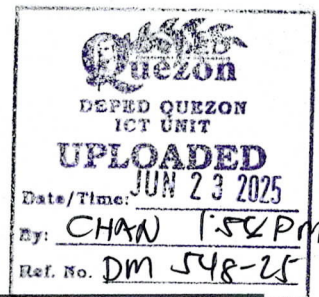




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 June 2025

DIVISION MEMORANDUM

DM No. 548, s. 2025

**ADDENDUM TO DM NO. 537 S. 2025 TITLED ADOPTION OF CLUSTER-BASED
PROCUREMENT FOR THE 2025 IMPLEMENTATION OF THE SCHOOL-BASED
FEEDING PROGRAM (SBFP)**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. In reference to DM No. 537, s. 2025, this Office reiterates that those Clustered schools with limited member, the non-teaching personnel shall be assigned as BAC Member, Technical Working Group (TWG) or BAC Secretary.
2. Relevant to the designated cluster lead school, please be informed that Abuyon Elementary School shall serve as the Cluster Lead School for San Narciso District 2, while Alabat Central Elementary School has been designated as the Cluster Lead School for Alabat District.
3. Should you have any questions or require further information, please contact Ma. Teresita M. Abella, Nurse-in-Charge/Division SBFP Focal Person at 0945-577-6367 and Hilariona Coronado, Procurement Officer IV at 0933-812-6672.
4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

SHS/MTMA/06/19/2025

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

| |
|--------------------------|
| |
| DEPED QUEZON ICT UNIT |
| UPLOADED |
| Date/Time: JUN 18 2025 |
| By: GDO 3:42 |
| Ref. No. DM 537-25 |

18 June 2025

DIVISION MEMORANDUM
DM No. 537, s. 2025

**ADOPTION OF CLUSTER-BASED PROCUREMENT FOR THE 2025 IMPLEMENTATION
OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. Pursuant to Item 2, Section VIII of DepEd Order No. 031, s. 2021, entitled **Operational Guidelines on the Implementation of the School-Based Feeding Program (SBFP)**, a cluster of schools or a school district may elect a lead school as the procuring entity, wherein the lead school undertakes the procurement of food items while deliveries may be made directly to recipient schools. Decisions relating to procurement must be made through consensus among the clustered schools or districts to promote transparency and accountability.
2. In this regard, the Schools Division Office of Quezon adopts this provision in Item 2, Section VIII of DepEd Order No. 031 s. 2021 as its procurement strategy for the 2025 implementation of the SBFP. The following guidelines shall apply:
 - a. **Identified Lead Schools** as listed in the attached enclosure are hereby designated as the procuring entities for their respective school clusters.
 - b. The School Principal of each lead school shall serve as the **Head of the Procuring Entity (HOPE)** and shall ensure full compliance with the Government Procurement Reform Act (RA 9184) and other relevant DepEd guidelines.
 - c. **Principals or School Heads** from the clustered schools shall comprise the Bids and Awards Committee (**BAC**), Technical Working Group (**TWG**), and BAC Secretariat. **HOPE** must ensure that the appointed members must possess the competence and integrity required for their roles.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

- d. Each designated lead school shall issue a Memorandum on the composition of the **Bids and Awards Committee (BAC)**, the **Technical Working Group (TWG)**, and the **BAC Secretariat**.
 - e. A copy of the said Memorandum, duly signed by the lead school head, must be submitted to the Office of the Schools Division Superintendent on or before **June 23, 2025**.
 - f. Each lead school must have an active and duly registered PHILGEPS account as part of its mandatory requirements in undertaking procurement activities.
3. Attached herewith is the official list of clustered schools and their corresponding designated lead schools for reference and guidance.
 4. Should you have any questions or require further information, please contact Ma. Teresita M. Abella, Nurse-in-Charge/Division SBFP Focal Person at 0945-577-6367 and Hilariona Coronado, Procurement Officer IV at 0933-812-6672.
 5. Immediate dissemination of and compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SHS/MTMA/06/18/2025
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph