00pm	Lunch	
1:00pm – 5:00pm	Continuation of Writeshop 1: Beak-out Session – Medical, Dental, Nursing and Nutrition Programs	BLSS-SHD, RPs and Participants
Day 3 – Wednesday, June 26, 2024		
8:00am – 8:30am	Prayer and Recapitulation	
8:30am – 12:00pm	Plenary Session 1: Presentation of Writeshop 1 Outputs Medical and Nursing Services	BLSS-SHD, RPs and Participants
12:00pm – 1:00pm	Lunch	
1:00pm – 5:00pm	Continuation of Plenary Session 1: Presentation of Writeshop 1 Outputs Dental and Nutrition Services	BLSS-SHD, RPs and Participants
Day 4 – Thursday, June 27, 2024		
8:00am – 8:30am	Prayer and recapitulation	
8:30am – 12:00pm	Plenary Session 2: Presentation of the Draft Comprehensive Policy on Health and Nutrition Services	BLSS-SHD, RPs and Participants
12:00pm – 1:00pm	Lunch	
	Continuation of Plenary Session 2	BLSS-SHD, RPs and Participants
5:00pm – 5:30pm	Closing Program	BLSS-SHD
Day 5: Friday, June 28, 2024	Check-out	

D. TASKING

The activity shall be attended by officials and staff from the Central Office and potential partners:

Office of the Assistant Secretary for Operations	<ul style="list-style-type: none"> • Provide guidance and directions during the activity.
BLSS Office of the Director	
SHD Chief SHD Assistant Chief Medical Officer IV	<ul style="list-style-type: none"> • Supervise the conduct of the actual activity and address issues and concerns; and • Medical Officer IV to facilitate and lead the technical discussion among field medical officers.
Dentist III Nutritionist-Dietitian III SEPS (representing Nurse Discipline)	<ul style="list-style-type: none"> • Manages the over-all activities and conceptualizes program design; • Facilitate/moderate the flow of the workshop; and • Dentist III, NDIII, SEPS to facilitate and lead the technical discussion among regional supervising dentists, Nurses and NDII, respectively.
Technical Assistant II Technical Assistant I	<ul style="list-style-type: none"> • Assists in the senior technical staff in running the activity and document the activity proceedings. • Acts as the lead secretariat and prepares financial reports.
Bureau of Curriculum Development	<ul style="list-style-type: none"> • Address issues and concerns related to health education and ensure the alignment of the policies with the curriculum development and learning delivery
Bureau of Learning Delivery	
External Partnership Service/Legal Service	<ul style="list-style-type: none"> • Share technical/legal aspects of partnership and addresses legal issues related to School Health and Nutrition Programs
Partners from Government and Non-Government Offices	<ul style="list-style-type: none"> • Deliver and/or present program updates aligned with DepEd thrusts and mandates • Provide inputs during the writeshop and facilitate breakout sessions

BUDGET ESTIMATES

ACTIVITY: Consultative Workshop for the Refinement of School Health and Nutrition Service Manual

VENUE / DATE: Region III / June 24-28, 2024

AMOUNT: PhP2,177,800.00

Items/ Particular	Unit Cost	Incidental Expenses (20% x DTE)	No. Of Pax	No. Of Days	Amount	Breakdown		
						Downloading	Direct Payment	Cash Advance
BOARD & LODGING	2,000.00		123	4	984,000.00		984,000.00	
Breakout Rooms Rental	10,000.00			4	40,000.00		40,000.00	
TRANSPORTATION EXPENSES			123			967,200.00		47,900.00
Region I	1,000.00	1,500.00	6		33,000.00		33,000.00	
Region II	5,300.00	1,500.00	6		40,800.00		40,800.00	
Region III	3,300.00	1,500.00	6		28,800.00		28,800.00	
Region IV-A	3,600.00	1,500.00	6		30,600.00		30,600.00	
Region IV-B	5,000.00	1,500.00	6		39,000.00		39,000.00	
Region V	6,000.00	1,500.00	6		45,000.00		45,000.00	
Region VI	12,300.00	1,500.00	6		82,800.00		82,800.00	
Region VII	12,300.00	1,500.00	6		82,800.00		82,800.00	
Region VIII	12,300.00	1,500.00	6		82,800.00		82,800.00	
Region IX	13,300.00	1,500.00	6		88,800.00		88,800.00	
Region X	13,300.00	1,500.00	6		88,800.00		88,800.00	
Region XI	13,300.00	1,500.00	6		88,800.00		88,800.00	
Region XII	13,300.00	1,500.00	6		88,800.00		88,800.00	
CARAGA	13,300.00	1,500.00	6		88,800.00		88,800.00	
CAR	3,400.00	1,500.00	6		29,400.00		29,400.00	
NCR	3,200.00	1,500.00	6		28,200.00		28,200.00	
BARM	0.00		6					
BLSS-SHD	3,200.00	1,500.00	7		32,900.00		32,900.00	
BLSS-OD	5,200.00	1,500.00	2		9,400.00		9,400.00	
OASOPs	3,200.00	1,500.00	2		9,400.00		9,400.00	
Resource Persons	3,200.00	1,500.00	10		47,000.00		47,000.00	
PROFESSIONAL FEES					46,000.00			
Honorarium	10,000.00		4		40,000.00		40,000.00	
Token for RPs	1,000.00		6		6,000.00			6,000.00
SUPPLIES AND MATERIALS	300.00		123		36,900.00			36,900.00
CONTINGENCY	6,000.00				5,000.00			5,000.00
TOTAL:					2,177,800.00	967,200.00	1,162,700.00	47,900.00

Prepared by:

Recommending Approval:


 BELINDA C. BELTRAN
 Nutritionist-Dietitian III


 MARIA CORAZON C. DUMILAO, MD, MPH
 Chief, School Health Division

Approved by:


 ATTY. SUZETTE T. GANNABAN-MEDINA
 OIC-Director IV, Bureau of Learners Support Services
 and Learner Rights and Protection Office

**DEPARTMENT OF EDUCATION
BUREAU OF LEARNER SUPPORT SERVICES-SCHOOL HEALTH DIVISION**

**Conduct of Consultative Workshop for the Refinement of the School Health and Nutrition Services
June 24-28, 2024 (Region III)**

AC-24-BLSS-SHD-LSP-015

ITEMS	QUANTITY	UNIT	UNIT COST	AMOUNT	*to be filled up by AMD & Accounting		
					Available at AMD	No APP-CSE	For Cash Advance
Participant's Kit							
Seminar Bag/Kit	123	pcs	150.00	18,450.00			
Workshop Materials							
Ballpen	123	pcs	10.00	1,230.00			
Sticky Note/Page Marker (Post-It)	3	pack	100.00	300.00			
Notebook/Filler Notebooks	123	pcs	15.00	1,845.00			
Expanding Envelope	3	pcs	26.00	78.00			
Cartolina	10	pack	11.00	110.00			
ID Holder	123	pcs	15.00	1,845.00			
Alcohol	2	bottle	100.00	200.00			
MARKER, White Board	5	pcs	40.00	200.00			
MARKER, PERMANENT (Blue or Black)	5	pcs	8.98	44.90			
TISSUE, interfolded paper towel/ Tissue Roll	3	pack	40.00	120.00			
Best Buy Colored Multi-purpose BOARD paper (A4, 8.25" x 11.75", 210mm x 297mm, 160 gsm)	5	pack	65.00	325.00			
Correction Tape	3	pcs	21.00	63.00			
Certificate Holder, A4	10	pcs	45.00	450.00			
Specialty Paper (For Certificate)	7	pack	60.00	420.00			
Folder White, Long	5	pcs	7.00	35.00			
Notepad	15	pad	63.44	951.60			
Plastic Straw/Plastic Twine	2	pack	80.00	160.00			
Manila Paper 30x48 inches	5	pack	14.00	70.00			
Certificate Frame A4	6	pcs	220.00	1,320.00			
Packing Tape	2	rolls	35.00	70.00			
Secretariat's Supplies							
Sign Pen Black, liquid/gel ink, 0.5mm needle tip	5	bundle	34.61	173.05			
HP Inkjet 680 or 682 Black	5	pcs	500.00	2,500.00			
HP Inkjet 680 or 682 Colored	5	pcs	500.00	2,500.00			
Tarpaulin	1	pc	1,500.00	1,500.00			
Battery size AAA/AA	2	pack	21.84	43.68			
Clip, backfold	2	boxes	60.32	120.64			
Index tabs	2	pack	73.00	146.00			
COPY PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	6	ream	260.00	1,560.00			
TOTAL				36,830.87			

Reviewed by:

I certify that the above listed supplies and materials are necessary for the successful conduct of this activity.

MARIA CORAZON C. Dumlao, MD, MPH, DBHI
Chief, School Health Division
Program Manager

Prepared by:

I certify that the above listed supplies and materials are included in the 20... APP-CSE of this Office.

DAVE R. VELASCO
Office Property Custodian

Approved by:

ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection
Head of Office

Contract Fund

Department of Education
 Office of
 Division of
 Fiscal Services

FY 2025 FINANCIAL PLAN / MONTHLY DISBURSEMENT PROGRAM

Account Number	Account Name	Sub-Program Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
100-100-0000	Operating Expenses	Salaries	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	1200000
100-100-0000	Operating Expenses	Travel	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60000	
100-100-0000	Operating Expenses	Supplies	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000	
100-100-0000	Operating Expenses	Utilities	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000	
100-100-0000	Operating Expenses	Printing	500	500	500	500	500	500	500	500	500	500	500	6000	
100-100-0000	Operating Expenses	Telephone	300	300	300	300	300	300	300	300	300	300	300	3600	
100-100-0000	Operating Expenses	Postage	200	200	200	200	200	200	200	200	200	200	200	2400	
100-100-0000	Operating Expenses	Insurance	100	100	100	100	100	100	100	100	100	100	100	1200	
100-100-0000	Operating Expenses	Repairs	50	50	50	50	50	50	50	50	50	50	50	600	
100-100-0000	Operating Expenses	Miscellaneous	20	20	20	20	20	20	20	20	20	20	20	240	
100-100-0000	Operating Expenses	Professional Fees	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	120000	
100-100-0000	Operating Expenses	Contractual Services	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60000	
100-100-0000	Operating Expenses	Consulting	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000	
100-100-0000	Operating Expenses	Legal	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000	
100-100-0000	Operating Expenses	Accounting	500	500	500	500	500	500	500	500	500	500	500	6000	
100-100-0000	Operating Expenses	Information Technology	300	300	300	300	300	300	300	300	300	300	300	3600	
100-100-0000	Operating Expenses	Security	200	200	200	200	200	200	200	200	200	200	200	2400	
100-100-0000	Operating Expenses	Other	100	100	100	100	100	100	100	100	100	100	100	1200	

Prepared by: *[Signature]*
 DR. MARIA CORAZON C. BUJALAO, Jr.
 Chief, School Finance Unit, F-1415

Approved by: *[Signature]*
 ATTY. SUPREMO M. MEDINA
 Chief, Legal Services Unit

Approved by: *[Signature]*
 ATTY. MICHAEL WESLEY T. POA
 Chief, Contract Administration Unit

Approved by: *[Signature]*
 ATTY. JESSE A. ESCOBEDO
 Chief, Contract Administration Unit

Recommending Approval: *[Signature]*

