



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



DEPED - QUEZON  
ICT UNIT

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31 January 2022

**DIVISION MEMORANDUM**

DM No. 065, s. 2022

**REITERATION ON DIVISION MEMORANDUM NO. 727 S. 2021, "SUBMISSION OF REPORTS OF SCHOOL- BASED FEEDING PROGRAM (SBFP) FOR SY 2021-2022 AS PER DEPED ORDER NO. 31, S 2021"**

**To:** OIC- Assistant Schools Division Superintendents  
Elementary School Heads  
School Health Personnel  
District/ School Feeding Coordinators and Core Group  
All Others Concerned

1. Attached hereto is the **Division Memorandum No. 727 s. 2021**, "Submission of Reports of School Based- Feeding Program (SBFP) for SY 2021-2022 as per Deped Order No. 31, S 202" which provide instructions on the reports to be submitted for the program implementation of SBFP.
2. In line with this, we are announcing the **deadline of submission of all SBFP reports on or before February 28, 2021** on the same link provided in the said memorandum.
3. Immediate dissemination of and strict compliance of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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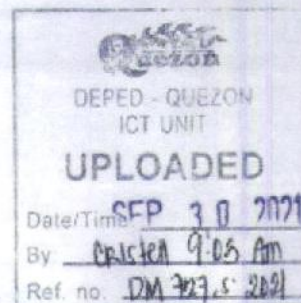
*"Creating Possibilities, Inspiring Innovations"*

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29 September 2021

**DIVISION MEMORANDUM**

DM No. 727, s. 2021

**SUBMISSION OF REPORT ON SCHOOL BASED FEEDING PROGRAM FOR  
SY 2021-2022 AS PER DEPED ORDER NO. 31, S. 2021**

**To:** OIC-Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Elementary School Heads  
District and School SBFP Coordinators and Core Groups  
School Health Personnel  
All Others Concerned

1. Pursuant to DepEd Order No. 31, s. 2021 entitled **Operational Guidelines on the Implementation of the School-Based Feeding Program**, DepEd Quezon through the SGOD School Health Section reiterates the prompt submission of **SBFP Reports** by all school implementers identified for SY 2021-2022.
2. Submitted reports shall be consolidated by the SDO Focal Person and Coordinators for submission to the Regional Office and Central Office as stated in Section XIII. D.5 of the said DepEd Order.
3. The link for SBFP reporting can be accessed by the SBFP implementing schools using the link provided or its QR Code..

[goo-gl.ru.com/57Q](https://goo-gl.ru.com/57Q)







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4. For the easy facilitation of report completion, kindly refer to the following key points for your guidance:

**A. For School Implementers:**

- a. **Cycle Menu** – All categorized under school procurement shall encode the approved 43 days cycle menu identified by their school core group as per guideline annexes and as approved by their assigned school health personnel in their district, while all under SDO procurement must edit the cycle menu of the SDO as per number allotted beneficiaries in their school.
- b. **School TWG** – The member of the core group identified by the school head shall be submitted to the SDO for record purposes (Section XIII.D.1.b).
- c. **SBFP Form 1** – The **Masterlist of Beneficiaries** shall be accomplished at the school level from **start of feeding** and updated in the end of feeding cycle for attachment in SBFP Terminal Report.
- d. **SBFP Form 2** – The **SBFP Summary and Start/ End of Feeding** shall be accomplished at the school level from **start of feeding** and updated in the end of feeding cycle for attachment in SBFP Terminal Report.
- e. **SBFP Form 5** – The **List of Beneficiaries with/ without Milk Intolerance** shall be submitted before the **start of feeding**.
- f. **Receiving Forms** – As replacement for SBFP Form 3 - Record of Daily Feeding, the school shall document the receipt of food items by partners for all deliveries made, and all receiving documents shall be forwarded to the SDO (scanned or PDF files), sent to [sdo.quezon.sbfpg@gmail.com](mailto:sdo.quezon.sbfpg@gmail.com) at the end of the 43 feeding days of NFP and 22 feeding days of milk (Section X.B.6); whereas the original documents shall be available at the school for random inspection (Section XIV.B.1.c).
- g. **SBFP Form 7** – The **Program Terminal Report** shall be filled out and submitted by schools **within 30 days after the end of feeding**.
- h. **SBFP Form 8** – The **Parents Consent** shall be distributed to all parents of beneficiaries before they are allowed to participate in the program. This shall be kept in school for record and monitoring purposes.







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**B. For Drop-Off-Point Schools Only:**

- a. **SBFP Form 4 – The List of Authorized Consignees and School Inspection Team for SBFP Deliveries**, shall be prepared by the school for submission to the SDO (scanned copy), and the NDA (original hard copy).
  - b. **SBFP Form 6 – The Record of Deliveries** shall be accomplished, updated and encoded by the School SBFP Core Group through the link provided by the SDO every time there is delivery.
5. All schools with sponsored feeding from external stakeholders excluded in the SBFP DepEd Funds are expected to submit a Program Terminal Report though no SBFP fund was utilized (Section V.D.7).
  6. Deadline of submission of the listed preparatory forms which includes the **Cycle Menu, SBFP TWG, and SBFP Forms 1, 2, 4 and 5** shall be submitted on or before **October 15, 2021**.
  7. Required health standards, based on the latest updates of the Department of Health and relevant authorities, shall be observed at all times.
  8. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

shsmtma/09/29/2021

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