Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
CRIBS COMPOUND, SAN ROQUE, ANTIPOLO CITY

Office Memorandum

To   : **All SBFP TWG Members (Kindergarten to Grade Six)**

From   : **GEOFFREY T. UNIDA**
                  School Principal I

Subject   : **SHORT MEETING IN SCHOOL-BASED FEEDING PROGRAM**

Date   : March 4, 2024

1. This is to announce the conduct of a short meeting of all SBFP TWG members on March 4, 2024, Monday at 1:00 in the afternoon at Nazarene Ville Elementary School Main Site (Feeding Area Room)

2. The following will serve as the agenda:
   a. Schedule of TWG members
   b. Schedule of Mid-Line Assessment (Weighing of Pupils)
   c. Information on the Feedback in Monitoring SBFP-related activities
   d. Meeting of other Personnel Involved in the Feeding Program
   e. Other Matters
3. Participants to this meeting are all   SBFP TWG members
4. Attached is the list of participants.
5. Widest dissemination of this memorandum is desired.

GEOFFREY T. UNIDA

School Principal I

Enclosure # 1   to Office Memorandum

Executive Committee

Chairperson: **GEOFFREY T. UNIDA**
                        School Principal I

Co - Chairpersons:**GLENDA C. ARAO (Overall SBFP TWG Chairman/Focal Person)**
                        THELMA I. SABENIANO (SBFP Coordinator)

Technical Committee : **SBFP TWG Members**
                        Kindergarten : Jenny Anne Talamisan
                        Grade I   : Rialyn Rueco
                        Grade II   : Aileen Florendo Timajo
                        Grade III   : Pearl Charmaine Bersida / Elenor Calisay
                        Grade IV   : Genevie Calixtro
                        Grade V   : Marcelita Llana
                        Grade VI   : Katrina Corpuz

Enclosure # 2 to Office Memorandum

Meeting Proper

Prayer ……………………………………………   **Jenny Ann Talamisan**
                                                                Kinder TWG Member
Checking of Attendance ……………………….   **Elenor Calisay**
                                                                Grade III TWG Member

Welcome Remarks ……………………………..   **REYNALDO C. BRICIA**
                                                                Officer-In-Charge

Discussant ………………………........................   **THELMA I. SABENIANO**
                                                                SBFP Coordinator

Documenter………………………………………   **Marcelita B. Llana**
                                                                Grade V TWG Member

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Enclosure # 3 to Office Memorandum

SBFP TWG Members

Attendance Sheet

March 4, 2024

Name of Participants	Time In	Time Out	Signature