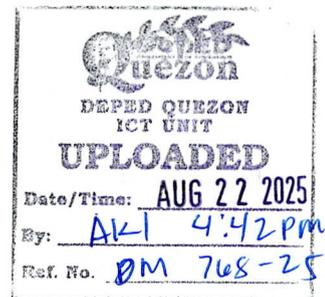




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 August 2025

**DIVISION MEMORANDUM**  
DM No. 768, s. 2025

**CAPACITY BUILDING ON THE NATIONAL EXPANDED SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION FOR SY 2025-2026 FOR SCHOOL IMPLEMENTERS AND COORDINATORS**

**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 on the Implementation of School-Based Feeding Program under Section XIII. C of the Roles and Responsibilities of the Schools Division Offices, this Office announces the conduct of a Capacity Building on the National Expanded School-Based Feeding Program Implementation for SY 2025-2026 for School Implementers and Coordinators on August 27-28, 2025 at Paul Hall, Sevilla's Farm and Resort, Domoit Lucena City.
2. The activity aims to :
  - update SBFP implementers on the latest DepEd guidelines, policies, procedures and issuances/advisories for SY 2025-2026;
  - strengthen the capacities of school personnel in program implementation, including scope and coverage, duration, financial requirements, funds availment, liquidation, food commodities, specification and quality standards, procurement, delivery, inspection and acceptance, feeding mechanics and food distribution, precautionary measures, complementary activities, roles and responsibilities, program monitoring and evaluation, and submission of reports;

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](http://www.depedquezon.com)



[quezon@deped.gov.p](mailto:quezon@deped.gov.p)



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

- provide technical assistance and address issues and concerns relative to SBFP implementation; and
  - foster collaboration among schools and stakeholders for a more sustainable and impactful SBFP.
3. Participants are the designated District School Head in-Charged of SBFP, District and School Feeding Coordinators and District Nurses. Detailed list of participants can be accessed through <https://tinyurl.com/ListofPaxCB-SBFP2025-2026> for reference.
4. All participants are expected to bring the **preparatory reports using the SBFP Forms** which includes the following:

| <b>SBFP Forms</b> | <b>Details</b>  |
|-------------------|---|
| SBFP Form 1       | <b>Masterlist of beneficiaries for SBFP</b> (shall be accomplished at the school level at the start of feeding to be submitted to the SDO.  |
| SBFP Form 2       | <b>SBFP Summary of Beneficiaries &amp; Start of Feeding</b> (shall be accomplished at the school level, at the start and at the end of the feeding. This form shall be submitted to the SDO after feeding attached to the Terminal Report.  |
| SBFP Form 3       | <b>Record of Daily Feeding</b> (shall be accomplished daily by the SBFP Core Group at the School Level to serve as the record of the daily activities. This form shall be submitted to Cluster Lead School for attachment in the Liquidation Report for submission to the SDO-Accounting Section. |
| SBFP Form 4       | <b>List of Authorized Consignees and School Inspection Team</b> (shall be prepared by the school for submission to the SDO)   |
| SBFP Form 5       | <b>List of beneficiaries with/without milk intolerance</b> (shall be accomplished by the SBFP Core Group before the start of feeding- pls refer to X.C.2.b of DO 31, s. 2021)   |
| SBFP Form 6       | <b>Record of Deliveries</b> (shall be accomplished by the SBFP Core Group every time there is a delivery)   |

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



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

|                  |   |
|------------------|---|
| SBFP Form 7A,B,C | <b>Program Terminal Report</b> (shall be filled-up and submitted by the Schools for consolidation by the District to be submitted to the SDO, RO within 30 days after the end of feeding.               |
| SBFP Form 8      | <b>Parent's Consent for Milk</b> (shall be distributed to the parents of the beneficiaries before they are allowed to participate in the program. This shall be kept at the school for record purposes. |
| SBFP Form 11     | <b>Monitoring Tool</b> for SDO  |

5. As part of the preparatory forms and documentation for the School-Based Feeding Program (SBFP), all school implementers and coordinators are required to submit the following forms:

**SBFP Forms 1, 2, and 5**

- These forms must be properly accomplished, signed, and scanned.
- Submit via the official submission link with QR Code:  
<https://tinyurl.com/SBFPForms1-2-5>
- Deadline: **September 5, 2025**



**SBFP Form 4**

- The accomplished and signed hard copy of SBFP Form 4 must be submitted **onsite** during the training in **three copies**.
- All other **Microsoft links** designated for the **monitoring of program implementation and financial status** shall be **updated on a monthly basis** by the assigned **District/School Feeding Coordinator in the Cluster Lead Schools**. Please access the link below or its QR Code for reference:

<https://tinyurl.com/SBFPFundMonitoring>



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](http://www.depedquezon.com)



[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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

---

**Regular updates are required** to ensure accurate tracking and timely reporting of SBFP activities and fund utilization.

- This activity is live in. However, those beyond 50-kilometer radius may avail of Day zero, and reimbursed the related expenses subject to DepEd Order No. 43, s. 2022, "Omnibus Travel Guidelines for all Personnel of the Department of Education." Travel and incidental expenses of Division SBFP TWG/Division Personnel relative to this activity shall be charged to SBFP PSF, while School MOOE for participants from the school subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum is highly desired.

  
**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