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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**DIVISION MEMORANDUM**

SGOD-2025-0401

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
All Concern

Subject: **PARTICIPATION TO THE 2025 TRAININGS ON BASIC FOOD  
SAFETY AND HAZARD ANALYSIS AND CRITICAL CONTROL POINT  
(HACCP) FOR MEDICAL OFFICERS**

Date: August 6, 2025

This has reference to the Regional Memorandum ESSD-2025-219 re: Participation to the 2025 Trainings on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP).

With this, **Moolien Jane A. Estimada, Nurse II, School-Based Feeding Program Focal** is hereby directed to attend the said activity on September 1-5, 2025, and October 6-10, 2025, in Tanza, Cavite.

Travel and other incidental expenses shall be charged against downloaded funds and to be augmented by the SBFP-PSF or local funds. Expenses incurred due to rescheduling such as venue/hotel procurement, plane/bus/boat ticket and corresponding charges in booking, baggage, terminal fee, and the like, shall be reimbursed and/or to be charged against SBFP PSF or local funds subject to existing accounting and auditing rules and regulations.

For your information and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

AUG 06 2025

RECORDS SECTION - SCHOOLS DIVISION OF PANABO CITY  
BY 

Enclosed.: As stated.  
SGOD/ABA/mje



Address: City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
Telephone No: (084) 823-1469, (084) 628-4066  
Email: panabocity.division@deped.gov.ph  
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Ready



Republic of the Philippines  
Department of Education  
DAVAO REGION



July 28, 2025

REGIONAL MEMORANDUM  
ESSD-2025-219

PARTICIPATION TO THE 2025 TRAININGS ON BASIC FOOD SAFETY AND  
HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)  
FOR MEDICAL OFFICERS

To: Schools Division Superintendents  
Chief Education Supervisor of ESSD

1. Attached is Memorandum No. OM-OUOPS-2025-08-003699, from the Office of the Undersecretary for Operations, re: **2025 Trainings on BFS and HACCP September 1-5, 2025, and FSCO on October 6-10, 2025, in Tanza, Cavite.**
2. Relative to this, the personnel who shall attend are listed in the Enclosure.
3. The participants are requested to pre-register online thru the link provided in the group chat. They are also expected to adhere to the instructions stipulated in the Memorandum.
4. Travel and other incidental expenses shall be charged against downloaded funds and to be augmented by SBFP-PSF or local funds. Expenses incurred due to rescheduling such as venue/hotel procurement, plane/bus/boat ticket and corresponding charges in booking, baggage, terminal fee, and the like, shall be reimbursed and/or to be charged against SBFP PSF or local funds, subject to existing accounting and auditing rules and regulations.
5. For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
6. Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director

Encl.: As stated  
ROE7/rt

By: [Signature]  
Date: Aug. 04, 2025  
Time: [Signature]

Enclosure



Address: F. Torres St., Davao City (8000)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**List of Identified Participants**

No.	Name of Participants	Office	Position Title
1.	Dr. Ritchelle S. Aresco	ESSD	Medical Officer IV
2.	Reissa T. Silda	ESSD	ND II/Regional SBFP FP
3.	Dr. Gringo John F. Pelaez	Davao de Oro	Medical Officer III
4.	Dr. Michelle R. Macasayon	Davao del Sur	Medical Officer III
5.	Dr. Dale R. Hontevirus	Davao Occidental	Medical Officer III
6.	Dr. Darlwill S. Bayocboc	Davao Oriental	Medical Officer III
7.	Charise Stephenie P. Torpio	Davao Oriental	Nurse II/Division SBFP FP
8.	Micah A. Fuentes	Digos City	Medical Officer III
9.	Daisy Jane P. Sanoy	Digos City	Nurse II/Division SBFP FP
10.	Moolien Jane A. Estimada	Panabo City	Nurse II/Division SBFP FP





Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025-03699

FOR : REGIONAL DIRECTORS  
MINISTER OF BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA  
Assistant Secretary, Officer-in-Charge,  
Office of the Undersecretary for Operations



SUBJECT : 2025 TRAININGS ON BASIC FOOD SAFETY, HAZARD  
ANALYSIS AND CRITICAL CONTROL POINT (HACCP)  
AND FOOD SAFETY COMPLIANCE OFFICER (FSCO)

DATE : June 9, 2025

The Operations strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), in partnership with the Food Safety and Hygiene Academy of the Philippines (FoodSHAP), will conduct the following activities:

1. Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO) for Medical Officers (MO); and
2. Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen (CK) Coordinators.

These trainings aim to enhance their expertise in food safety, strengthen their ability to assess and respond to foodborne illness outbreaks, and equip them with FSCO certification to ensure compliance with national food safety regulations in school feeding programs and canteens, also providing them with practical skills in proper food handling, hygiene, and contamination prevention to ensure compliance with national food safety standard.

In view thereof, please be informed that the following trainings, initially communicated to be scheduled on the dates and venues listed below, have been rescheduled as follows:



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [oure@deped.gov.ph](mailto:oure@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Training Title	Previous Schedule	Revised Schedule	Venue
BFS & HACCP for Central Kitchen Coordinators	August 4-8, 2025	N/A	Within Region VII
BFS & HACCP for Medical Officers	July 7-11, 2025	September 1-5, 2025	Tanza, Cavite
FSCO for Medical Officers	September 1-5, 2025	October 6-10, 2025	Tanza, Cavite

All ROs are respectfully requested to **submit a confirmation letter** indicating the names of the confirmed participants for each activity, signed by the Regional Directors and addressed to **Dr. Miguel Angelo S. Mantaring**, Director IV of the Bureau of Learner Support Services, through [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).

These activities serve as **prerequisites to the next level trainings**; hence, participants are expected to attend and successfully complete and pass all training courses to meet the certification requirements. **Substitution or replacement of participants is not allowed.**

Board and lodging expenses will be covered by the Bureau of Learner Support Services – School Health Division (BLSS-SHD). Travel expenses of participants shall be charged to the downloaded funds subject to existing accounting and auditing rules and regulations, as follows:

1. Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP) for Medical Officers - **2025 SBFP Continuing Funds**
2. Training on Food Safety Compliance Officer (FSCO) for Medical Officers; and Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators - **2025 SBFP Current Funds**

A separate advisory shall be issued prior to each training to provide additional reminders and details. Other documents relevant to the trainings are also attached, as follows:

1. **Annex A** - Expected Number of Participants per RO for the Conduct of the Trainings on BFS & HACCP, and FSCO for Medical Officers;
2. **Annex B** - Expected Number of Participants per RO for the Conduct of the Trainings on BFS & HACCP for Central Kitchen Coordinators;
3. **Annex C** - Concept Note and Program Flow (for MOs)
4. **Annex D** - Concept Note and Program Flow (for CK Coordinators); and
5. **Annex E** - Suggested Template for the Confirmation Letter.

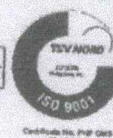
For further information, please contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, Ms. Christine Isabel B. Buenvenida, Health Education and Promotion Officer II, and/or Ms. Ellafher G. Ramos, Technical Assistant II of BLSS-SHD through telephone number (02) 8632-9935 or via email [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).

For immediate dissemination.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [oure@deped.gov.ph](mailto:oure@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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## Annex A

### TRAINING ON BASIC FOOD SAFETY (BFS), HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO) FOR MEDICAL OFFICERS

#### Target Number of Participants

Region	No. of Participants
Region I	16
Region II	9
Batanes	1
Region III	20
Region IV-A	26
Region IV-B	6
Palawan	1
Puerto Princesa	1
Region V	12
CAR	9
NCR	9
Region VI	21
Region VII	19
Region VIII	14
Region IX	5
Region X	11
Region XI	10
Region XII	6
CARAGA	6
BARMM	2
<b>TOTAL</b>	<b>204</b>



**Annex B**

**TRAINING ON BASIC FOOD SAFETY (BFS), AND HAZARD ANALYSIS AND  
CRITICAL CONTROL POINT (HACCP) FOR CENTRAL KITCHEN  
COORDINATORS**

**Target Number of Participants**

<b>Region</b>	<b>No. of Participants</b>
Region I - SDO La Union	5
Region II - SDO Tuguegarao	3
Region IV-A - SDO Antipolo City	3
Region V - SDO Sorsogon	3
Region V - SDO Tabaco City	3
Region VI - SDO Roxas City	3
Region VI - SDO Sipalay City	3
Region VI - SDO Sagay City	3
Region VII - SDO Mandaue City	3
Region X - SDO Iligan City	3
Region XI - SDO Davao del Norte	3
Region XI - SDO Mati City	3
Region XII - SDO Tacurong City	3
Region XII - SDO South Cotabato	3
<b>TOTAL</b>	<b>44</b>



## Annex C

### TRAINING ON BASIC FOOD SAFETY, HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP), AND FOOD SAFETY COMPLIANCE OFFICER (FSCO) FOR MEDICAL OFFICERS

#### CONCEPT NOTE

#### I. BACKGROUND

Foodborne diseases are one of the major global public health concerns, causing approximately 600 million illnesses and 420,000 deaths annually<sup>1</sup>. These illnesses can lead to severe complications, including neurological and multi-organ disorders. Ensuring food safety is essential to promoting children's health, academic performance, and overall well-being while reducing absenteeism.

The Philippine Food Safety Act of 2013 (RA 10611) requires that every food business operator, must designate a Food Safety Compliance Officer (FSCO) to ensure food safety management and legal compliance. The Department of Education (DepEd), considered a food business operator, manages school canteens that cater to millions of learners in public elementary and secondary schools. DepEd also implements the School-Based Feeding Program (SBFP), which provides hot meals, nutritious food products, and milk to undernourished learners from Kinder to Grade 6.

DepEd Medical Officers (MOs) are at the forefront of food safety, taking action through risk assessment, inspections, compliance monitoring, and outbreak investigations. They collaborate with other school health personnel and food handlers to maintain hygiene and safe food handling practices. In foodborne illness outbreaks, MOs act as first responders, conducting epidemiological investigations, tracing contamination sources, and implementing immediate control measures. They provide medical services and ensure affected learners receive appropriate care.

By equipping MOs with training in Basic Food Safety, HACCP, and FSCO certification, DepEd strengthens its capacity to prevent health risks, enforce food safety standards, and ensure a safer, healthier learning environment.

#### II. OBJECTIVES

The training specifically aims to:

- a. Enhance the expertise of DepEd MOs in food safety, HACCP principles, and foodborne disease prevention;

<sup>1</sup> World Health Organization. (2022, May 19). Food safety. World Health Organization. <https://www.who.int/news-room/fact-sheets/detail/food-safety>



- b. Strengthen their capacity to assess, detect, investigate, and respond to foodborne illness outbreaks, ensuring swift interventions to protect learners' health;
- c. Certify Medical Officers as FSCOs, equipping them with the authority to enforce food safety standards in school feeding programs and canteen operations; and
- d. Integrate medical expertise into food handling, preparation, and monitoring protocols, promoting a more comprehensive approach to learners' health and nutrition.

### III. DATE AND VENUE

Name of Activity	Date	Venue
Training on Basic Food Safety and Hazard Analysis and Critical Control Point of Medical Officers	September 1-5, 2025	Tanza, Cavite
Training on Food Safety Compliance Officer of Medical Officers	October 6-10, 2025	Tanza, Cavite

### IV. PROGRAM DESIGN

#### A. Availability of Funds

Funds for this purpose shall be charged to the following:

Fund Source	Name of Activity
School-Based Feeding Program Continuing Funds - 2025	Training on Basic Food Safety and Hazard Analysis and Critical Control Point of Medical Officers
School-Based Feeding Program Current Funds - 2025	Training on Food Safety Compliance Officer of Medical Officers

#### B. Target Participants, Resource Person, and Technical Working Committee

Participants	Resource Person	Organizers
<ul style="list-style-type: none"> <li>Medical Officers IV or representative (Permanent/Contract of Service-DepEd personnel handling School-Based Feeding Program/school nutrition programs) from Regional Offices (ROs)</li> <li>Medical Officers III or representative (Permanent/Contract of Service-DepEd personnel/LGU-hired)</li> </ul>	Food and Safety and Hygiene Academy of the Philippines (FoodSHAP)	<ul style="list-style-type: none"> <li>BLSS-School Health Division</li> <li>BLSS-Office of the Director</li> <li>Office of the Assistant</li> </ul>



staff in DepEd handling School-Based Feeding Program/school nutrition programs) from Schools Division Offices (SDOs)		Secretary for Operations
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### C. Indicative Program of Activities

Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)		
Day 1 - Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> <li>ELEMENT 1: Introduction to Food Safety</li> <li>ELEMENT 2: Food Hazards</li> <li>ELEMENT 3: Illness from Food</li> </ul>	<ul style="list-style-type: none"> <li>Define food safety and foodborne illnesses.</li> <li>Classify different food hazards</li> <li>Identify common symptoms of food poisoning</li> </ul>
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 4: High-Risk Food</li> <li>ELEMENT 5: Time and Temp. Control</li> <li>ELEMENT 6: Personal Hygiene</li> <li>ELEMENT 7: Premises and Equipment</li> <li>ELEMENT 8: Cleaning and Sanitizing</li> <li>ELEMENT 9: Food Pests</li> </ul>	<ul style="list-style-type: none"> <li>Identify foods that are high-risk</li> <li>Identify how to control bacteria by means of temperature and time</li> <li>Describe the role of having a proper hygiene among food handlers</li> <li>Explain the design requirements of food premises that ensures food safety</li> <li>Define contact time, disinfect, and sanitize</li> <li>Identify typical food pests</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
01:00pm to	<ul style="list-style-type: none"> <li>ELEMENT 10: Staying Safe in the Kitchen</li> <li>ELEMENT 11: Food Safety Training</li> <li>ELEMENT 12: The Flow of Food</li> </ul>	<ul style="list-style-type: none"> <li>Define hazard, risk and PPE</li> <li>Define Food Safety Compliance Officer (FSCO)</li> <li>Explain the concept of the</li> </ul>



04:00pm	ELEMENT 13: Food Safety Law & HACCP	flow of food <ul style="list-style-type: none"> <li>Explain the food safety requirement under the Phil. Food Safety Act of 2013</li> </ul>
4:00pm to 05:00pm	<b>EXAMINATION</b>	
<b>Day 3 - HACCP Principles and Practice</b>		
8:00am to 8:30am	Recapitulation	Recap of Day 2
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 1: Introduction to HACCP</li> <li>ELEMENT 2: Codex to apply HACCP</li> <li>ELEMENT 3: Hazard Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Define basic concepts on HACCP</li> <li>State the procedural steps to apply HACCP</li> <li>Identify different hazards that may be present at each step of the flow of the food</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
1:00pm to 5:00pm	<ul style="list-style-type: none"> <li>ELEMENT 4: Critical Control Points</li> <li>ELEMENT 5: Critical Limits</li> <li>ELEMENT 6: Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Identify which steps along the flow of a certain food item is Critical Control Point</li> <li>Decide what Critical Limits are needed for each CCP</li> <li>Explain the significance of monitoring in a HACCP system</li> </ul>
<b>Day 4 - Continuation of Discussion on HACCP Principles and Practice and Examination</b>		
8:00am to 8:30am	Recapitulation	Recap of Day 3
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 7: Corrective Action</li> <li>ELEMENT 8: Verification</li> <li>ELEMENT 9: Documented Information</li> </ul>	<ul style="list-style-type: none"> <li>Understand the importance of corrective actions in the implementation of HACCP system</li> <li>Understand the significance of verification in a HACCP system</li> <li>State reasons for keeping documents and records of a HACCP system</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
1:00pm to 2:30pm	<b>REVIEW OF ALL HACCP STEPS</b>	



2:30pm to 4:30pm	<b>HACCP EXAMINATION</b>
<b>Day 5</b>	
Next Steps, Closing Program, Check-out	

Training on Food Safety Compliance Officer (FSCO)		
Day 1- Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 5:00pm	Registration and Attendance	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Opening Message; Program Overview
	Opening Program	
Day 2- Discussion on FSCO Elements		
8:00am to 12:00nn	<ul style="list-style-type: none"><li>ELEMENT 1: Food Safety Management Framework</li><li>ELEMENT 2: Food Safety Policy &amp; Planning</li></ul>	<ul style="list-style-type: none"><li>Explain the framework of a Food Safety Management System</li><li>Describe the main features and contents of a Food Safety Policy</li></ul>
12:00nn to 1:00pm	Lunch	
1:00pm to 5:00pm	<ul style="list-style-type: none"><li>ELEMENT 3: Food Safety Organization</li><li>ELEMENT 4: Food Safety Culture and Behavior</li></ul>	<ul style="list-style-type: none"><li>Outline the roles and responsibilities of the FSCO</li><li>Discuss the concept of food safety culture</li></ul>
Day 3- Continuation of Discussion		
8:00am to 8:30am	Recapitulation	
8:30am to 12:00nn	<ul style="list-style-type: none"><li>ELEMENT 5: Halal Management</li><li>ELEMENT 6: Checking and Evaluation</li></ul>	<ul style="list-style-type: none"><li>Discuss the concept of Halal in food management</li><li>Explain how to monitor/measure food safety performance</li></ul>
12:00nn to 1:00p	Lunch	
1:00pm to 5:00pm	<ul style="list-style-type: none"><li>ELEMENT 7: Investigation, Documents, and Records</li><li>ELEMENT 8: Auditing, Review, and Actions</li></ul>	<ul style="list-style-type: none"><li>Identify the main components of a foodborne disease outbreak investigation</li><li>Explain the concepts and significance of management system audit and internal auditing</li></ul>
Day 4- Continuation of Discussion & Examination		



8:00am to 8:30am	Recapitulation	Recap of Day 3
8:30am to 12:00nn	<ul style="list-style-type: none"><li>ELEMENT 9: Legal Requirements and International Standards</li></ul>	<ul style="list-style-type: none"><li>State penalties and sanctions of Food Safety violations under the RA 10611</li></ul>
12:00nn to 1:00pm	<b>Lunch</b>	
1:00pm to 2:30pm	<b>REVIEW</b>	
2:30pm to 4:30pm	<b>FSCO EXAMINATION</b>	
<b>Day 5</b>		
Next Steps, Closing Program, Check-out		





## Annex D

### TRAINING ON BASIC FOOD SAFETY (BFS) AND HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) FOR CENTRAL KITCHEN COORDINATORS

#### CONCEPT NOTE

#### I. BACKGROUND

Foodborne diseases pose a global health risk, affecting millions annually and impacting children's well-being and academic performance. In schools, ensuring food safety is not just a matter of health but also a critical factor in supporting learners' academic performance and reducing absenteeism. Proper food handling and hygiene practices are essential in preventing contamination and safeguarding the well-being of learners.

The Department of Education (DepEd), upholds national food safety standards, particularly in the School-Based Feeding Program (SBFP) which aligns with Republic Act No. 11037, or the "*Masustansyang Pagkain para sa Batang Pilipino Act*," which mandates the provision of nutritious meals to undernourished learners and emphasizes collaboration between DepEd, local government units (LGUs), and other stakeholders in ensuring successful program implementation.

Central Kitchens (CKs), as defined by the implementing rules and regulations of RA 11037, serve as centralized food preparation facilities managed by schools or LGUs. These kitchens enhance efficiency in food procurement, preparation, and distribution, ensuring meals reach learners in a safe and timely manner.

To support this initiative, DepEd shall conduct the Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators. As key personnel overseeing large-scale meal preparation, they play a crucial role in preventing foodborne illnesses that could jeopardize learners' health. This training will equip them with essential skills in risk assessment, hazard identification, and food safety compliance, ensuring strict adherence to hygiene and contamination prevention measures. Strengthening their competencies will help maintain the quality and safety of meals, ultimately protecting the well-being of the learners they serve.

#### II. OBJECTIVES

The Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators aims to enhance their knowledge and competencies in food safety management. Specifically, it seeks to:



- A. Strengthen the understanding of food safety principles, risk assessment, and hazard identification in large-scale meal preparation among Central Kitchen Coordinators; and
- B. Equip Central Kitchen Coordinators with practical skills in proper food handling, hygiene, and contamination prevention to ensure compliance with national food safety standards.

### III. DATE AND VENUE

Name of Activity	Date	Venue
Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators	August 4-8, 2025	Panglao, Bohol

### IV. PROGRAM DESIGN

#### A. Availability of Funds

Funds for this purpose shall be charged to the following:

Fund Source	Name of Activity
School-Based Feeding Program Current Funds – 2025	Training on Basic Food Safety (BFS) and Hazard Analysis and Critical Control Point (HACCP) for Central Kitchen Coordinators

#### B. Target Participants, Resource Person, and Technical Working Committee

Participants	Resource Person	Organizers
<ul style="list-style-type: none"> <li>SBFP (Permanent or Contract of Service) or CK Coordinators from the identified Schools Division Offices.</li> <li>School Heads of CK Training Centers within the identified Schools Division Offices.</li> <li>Technical Assistants I or Administrative Officers of CK Training Centers within the identified Schools Division Offices</li> </ul>	Food and Safety and Hygiene Academy of the Philippines (FoodSHAP)	<ul style="list-style-type: none"> <li>BLSS-School Health Division</li> <li>BLSS-Office of the Director</li> <li>Office of the Assistant Secretary for Operations</li> </ul>

#### C. Indicative Program of Activities





Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)		
Day 1 - Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> <li>ELEMENT 1: Introduction to Food Safety</li> <li>ELEMENT 2: Food Hazards</li> <li>ELEMENT 3: Illness from Food</li> </ul>	<ul style="list-style-type: none"> <li>Define food safety and foodborne illnesses.</li> <li>Classify different food hazards</li> <li>Identify common symptoms of food poisoning</li> </ul>
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 4: High-Risk Food</li> <li>ELEMENT 5: Time and Temp. Control</li> <li>ELEMENT 6: Personal Hygiene</li> <li>ELEMENT 7: Premises and Equipment</li> <li>ELEMENT 8: Cleaning and Sanitizing</li> <li>ELEMENT 9: Food Pests</li> </ul>	<ul style="list-style-type: none"> <li>Identify foods that are high-risk</li> <li>Identify how to control bacteria by means of temperature and time</li> <li>Describe the role of having a proper hygiene among food handlers</li> <li>Explain the design requirements of food premises that ensures food safety</li> <li>Define contact time, disinfect, and sanitize</li> <li>Identify typical food pests</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
01:00pm to 04:00pm	<ul style="list-style-type: none"> <li>ELEMENT 10: Staying Safe in the Kitchen</li> <li>ELEMENT 11: Food Safety Training</li> <li>ELEMENT 12: The Flow of Food</li> <li>ELEMENT 13: Food Safety Law &amp; HACCP</li> </ul>	<ul style="list-style-type: none"> <li>Define hazard, risk and PPE</li> <li>Define Food Safety Compliance Officer (FSCO)</li> <li>Explain the concept of the flow of food</li> <li>Explain the food safety requirement under the Phil. Food Safety Act of 2013</li> </ul>
4:00pm to 05:00pm	<b>EXAMINATION</b>	





Training on Basic Food Safety and Hazard Analysis and Critical Control Point (HACCP)		
Day 1 - Arrival of Participants, Registration and Preliminaries		
Time	Program Flow	Objectives
2:00pm to 3:00pm	Registration and Attendance	
	Opening Program	Opening Prayer; Nationalistic Song; Acknowledgement of Participants; Program Overview
3:00pm to 5:00pm	Introduction <ul style="list-style-type: none"> <li>ELEMENT 1: Introduction to Food Safety</li> <li>ELEMENT 2: Food Hazards</li> <li>ELEMENT 3: Illness from Food</li> </ul>	<ul style="list-style-type: none"> <li>Define food safety and foodborne illnesses.</li> <li>Classify different food hazards</li> <li>Identify common symptoms of food poisoning</li> </ul>
Day 2 - Continuation of Discussion on Basic Food Safety Elements and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 1
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 4: High-Risk Food</li> <li>ELEMENT 5: Time and Temp. Control</li> <li>ELEMENT 6: Personal Hygiene</li> <li>ELEMENT 7: Premises and Equipment</li> <li>ELEMENT 8: Cleaning and Sanitizing</li> <li>ELEMENT 9: Food Pests</li> </ul>	<ul style="list-style-type: none"> <li>Identify foods that are high-risk</li> <li>Identify how to control bacteria by means of temperature and time</li> <li>Describe the role of having a proper hygiene among food handlers</li> <li>Explain the design requirements of food premises that ensures food safety</li> <li>Define contact time, disinfect, and sanitize</li> <li>Identify typical food pests</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
01:00pm to 04:00pm	<ul style="list-style-type: none"> <li>ELEMENT 10: Staying Safe in the Kitchen</li> <li>ELEMENT 11: Food Safety Training</li> <li>ELEMENT 12: The Flow of Food</li> <li>ELEMENT 13: Food Safety Law &amp; HACCP</li> </ul>	<ul style="list-style-type: none"> <li>Define hazard, risk and PPE</li> <li>Define Food Safety Compliance Officer (FSCO)</li> <li>Explain the concept of the flow of food</li> <li>Explain the food safety requirement under the Phil. Food Safety Act of 2013</li> </ul>
4:00pm to 05:00pm	<b>EXAMINATION</b>	



Day 3 - HACCP Principles and Practice		
8:00am to 8:30am	Recapitulation	Recap of Day 2
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 1: Introduction to HACCP</li> <li>ELEMENT 2: Codex to apply HACCP</li> <li>ELEMENT 3: Hazard Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Define basic concepts on HACCP</li> <li>State the procedural steps to apply HACCP</li> <li>Identify different hazards that may be present at each step of the flow of the food</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
1:00pm to 5:00pm	<ul style="list-style-type: none"> <li>ELEMENT 4: Critical Control Points</li> <li>ELEMENT 5: Critical Limits</li> <li>ELEMENT 6: Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Identify which steps along the flow of a certain food item is Critical Control Point</li> <li>Decide what Critical Limits are needed for each CCP</li> <li>Explain the significance of monitoring in a HACCP system</li> </ul>
Day 4 - Continuation of Discussion on HACCP Principles and Practice and Examination		
8:00am to 8:30am	Recapitulation	Recap of Day 3
8:30am to 12:00nn	<ul style="list-style-type: none"> <li>ELEMENT 7: Corrective Action</li> <li>ELEMENT 8: Verification</li> <li>ELEMENT 9: Documented Information</li> </ul>	<ul style="list-style-type: none"> <li>Understand the importance of Corrective Actions in the implementation of HACCP system</li> <li>Understand the significance of Verification in a HACCP system</li> <li>State reasons for keeping documents and records of a HACCP system</li> </ul>
12:00nn to 1:00pm	<b>LUNCH</b>	
1:00pm to 2:30pm	<b>REVIEW OF ALL HACCP STEPS</b>	
2:30pm to 4:30pm	<b>HACCP EXAMINATION</b>	
Day 5		
Next Steps, Closing Program, Check-out		



## Annex E – Suggested Confirmation Letter Template

[Date]

**DR. MIGUEL ANGELO S. MANTARING**

Director IV  
Bureau of Learner Support Services  
Department of Education  
Pasig City

Subject: Confirmation of Participants – Trainings on Basic Food Safety (BFS), Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO)

Dear **Director Mantaring**:

Good day!

In line with OUOPS Memorandum titled “2025 Trainings on Basic Food Safety, Hazard Analysis and Critical Control Point (HACCP), and Food Safety Compliance Officer (FSCO),” dated June 5, 2025 and signed by Assistant Secretary Malcolm S. Garma, Officer-in-Charge of the Office of the Undersecretary for Operations, this Office is pleased to submit the names of confirmed participants from [Region Name]. Please find below the list of participants for each scheduled training activity:

1. Training on Basic Food Safety, HACCP, and FSCO for Medical Officers

No.	Name of Participant	Designation	Office/Division
1.			
2.			
3.			

(Add rows as needed)

2. Training on Basic Food Safety and HACCP for Central Kitchen Coordinators (For selected Regions only)

No.	Name of Participant	Designation	Office/Division
1.			



No.	Name of Participant	Designation	Office/Division
2.			
3.			

(Add rows as needed)

This submission has been reviewed and approved by the undersigned. Thank you.

Respectfully yours,

[Signature of Regional Director]

[Name of Regional Director]

Regional Director

[Region Name]

