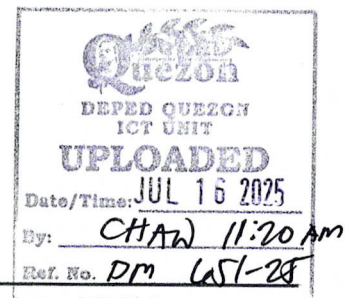




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 July 2025

DIVISION MEMORANDUM
DM No. 651, s. 2025

**RECONSTITUTION OF DIVISION SCHOOL-BASED FEEDING PROGRAM (SBFP)
TECHNICAL WORKING GROUP**

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

1. Pursuant to DepEd Order No. 31, s. 2021 titled Operational Guidelines in the Implementation of School-Based Feeding Program (SBFP), this Division through the SGOD-School Health Section announces the reconstitution of the Division SBFP Technical Working Group (TWG).
2. Please see attached Enclosure for the list of Division SBFP TWG and its roles and responsibilities for reference.
3. Immediate dissemination and strict compliance with this Memorandum is highly desired.


ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent

SHS/MTMA/07/16/2025

DEPEDQUEZON-TM-SDS-04-025-003



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**RECONSTITUTION OF DIVISION SCHOOL-BASED FEEDING PROGRAM (SBFP)
 TECHNICAL WORKING GROUP**

Pursuant to Article XV, Section E of DepEd Order No. 31, s. 2021 re: "Operational Guidelines on the Implementation of School Based Feeding Program (SBFP), the Division School-Based Feeding Program Technical Working Group (SBFP-TWG) is composed of the following:

	Name	Position/Designation
Chairperson	Rommel C. Bautista, CESO V	Schools Division Superintendent
Co- Chairpersons	Joepi F. Falqueza, EdD	Assistant Schools Division Superintendent
	Roselyn Q. Golfo, PhD	Assistant Schools Division Superintendent
	Lorena S. Walangsumbat, EdD	OIC-Assistant Schools Division Superintendent
Members	Juanito A. Merle, EdD	SGOD Chief
	Edmundo R. Marin, Jr	Accountant III (Implementation)
	Catherine A. Pureza	Budget Officer III (Planning)
		Planning Officer II (Planning)
	Paul Clifford Marquez	SEPS-SocMoNet/Partnership
	Michelle G. Duma, PhD	SEPS- SMME
	Hilariona Coronado	Procurement Officer II
	Maricel Fortaleza	Bookkeeper-in-Charged for SBFP
	Maylene Bacus	Bookkeeper-in-Charged for SBFP
	Brandon De Mesa	Internal Auditor/Checker
	George Aguila	Supply Officer II
	Marie Antoinette A. Tesalona, MD	Medical Officer III/ BAC TWG
	Ma. Teresita M. Abella	Nurse II/NIC/Division SBFP Focal Person
	Krisca Anne C. Zaracena	Nurse II / Division MFC Focal Person
	Arlene M. Tudla	COS-AS II- SBFP
	Ruffa A. Anonuevo	CD 1- MFC Coordinator
	Nipsirc John Ian E. Hari	CD 1- NFP Coordinator/Food Safety Officer
	Jackielyn Mae N. Ebor	CD 2- MFC Coordinator
	Maria Frances L. De Ocampo	CD 2- NFP Coordinator
	Sarah Jean D. Almeyda	CD 3- MFC Coordinator
	Dianne Maricar L. Galang	CD 3- NFP Coordinator
	Maria Cerila S. Almonte	CD 4- MFC Coordinator
	Karen E. Danseco	CD 4- NFP Coordinator

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	Dr. Jose Macario Ernie V. Patino	Dentist-in-Charge
	SBFP Complementary Related Programs	Nutrition and Hygiene/ Nutrition and Sensitive Programs
	Maria Nerissa A. Diego	Food Safety Officer/Canteen Management
	Francis Rainier M. De Leon	Nutrition Coordinator/FSCO
	Mary Angela H. Casapao	Alternate Nutrition Coordinator
	Jenny Lyn Barrantes	WinS/Deworming Coordinator
	Dominic Colubong	GPP Coordinator
	Clarissa L. Escudero	Integrated School Nutrition Model (ISNM) Coordinator

The School-Based Feeding Program (SBFP) Technical Working Group (TWG) plays a crucial role in planning and implementing the program. The TWG is responsible for various tasks, including identifying beneficiaries, coordinating with stakeholders, and ensuring the program's successful execution. They also monitor the program's progress and address any challenges encountered during implementation.

In essence, the SBFP TWG acts as the central unit for planning, coordinating, and overseeing the entire SBFP, ensuring that it effectively addresses the nutritional needs of learners and contributes to their overall well-being and academic performance.

ROLES AND RESPONSIBILITIES (DepEd Order 31,s. 2021)

Schools Division Offices

1. Forge partnerships with LGUs and/or NGOs/CSOs in areas where there are LGUs and/or NGOs/CSOs that are willing to partner for the SBFP.
2. Orient the District Supervisors, School Heads, feeding coordinators, and Monitoring and Evaluation Personnel in the School Governance and Operations Division (SGOD) on the program and its implementing guidelines.
3. Submit to the Regional Office the list of recipient schools that will implement the program together with its identified target beneficiaries.
4. Undertake the procurement process and prepare, among others, Program Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Resolution to Award (RTA), Milk Supply Map, OpMOA & PO for Milk, Cycle Menu and Technical Specifications for nutritious food products, Drop-off points and Delivery Schedule.
5. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the schools.
6. Designate permanent program focal persons from the School Governance and Operations Division (SGOD), preferably from among the health personnel, to ensure that implementation of the SBFP is administered properly. **It is recommended that**

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the designated focal persons be allowed to focus solely on the management and implementation of SBFP and not be given additional assignments or tasks not related to SBFP. Current additional tasks assigned to the focal persons shall be relieved.

7. Ensure the timely release of funds to schools, and prompt payment to the suppliers.
8. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
9. Provide updated Monthly Progress Monitoring Reports.
10. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.
11. Consolidate terminal reports from the schools with analysis and recommendations and submit to DepEd RO.
12. Ensure that SBFP beneficiaries are provided with examination, oral health assessment and preventive practicable.
13. Recognize school implementers with outstanding best practices and innovations during the Program Implementation Review .

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