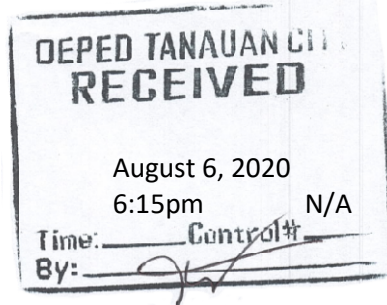




Republic of the Philippines
Department of Education
REGION IV - CALABARZON
CITY SCHOOLS DIVISION OF TANAUAN



06 August 2020

DIVISION MEMORANDUM
No. 138 S. 2020

**WEBINAR ON THE IMPLEMENTATION OF SCHOOL BASED FEEDING
PROGRAM – MILK FEEDING COMPONENT AND HANDLING**

TO: OIC, Assistant Schools Division Superintendent
Division Chief Education Supervisors
Public Elementary School Heads
School Based Feeding Program Focal Person
Budget Officer
Accountant
SHNU personnel

1. Relative to DepEd Order No. 39, s. 2017, Operational Guidelines on the Implementation of School Based Feeding Program and DepEd Order No. 16, s. 2019, Implementation of Milk Feeding Supplement to schools, the Schools Health and Nutrition Unit will conduct **Webinar on the Implementation of School Based Feeding Program – Milk Feeding Component** on August 7, 2020 from 9:00 a.m. to 12:00 noon via Google Meet.
2. The participants to the online activity are the School Heads, School Based Feeding Program Focal Person, Accountant, Budget Officer, Schools Health and Nutrition Personnel and members of the Program Management Team.
3. The attendees are expected to register online through this link:
<https://meet.google.com/duk-eiaq-chi>
4. The webinar link will be sent to the SBFP Group Chat.
5. Widest dissemination of this Memorandum to all concerned is desired.

HELEN A. RAMOS
Schools Division Superintendent

Date & Time Posted: 08/06/2020 09:45PM
By: Maricel M. Huelgas

DRN:DIVTAN-DM-001-02

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**DIVISION WEBINAR ON THE IMPLEMENTATION OF SCHOOL BASED FEEDING
PROGRAM - MILK FEEDING COMPONENT**

HOUSE RULES for the smooth conduct of the Session

1. Virtual communication is a bit different than in a face-to-face setting, therefore it is requested that all microphones of the participants shall be muted to avoid unnecessary noise and its audio shall also be turned-off so as not to disturb both the presenter and all other attendees. They can only hear and view the resource speaker and his/her slide decks.
2. All questions shall be sent through the Google Meet Chat Room found below the webinar.
3. The Resource Speaker shall screen all the questions and shall only read 3-5 screened questions that are directly related to the presentations and with great importance, after the talk. Thus, it is highly encouraged that the Chat Room should not be flooded of unnecessary comments.
4. The session is only three hours so please focus on the presentation.

The attendees shall log-in to the attendance and answer online evaluation, the link shall be provided by the host.

Date& Time Posted: 08/06/2020 09:45PM
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ACTIVITY NORMS

To generate better communication, greater mutual respect and efficiency, the participants are expected to:

- show up on time. You may not disrupt the presentation by logging late, but you may miss important information;
- set the microphone and video to “Mute” all throughout the Webinar;
- create a discussion and ask questions during a “discussion period” as mentioned in the schedule. Ask questions concisely;
- use the Chatbox for sharing of thoughts and questions. Practice collegial exchange of ideas;
- ensure that the screen shows at all times the slides/videos being presented; and
- be present during the period of the activity. *Do not close your session or logout during the seminar, you may leave any time in between but your re-login may not be connected as it may interrupt the system. You can log-out after the event finishes.*

Date& Time Posted: 08/06/2020 09:45PM

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