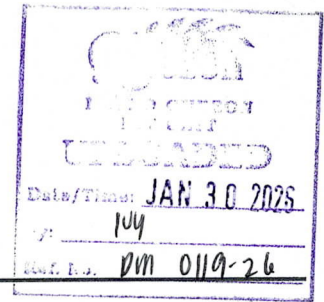




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 January 2026

**DIVISION MEMORANDUM**

No. 0119, s. 2026

**SCHOOL-BASED FEEDING PROGRAM (SBFP) PROGRAM REVIEW AND AWARDS:  
HONORING EXCELLENCE, INNOVATIONS, AND BEST PRACTICES FOR  
SY 2025-2026**

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

1. In accordance with DepEd Order No. 31, s. 2021 titled **“Operational Guidelines on the Implementation of School-Based Feeding Program”** under section XI. D on the Awards and Incentives, this Office announces the conduct of the **“School-Based Feeding Program (SBFP) Program Review and Awards: Honoring Excellence, Innovations, and Best Practices for SY 2025-2026”** on March 19-20, 2026, at Queen Margarette Hotel, Domoit, Lucena City.
2. This activity aims to:
  - review and assess the implementation of the SBFP across schools and districts;
  - identify challenges encountered and recommend strategies for improvement;
  - document and share best practices and innovations in SBFP implementation;
  - recognize outstanding SBFP implementers at the school and division levels; and
  - foster collaboration, learning, and motivation among SBFP coordinators and stakeholders.

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3. Participants in this activity are the District School Heads-in-Charge of SBFP, District/School Feeding Coordinator, District Nurses, and Division SBFP Technical Working Group. The list of participants can be accessed through this link or QR code:

- <https://tinyurl.com/Participants-SBFP-PIR-25-26>



4. The District School Heads-in-Charge of SBFP and District/School Feeding Coordinator are requested to complete the attendance form on or before **March 02, 2026, at 5:00 pm**, which can be accessed through this link or QR code:

- <https://tinyurl.com/RSVP-PIR-SBFP-25-26>



5. All Districts shall submit an Action Plan for SY 2026-2027 and shall be uploaded through <https://tinyurl.com/Action-Plan-SBFP-PIR-25-26> by **March 20, 2026**. The template for the Action Plan is available for download through the respective link provided.
6. Relative to the **Search to Honor Excellence, Innovations, and Best Practices of the School-Based Feeding Program for School Year 2025–2026**, the Public School District Supervisors, District School Heads-in-Charge of SBFP, District Feeding Coordinators, and District Nurses shall jointly select one (1) entry from among the schools to represent the district.
7. The selected entry shall submit a **hard copy of the Accomplishment Report**, following the prescribed format in the attached Enclosure, which includes the **Evaluation Tool**, on or before **February 20, 2026, until 5:00 PM, to the SDO Quezon – School Health Section**. All submissions must strictly comply with the documentary requirements and evaluation criteria outlined in Enclosure 1.
8. The screening and shortlisting of entries shall be undertaken by the Division SBFP Technical Working Group, which shall select the final four (4) entries to compete in

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- the Search to Honor Excellence, Innovations, and Best Practices of the School-Based Feeding Program for School Year 2025–2026.
9. Finalists shall be notified in a separate Memorandum for the submission of a 10-15 minute video presentation and an infographic presentation of significant accomplishments on SBFP implementation using the **STAR (Situation, Task, Action, Results) Approach** in a 2ft x 5ft tarpaulin. The expenses for the tarpaulin may be charged to the SBFP operational expenses/savings under the advocacy IEC materials.
  10. Participants coming from areas beyond a 50-kilometer radius may avail themselves of Day Zero for transportation purposes only, excluding accommodation, with reimbursement of related expenses subject to DepEd Order No. 43, s. 2022, entitled “Omnibus Travel Guidelines for All Personnel of the Department of Education.”
  11. In addition, the activity shall be conducted on a live-in basis. All travel and incidental expenses of the Division SBFP Technical Working Group (TWG)/Division personnel relative to this activity shall be charged to the SBFP PSF, while the corresponding expenses of school-based participants shall be charged to the School MOOE, subject to the usual accounting and auditing rules and regulations.
  12. Immediate dissemination of and compliance with this Memorandum are highly desired.

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

SHS-SBFP/KAAZ-MTMA/01/29/2026  
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Enclosure to DM No 6119, s. 2026

**Evaluation Tool for the Screening and Shortlisting  
 of SBFP Best Implementer SY 2025-2026**

			Points	Score
1.	<b>Improvement of SBFP beneficiaries based on Nutritional Status' Baseline and Endline for SY 2025-2026</b>			
	10 pts	<b>91-100%</b> SBFP beneficiaries showed improvement in nutritional status.	10	
	8 pts	<b>81-90%</b> SBFP beneficiaries showed improvement in nutritional status.		
	6 pts	<b>71-80%</b> SBFP beneficiaries showed improvement in nutritional status.		
	4 pts	<b>61-70%</b> SBFP beneficiaries showed improvement in nutritional status.		
	2 pts	<b>51-60%</b> or fewer of SBFP beneficiaries showed improvement in nutritional status		
2.	<b>Improvement of SBFP beneficiaries based on Academic Performance during the First Grading and the Third Grading for SY 2025-2026</b>			
	10 pts	<b>91-100%</b> SBFP beneficiaries showed improvement in their Academic Performance.	10	
	8 pts	<b>81-90%</b> SBFP beneficiaries showed improvement in their Academic Performance.		
	6 pts	<b>71-80%</b> SBFP beneficiaries showed improvement in their Academic Performance.		
	4 pts	<b>61-70%</b> SBFP beneficiaries showed improvement in their Academic Performance.		
	2 pts	<b>51-60%</b> or fewer of SBFP beneficiaries showed improvement in their Academic Performance.		
3.	<b>Prompt implementation of the program</b>			
	5 pts	The program was implemented <b>on schedule</b> .	5	
	4 pts	The program was implemented <b>one week behind schedule</b> .		
	3 pts	The program was implemented <b>two weeks behind schedule</b> .		

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	2 pts	The program was implemented <b>three weeks behind schedule.</b>		
	1 pts	The program was implemented <b>one month or more behind schedule.</b>		
4.	<b>Compliance to guidelines (2 points each if complied)</b>			
	2 pts	Creation of the SBFP Core Group	10	
	2 pts	Orientation for implementers conducted		
	2 pts	Compliance with Food Safety Standards		
	2 pts	Compliance with health and safety protocols in the school		
	2 pts	Orderly distribution of food commodities/ milk components		
5.	<b>Presence &amp; Completeness of the following forms.</b>			
	<ul style="list-style-type: none"> <li>• 2 points for every form properly filled out and updated</li> <li>• 1 point only if filled up but not complete and updated</li> <li>• 0 points if not accomplished.</li> </ul>			
	2 pts	Compliance with Cycle Menu	14	
	2 pts	SBFP Form 1, 2		
	2 pts	SBFP Form 3, 4		
	2 pts	SBFP Form 5		
	2 pts	SBFP Form 6		
	2 pts	SBFP Form 7		
	2 pts	SBFP Form 9		
6.	<b>Prompt submission of Liquidation Reports</b>			
	5 pts	The liquidation report was <b>submitted on time</b> and contained <b>no findings or discrepancies.</b>	5	
	4 pts	The liquidation report was <b>submitted on time</b> but contained <b>findings and discrepancies.</b>		
	2 pts	The liquidation report was <b>submitted late</b> but contained <b>no findings or discrepancies</b>		
	1 pts	The liquidation report was <b>submitted late</b> and contained <b>findings and discrepancies.</b>		
7.	<b>Prompt submission of Program Terminal Report (PTR)</b>			

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	5 pts	The Program Terminal Report (PTR) was submitted <b>complete and on time.</b>	5	
	2 pts	The Program Terminal Report (PTR) was <b>submitted on time but was incomplete.</b>		
	2 pts	The Program Terminal Report (PTR) was <b>submitted late but complete.</b>		
	1 pts	The Program Terminal Report (PTR) was submitted <b>incompletely and late.</b>		
8.	<b>Best practices, along with related complementary activities, were properly documented</b>			
	6 pts	Best practices were properly recorded and documented.	6	
	0	No best practices were observed or documented.		
9.	<b>New innovations were created to improve program implementation.</b>			
	10 pts	Three or more innovations were developed and implemented with documentation.	10	
	5 pts	Two innovations were developed and implemented with documentation.		
	3 pt	At least one innovation was developed or implemented.		
	0 pts	No innovations were developed or implemented.		
10.	<b>The involvement of parents and the community was properly recorded and documented.</b>			
	5 pts	Regular involvement of parents and the community was properly recorded and documented.	5	
	3 pts	Involvement of parents and the community in few times were properly recorded and documented.		
	0	Parents and the community were not involved in the feeding implementation.		
11.	<b>Advocacy and social/resource mobilization activities were conducted.</b>			
	5 pts	The program's advocacy and social/resource mobilization efforts were observed and properly recorded.	5	

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	3 pts	The program's advocacy and social/resource mobilization efforts were observed but not documented.		
	0	No program's advocacy and social/resource mobilization efforts were observed.		
12.	<b>Coordination with the barangay and partner organizations was conducted to ensure the safe distribution of food commodities.</b>			
	5 pts	Five or more partners were involved in the SBFP implementation, and their participation was properly documented.	5	
	3 pts	Three to four partners were involved in the SBFP implementation, and their participation was properly documented		
	2 pts	At least one to two partners were involved in the SBFP implementation, and their participation was properly documented		
13.	<b>Result of interview/survey with parents regarding the effectiveness of the SBFP.</b> (May use personalized school feedback or survey form)			
	5 pts	81-100% response rate was achieved; will all respondents return their feedback form	5	
	4 pts	51-80 % response rate was achieved; will all respondents return their feedback form		
	3 pts	Less than 50% of the respondents returned their feedback form		
14.	<b>Impression of the School Head regarding the SBFP Implementation for SY 2025-2026.</b> (May use newsletter format.)			
	5 pts	The school head provided a comprehensive and relevant assessment of the SBFP implementation.	5	
	<b>Total</b>		<b>100%</b>	

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