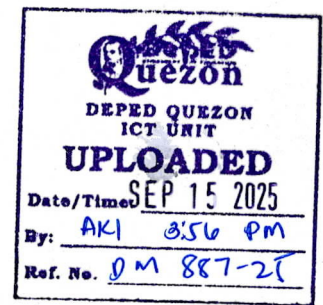




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 September 2025

DIVISION MEMORANDUM

DM No. 887, s. 2025

**SY 2025-2026 SCHOOL-BASED FEEDING PROGRAM MILK FEEDING COMPONENT
(PASTEURIZED MILK) IMPLEMENTATION**

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

1. In line with the issuance of OM-OUOPS-2025-08-02500 (Third Advisory for the Implementation of the SBFP FY 2025) and OM-OUGOPS-2025-09-04981 (Instructions for the Implementation of the School-Based Feeding Program [SBFP] CY 2025), this Office announces the delivery and commencement of the **Milk Feeding Component** of the School-Based Feeding Program (SBFP) in identified recipient schools.
2. The implementation of the Pasteurized Milk Feeding will officially begin on **September 15, 2025**, with the first delivery of milk. Subsequent deliveries are scheduled on **September 22** and **September 29, 2025**, completing a total of **15 feeding days** as required for the milk feeding component.
3. For **School Year 2025-2026**, the target beneficiaries for this component are **all Kindergarten learners** and **Grades 1 to 3 learners** who are classified as **Severely Wasted (SW)** and **Wasted (W)**. In case of excess funds, **secondary beneficiaries** may also be included. These secondary groups consist of **Stunted learners**, **Pupils at Risk of Dropping Out (PARDOs)**, **Indigenous Peoples (IP)** learners, learners from **indigent families**, and other enrollees in **Last Mile Schools** with populations of 100 learners or fewer, as provided under **DepEd Order No. 31, s. 2021**.

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4. The list of SBFP recipient schools for pasteurized milk feeding, including their respective target number of beneficiaries and designated drop-off points, can be accessed through the following link: **<https://tinyurl.com/FreshMilkBeneficiaries>**.
5. Milk feeding shall be conducted **exclusively within schools**. Each beneficiary is entitled to **200 ml of pasteurized milk per day**. Accordingly, each learner will be given **1 liter of milk per week**, intended for daily consumption from **Monday to Friday**.
6. All beneficiaries must secure a **parental permit** prior to participating in the program. Schools are reminded to identify and record learners under the following categories: (1) those **without lactose intolerance**, (2) those **with lactose intolerance but still willing to participate**, and (3) those **not permitted by their parents to join**. These details shall be duly recorded using **SBFP Form 5**.
7. Upon the delivery of milk to the designated drop-off points, the **School Inspection Team (SIT)**—as designated by the School Head—shall inspect the products to ensure they are in good condition and safe for consumption. Once the inspection is complete, the school's **Property Custodian**, or another personnel assigned by the School Head, shall accept the delivery and sign the **Inspection and Acceptance Report (IAR)**. The **Schools Division Office (SDO)** shall collect all **SBFP Form 4** from schools, ensuring that they bear the specimen signatures of the authorized consignees and members of the Inspection Team (IT), for proper attachment to the Purchase Order (PO).
8. During each milk delivery, the presence of **one (1) authorized consignee** and **one (1) member of the Inspection Team** is required to sign both the **Delivery Receipt (DR)** and the **IAR**. The **supplier** will provide the DR, while the **Supply Section of the SDO** will issue **six (6) original copies of the IAR** and **two (2) copies of the Inventory Custodian Slip (ICS)**. The supplier shall receive the original DR, five original IARs, and one ICS, while the drop-off point shall be provided with a duplicate DR, the sixth IAR copy, and the second ICS copy.
9. It is the **responsibility of the recipient schools** to ensure that the milk is collected **promptly at the scheduled delivery time or within one hour at the latest** to

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preserve its quality and freshness. Immediate distribution to beneficiaries must also be ensured following delivery.

10. For the milk component, the following precautionary measures are advised:

- Adverse effects of milk to some beneficiaries may be experienced such as signs and symptoms of gastroenteritis, stomach discomfort and lactose intolerance.
- In such cases, it is advised that the beneficiary be referred by the parent/guardian to the local health unit or center for proper medical evaluation and management.
- The beneficiary may stop drinking milk until such time it is recommended by the health personnel to drink small amount or quantity.
- Close coordination with the health personnel/ health center is necessary during the conduct of milk feeding.

11. The Record of Daily Feeding for the Milk Feeding Component shall be duly accomplished each day for a total of 15 feeding days. All beneficiaries of pasteurized milk shall sign the SBFP Form 3a MFC upon completion of the feeding cycle.

12. The allotted operational expense of ₱1.00 per child for the Milk Feeding Component shall be downloaded to all implementing schools for the procurement of pasteurized milk. An additional ₱1.00 per child shall likewise be provided to augment transportation and hauling expenses related to the scheduled weekly deliveries of pasteurized milk from each DOP to the respective schools.

13. All District Nurses are required to conduct onsite monitoring of each delivery within their respective DOPs and ensure proper implementation of the program. The Division SBFP TWG shall also conduct random inspections and monitoring at selected implementing schools.

14. For any questions or clarifications, please coordinate directly with the Division SBFP Milk Feeding Component Focal Person, Nurse II Krisca Anne C. Zaracena.

15. Travel and incidental expenses incurred by the Division SBFP TWG Monitoring Team shall be charged to the SBFP Program Support Funds (PSF), subject to the usual accounting and auditing rules and regulations.

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16. Immediate dissemination of and strict compliance with this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SHS/MTMA/09/11/2025

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