Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 27, 2017

**SCHOOL MEMORANDUM**

**No. 10, s. 2017**

**DESIGNATION OF SCHOOL NUTRITION COORDINATOR**

**TO**: **ERLYN A. INOCENTES**

1. This Office hereby informs you of your additional Ancillary Service as you are designated as **SCHOOL NUTRITION COORDINATOR**.
2. Specific Tasks:

### 2.1 Facilitate and Consolidate Body Mass Index (BMI)

### 2.2 Feeding Program

### 2.3 Applied Nutrition Program

### 2.4 Plan and cook nutritious, balanced meals

### 2.5 Oversee the cleanup of meals and sanitizing of dishes

### 2.6 Ensure adequate pest control in the kitchen and food storage areas

### 2.7 Other duties / reports as may be assigned / required by the school authorities

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR. CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Assistant School Principal II

DISTRIBUTION:

1 copy for Mrs. Erlyn A. Inocentes

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file