



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

06 SEPT 2022

DIVISION MEMORANDUM  
 No. 057 s. 2022

**GENDER AND DEVELOPMENT - CAPACITY BUILDING ON BREASTFEEDING PROMOTION**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Unit/Section  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Republic Act No. 10028 or the Expanded Breastfeeding Promotion Act of 2009 and also known as "An act providing incentives to all government and private health institutions with rooming-in and breastfeeding practices and for other purposes" states that all establishments must have lactation stations and must ensure that its personnel are aware of the importance of breastfeeding and are clearly stated on sections 11 and 16.
2. In connection, SDO Tayabas City through the Gender and Development and in coordination with the Division Health and City Health Office supports the breastfeeding promotion in all schools and offices, thus, having a **Capacity Building on Breastfeeding promotion** to be conducted on **September 20, 2022, 8:30 a.m – 2:30 p.m**, via **Google meet**.
3. The said capacity building aims to let participants to:
  - a. Have a deeper understanding on what lactation is.
  - b. Increase their awareness on R.A. 10028
  - c. Apply the knowledge they will be acquiring on setting up a lactation centre on their own schools/offices
4. Participants of the said activity are all **school heads** who are expected to register on this link <https://tinyurl.com/CB-Breastfeeding> before September 19.
5. Attached are Enclosure 1- Program Matrix, and Enclosure 2- Technical Working Group.



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615





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6. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



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Enclosure 1

**CAPACITY BUILDING ON BREASTFEEDING PROMOTION  
PROGRAM MATRIX  
September 20, 2022**

<b>Activity</b>	<b>Time</b>	<b>Facilitator/s</b>
Preliminaries	8:30a.m-9:00a.m	TWG
What is Breast feeding?	9:00a.m -10:30a.m	Ms. Marinel Z. Chong City Nutrition Health Office
Open Forum	10:30a.m-10:45a.m	
Health break	10:45a.m -11:00a.m	
Lactation Station- Part 1	11:00-12:00	Ms. Marinel Z. Chong City Nutrition Health Office
Lunch break	12:00nn-1:00p.m	
Lactation Station- Part 2	1:00p.m-2:00p.m	Ms. Marinel Z. Chong City Nutrition Health Office
Open Forum	1:30p.m-1:45p.m	
Closing Program	1:45p.m-2:30p.m	TWG



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Enclosure 3

**Technical Working Committee (TWC)**

**Over all Chairperson:** NATIVIDAD P. BAYUBAY, CESO VI  
Schools Division Superintendent

**Co- chairpersons:** ANTONIO P. FAUSTINO JR.  
OIC – Assistant Schools Division Superintendent

DR. EDWIN R. RODRIGUEZ  
Chief – SGOD

IMELDA C. RAYMUNDO  
Chief- CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Prepares and submits activity completion report (ACR).</li> </ul>
Over-all Management including (Logistics) L&D	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> <li>• Prepares memo/advisories.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	JOAN KATHLEEN T. BRIZUELA	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and</li> </ul>



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		recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	City Health Nutrition office Department of Health Division Health Section - Mariles F. Contreras	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	JAYRON BAER	<ul style="list-style-type: none"> <li>• Prepare the platform of the orientation</li> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	JEROME A. JAVIN	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>