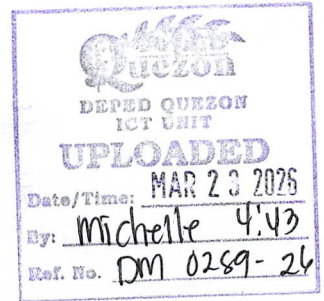




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 March 2026

DIVISION MEMORANDUM

No. 0289, s. 2026

SUBMISSION OF PROGRAM TERMINAL REPORT (PTR) OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR SY 2025-2026

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Public Schools District Supervisors
Elementary School Heads
School Health Personnel
All Others Concerned

1. In reference to Regional Memorandum No. 197, s. 2026, titled "*Submission of the School-Based Feeding Program (SBFP) Terminal Report for School Year 2025-2026*," this Office enjoins all recipient schools of SBFP to submit the Program Terminal Report for FY 2025 SBFP Implementation.
2. Relevant to this, all 774 school implementers of SBFP shall prepare the SBFP Forms 1-6, and 8, along with Form 7, which has been revised for use starting in FY 2025.
3. The revised SBFP Form 7 (PTR), School Level, can be **accessed and downloaded** at <https://tinyurl.com/Template-SBFP-PTR-2025-2026>. Please refrain from editing, deleting, or modifying the template, as it contains formulas for seamless consolidation.
4. All other SBFP forms shall be **updated, finalized, and encoded** at this link:
 - <https://tinyurl.com/CD-1-SBFP-Forms-Link-ver2>
 - <https://tinyurl.com/CD-2-SBFP-FORMS-Link-ver2>
 - <https://tinyurl.com/CD-3-SBFP-Forms-Link-ver2>
 - <https://tinyurl.com/CD-4-SBFP-Forms-Link-ver2>
5. The accomplished **Program Terminal Report (PTR) for SY 2025-2026** shall be uploaded to the assigned link per **Congressional District**, with designated folders for

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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each district, **on or before March 27, 2026**. The submission must also include data on SBFP beneficiaries, covering **baseline to endline Nutritional Status**.

Congressional District	Assigned Link	QR Code
1st Congressional District	https://tinyurl.com/1st-CD-SBFP-PTR	
2nd Congressional District	https://tinyurl.com/2nd-CD-SBFP-PTR	
3rd Congressional District	https://tinyurl.com/3rd-CD-SBFP-PTR	
4th Congressional District	https://tinyurl.com/4th-CD-SBFP-PTR	

- All designated **School Heads-in-Charge of the SBFP and District Feeding Coordinators** are hereby directed to consolidate the District PTR. Meanwhile, **District Nurses** shall validate the District PTR using the prescribed template indicated in paragraph 3.
- Immediate dissemination of and compliance with this Memorandum are highly desired.

For :

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

By :


ROSELYN O. GOLFO
-Assistant Schools Division
Superintendent

shs/kaaz-mtma/03/23/2026
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