



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

**DESIGNATION ORDER**  
**2025-PER-022**

TO : **CARLO JOSEPH V. CASTILLO**  
Nurse II

FROM : **SUSAN DL. ORIBIANA**  
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS ALTERNATE FOCAL PERSON OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Alternate Focal Person of the **School-Based Feeding Program (SBFP)** effective January 2, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
  - a. Assist the focal to implement Division SHN Action Plan;
  - b. Assist the focal to coordinate, provide direction and serve as technical adviser on the programs and projects on SBFP concerns of the division;
  - c. Assist the focal to advise the school SBFP coordinator and discharge its duties in between meetings;
  - d. Assist the focal to ensure that all schools shall prepare an SBFP Plan following DepEd Order No. 39, s. 2017, DepEd Order No. 15, s. 2018 and other related provisions;
  - e. Assist the focal to strengthen SBFP Programs, Projects and Activities;
  - f. Assist the focal to prepare, maintain, and keep all documentary requirements in SBFP; and
  - g. Assist the focal to submit reports/data to the Central, Regional and Division Office in the implementation of the aforementioned program.
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

CARLO JOSEPH V. CASTILLO  
Nurse II