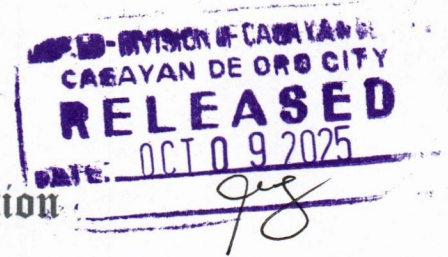




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

6 October, 2025

DIVISION MEMORANDUM

No. 881 s.2025

**FOOD PROCESSING LIVELIHOOD TRAINING FOR DIVISION FEDERATED
SCHOOL PARENT-TEACHER ASSOCIATION (DFPTA), SCHOOL PARENT-
TEACHER ASSOCIATION (SPTA), AND SCHOOL
GOVERNING COUNCIL (SGC) OFFICERS**

TO: Assistant Schools Division Superintendent
Concerned Public Schools Division Supervisor of SW I and II
Concerned Elementary and Secondary School Heads of SW I and II
All Others Concerned
This Division

1. In line with the Department of Education's thrust to promote community engagement and support systems in schools, the Schools Division Office of Cagayan de Oro, in partnership with the Local Government Unit (LGU) of CDO will conduct a Livelihood Training Program on **October 23-24, 2025**, 8:00 AM to 5:00 PM at **Lumbia Central School**, Cagayan de Oro City.
2. This initiative aims to empower the participants with practical skills and knowledge that can help augment family income, promote self-reliance, and strengthen school-community partnership.
3. Expected participants are **DFPTA Officers, (SPTA) Presidents** and **one (1) Co-chairman (elected or designated) School Governing Council (SGC)** of each public school in SW I and II Districts
5. The concerned School Heads of Southwest I and II are advised to ensure that their respective SPTA and SGC are properly represented in this activity.
6. Enclosed are the training matrix and the list of personnel who will serve as TWG's.
7. All expenses relative to the conduct of this activity shall be charged against local funds, SEF (Special Education Fund), or other available sources, subject to usual accounting and auditing rules and regulations.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

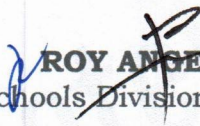
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8. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

6. Immediate dissemination and compliance of this Memorandum.

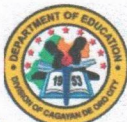

ROY ANGELO E. GAZO
Schools Division Superintendent

Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

DM-063-SGOD-SMN-RHL
October 6, 2025

Diligence
Outstanding Integrity



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Enclosure:

Food Processing Livelihood Training for DFPTA/SPTA/SGC Officers
October 23-24, 2025

Day/Time	Topic/ Content Highlights	Methodology	Person In-Charge	Resources Needed
Oct. 23, 2025	Day 1			
8:00-8:30	Rationale House rules/norms Safety and Security orientation	Invocation National Anthem Messages	Training Team TWG Roy H. Lumban	Projector Slides AVP
8:30-10:00			Audie S. Borres Roy Angelo E. Gazo Alice E. Anghay Romeo B. Aclo	
10:00-11:00	Importance of Livelihood Program	Workshop & Demonstration	Grace B. Maghuyop	Slides Projector Laptop
11:00-12:00	Basic principles and rules to be observed to ensure food safety and sanitation	Workshop & Demonstration	Grace B. Maghuyop	Slides Projector Laptop
12:00-1:00	Lunch			
1:00-2:30	Costing, Pricing of goods and record keeping	Workshop & Demonstration	Judith Borinaga	Slides Projector Laptop
2:30-4:00	preparing raw and packaging materials for food processing	Workshop & Demonstration	Chilo B. Edrolin	Slides Projector Laptop
4:00-5:00	Cleaning and sanitizing the equipment and work areas	Workshop & Demonstration	Chilo B. Edrolin	Slides Projector Laptop
Oct. 24, 2025	Day 2			
8:00-10:00	Food Processing	Workshop & Demonstration	Chilo B. Edrolin, Judith Borinaga, and Grace B. Maghuyop	Ingredients, mixing bowl, veggies, etc.



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10:00-12:00	Presentation of output	Demonstration/ Coaching of outputs	Chilo B. Edrolin, Judith Borinaga, and Grace B. Maghuyop	Evaluation Form/Checklist
12:00-1:00	Lunch			
1:00-3:30	Food Processing presentation	Demonstration/ Coaching of outputs	Chilo B. Edrolin, Judith Borinaga, and Grace B. Maghuyop	Evaluation Form/Checklist
3:30-5:00	Closing Program			

List of TWG Personnel

Over-all Chairperson: Roy Angelo E. Gazo – Schools Division Superintendent

Co-Chair: Audie S. Borres – Assistant Schools Division Superintendent

Members:

- Rosalio R. Vitorillo – SGOD Chief
- Romeo B. Aclo – Asst. SGOD Chief

Committee:

- Roy H. Lumban – Program Coordinator
- Alvic Marie S. Francisco – Host
- Rodel S. Megollas – Certificates
- Amor A. Radaza - Certificates
- Beverly Ann E. Nicolasora – Certificates/Facilitator
- Eleanor C. Rollan - Registration
- Loredelle L. Tacandong – Documentation/Facilitator
- Mark Edward D. Olango – Program and Tarpaulin



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