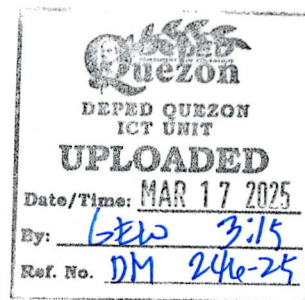




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2025

**DIVISION MEMORANDUM**  
DM No. 246, s. 2025

**SUBMISSION OF PROGRAM TERMINAL REPORT (PTR) FOR SY 2024-2025  
SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Public Schools District Supervisors  
Elementary School Heads  
District and School-Based Feeding Program Coordinators  
School Health Personnel  
All Others Concerned

1. In reference to OM-OUOPS-2025-08-00460, titled 2nd Advisory for the Implementation of the School-Based Feeding Program (SBFP) FY 2025, this Office through the SGOD-School Health Section enjoins all recipient schools of SBFP to submit the Program Terminal Report for FY 2024 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 2024.
3. The revised SBFP Form 7 (PTR) School level can be **accessed and downloaded** at **<https://tinyurl.com/Template-SBFP-PTR2024-2025>**. 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 **<https://tinyurl.com/SBFPFormsReports2024-2025>** including all **Means of Verification (MOVs)** related to the implementation of **Nutritious Food Products** and **Milk Feeding Components**.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
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5. The **accomplished Program Terminal Report (PTR) for SY 2024-2025** shall be uploaded to the assigned link per **Congressional District**, with designated folders for each district, **on or before April 15, 2025**. The submission must also include data on SBFP beneficiaries, covering **baseline to endline Nutritional Status**.

<b>Congressional District</b>	<b>Assigned link</b>	<b>QR Code</b>
1st Congressional District	<a href="https://tinyurl.com/1stCongreSBFP-PTR">https://tinyurl.com/1stCongreSBFP-PTR</a>	
2nd Congressional District	<a href="https://tinyurl.com/2ndCongreSBFP-PTR2024">https://tinyurl.com/2ndCongreSBFP-PTR2024</a>	
3rd Congressional District	<a href="https://tinyurl.com/3rdCongreSBFP-PTR2024">https://tinyurl.com/3rdCongreSBFP-PTR2024</a>	
4th Congressional District	<a href="https://tinyurl.com/4thCongreSBFP-PTR2024">https://tinyurl.com/4thCongreSBFP-PTR2024</a>	

6. All designated School Heads-in-Charge of SBFP, District Feeding Coordinators and District Nurses shall collaborate in consolidating and validating the District PTR using the template provided as indicated in paragraph 3.
7. For questions and concerns, please contact **Ma. Teresita M. Abella**, Nurse II/NIC/ Division SBFP Focal Person through contact number 09455776367.
8. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent 

shsmtma/03/12/2024

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