



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0053

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
All Concerned

Attn: School Health and Nutrition Section

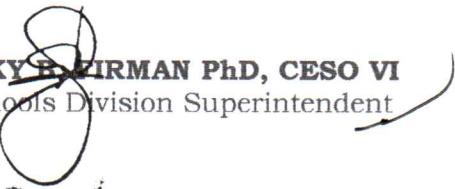
Subject: **DISSEMINATION OF THE 2<sup>ND</sup> ADVISORY FOR THE IMPLEMENTATION  
OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025**

Date: February 3, 2025

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This has reference to Regional Memorandum ESSD-2025-021 re: Dissemination of 2<sup>nd</sup> Advisory for the Implementation of the School-Based Feeding Program (SBFP) FY 2025., which is self-explanatory.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

FEB 03 2025

Enclosed.: As stated.  
SGOD/ABA/mje

RECORDS SECTION, SDO PANABO CITY  
BY 

44679



Republic of the Philippines  
Department of Education  
DAVAO REGION

January 30, 2025

REGIONAL MEMORANDUM  
ESSD-2025-021

DISSEMINATION OF 2ND ADVISORY FOR THE IMPLEMENTATION OF THE  
SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025

To: Schools Division Superintendents

1. Attached is a copy of Memorandum OM-OUOPS-2025-08-00460 dated January 10, 2025, from the Office of the Undersecretary for Operations, re: **2ND ADVISORY FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025**, which is self-explanatory.
2. In this regard, this Office, through the Education Support Services Division (ESSD), hereby advises the field on the **strict compliance of the specific directions provided in the Memorandum**.
3. Additionally, **Reissa T. Silda, Dr. Marra B. Medrano, and Razul A. De La Cerna** will closely monitor the implementation to check that the field adheres to the stipulated directives. They will also provide technical assistance and guidance to guarantee the program is carried out effectively and efficiently.
4. For further details, Reissa T. Silda, may be contacted at (082) 224-0748.
5. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

DEPARTMENT OF EDUCATION - DRA

RECORDS SECTION

RELEASED

Encl.: As stated  
ROE77/ndc



Republika ng Pilipinas  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
 OM-OUOPS-2025-09-00460

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** *MSG*  
**MALCOLM S. GARMA**  
 Assistant Secretary, Officer-in-Charge  
 Office of the Undersecretary for Operations

**SUBJECT :** **2ND ADVISORY FOR THE IMPLEMENTATION OF THE  
 SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025**

**DATE :** January 10, 2025

44679  
 1-22-24  
 1:00

This Advisory provides additional instructions regarding the implementation of the School-Based Feeding Program (SBFP) for FY 2025. The following updates and instructions are hereby issued:

**1. Target Beneficiaries for FY 2025, Cost of Nutritious Food Products (NFP)/Hot Meals (HM) and Milk**

Components	Number of Target Beneficiaries	Number of Feeding days	Budget Allocation
NFP/Hot Meals (P22.00 for food cost + P3.00 Operational Expenses)	3,398,541 All Kinder + (SW + W from Grades 1 to 6)	120 days	10,195,623,000.00
Milk (P21.00 for Milk + P1.00 Operational Expenses)	2,685,054 All Kinder + (SW + W from Grades 1 to 3)	15 days	886,067,820.00
Program Support Funds			695,241,180.00
<b>Total</b>			<b>P11,776,932,000.00</b>

The Breakdown of Funds was attached to the 1<sup>st</sup> Advisory for the Implementation of the School-Based Feeding Program FY 2025, OM-OUOPS-2024-09-10424.



## 2. Preparation of Procurement of FY 2025 NFP and Milk

All ROs and SDOs SBFP Focal Persons and all involved personnel in the implementation of SBFP are requested to start the preparatory activities and procurement process of NFPs and HM by March 2025 and ensure that funds are obligated by December 2025 while the procurement process for pasteurized/sterilized is schedule to start in April 2025

All SDOs are encouraged to start the nutritional assessment in May 2025 and feeding activity in schools by **July 14, 2025**. Attached for ready reference is the Gantt Chart for SY 2025-2026.

## 3. Transmittal of the FY 2025 Operating MOA, Procurement Contract and Terms and Conditions (Attached as Annex)

These documents shall be used by all SDOs as the Procuring Entity (PE) for the SBFP Milk Component:

Document	Particulars
Operating MOA (OpMOA)	The Operating MOA shall be forged between the Schools Division Office (SDO) and the National Dairy Authority (NDA) and/or Philippine Carabao Center (PCC). This shall be signed after the Notice of Award (NoA) is issued to the Lowest Calculated Quotation (LCQ) or Single Calculated Quotation (SCQ).
Procurement Contract	This is the recommended contract to be used by the SDOs for the procurement of pasteurized milk and sterilized milk from local dairy producers and cooperatives.
Terms and Conditions	These are the Terms and Conditions for the procurement of Pasteurized and Sterilized Milk to be attached to the procurement contract. The T&C and Technical Specifications attached to the Authority to Procedure (ATP) or Purchase Request (PR) should have the same details.

## 4. Submission of Program Terminal Report for FY 2024

All ROs and SDOs are requested to submit the **Program Terminal Reports for SY 2024-2025** on or before **July 29, 2025**, by email at [sbfp.milk@deped.gov.ph](mailto:sbfp.milk@deped.gov.ph).

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumla, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).

Your attention and strict adherence to this advisory is highly appreciated.



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**SCHOOL-BASED FEEDING PROGRAM IMPLEMENTATION TIMELINES FOR SY 2025-2026**  
**GANTT CHART**









Republic of Philippines  
DEPARTMENT OF EDUCATION

DepEd

**PROJECT:** Supply and Delivery of Pasteurized Milk (or Sterilized Milk)  
**CONTRACT NO.:** 2025-Cxxxx

**PROCUREMENT CONTRACT**

**THIS CONTRACT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025 by and between the **DEPARTMENT OF EDUCATION**, located at \_\_\_\_\_, represented herein by its Schools Division Superintendent, \_\_\_\_\_, (hereinafter referred to as "**SDO-** \_\_\_\_\_"); and **(Local Dairy Producer/Cooperative)**, represented herein by its **(Name of Representative)**, with office address at \_\_\_\_\_ (hereinafter referred to as "\_\_\_\_\_), as per Omnibus Sworn Statement dated \_\_\_\_\_, thereto attached as Annex "A".

Supplier's Witness

Supplier

SDO's Witness

Schools Division Superintendent

**WHEREAS, SDO-** \_\_\_\_\_, through its Bids and Awards Committee (BAC) posted the Request for Quotations and sent the same to Organized Community or Social Groups of known qualifications within the locality for the pasteurized and/or sterilized milk;

**WHEREAS, SDO-** \_\_\_\_\_ received (number) quotations from different Organized Community or Social Groups;

**WHEREAS, SDO-** \_\_\_\_\_ opened, read, and evaluated the submitted quotations and declared \_\_\_\_\_ as having the Lowest Calculated Quotation (LCQ) or Single Calculated Quotations (SCQ);

**WHEREAS**, after evaluation, **SDO-** \_\_\_\_\_ post-qualified and declared the quotation of \_\_\_\_\_ as the Lowest Calculated and Responsive Quotation (LCRQ) or Single Calculated and Responsive Quotation (SCRQ) in the sum of **PHILIPPINE PESOS 00/100 (PhP 00) ONLY**, (hereinafter called the "Contract Price"), detailed as follows:

Lot No.	Description of Goods	Quantity	Amount (PhP)
1	Pasteurized Cow's Milk	packs (____ mL) bottles (____ mL)	.00
2	Pasteurized Carabao's Milk	packs (____ mL) bottles (____ mL)	.00
3	Sterilized Cow's Milk	packs (____ mL) bottles (____ mL)	.00
4	Sterilized Carabao's Milk	packs (____ mL) bottles (____ mL)	.00

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. Words and expressions used in this Procurement Contract shall have the same meaning as are respectively assigned to them in the hereto attached Terms and Conditions, Mother Memorandum of Agreement (Mother MOA), Operating Memorandum of Agreement (Op-MOA), and relevant DepEd issuances and guidelines.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 and the Government Policy Procurement Board Resolution (GPPB) No. 18-2021, hereto attached as "Annex A-series," shall be deemed to form and be read and construed as part of this Contract, *viz.*
  - a. Notice of Award No. \_\_\_\_\_ dated \_\_\_\_\_ ("Annex A-1");
  - b. Philippine Request for Quotations ("Annex A-2");
    - i. General and Special Conditions of the Contract;
    - ii. Schedule of Requirements; and
    - iii. Technical Specifications;
    - iv. Certification from the National Dairy Authority (NDA) or the Philippine Carabao Center (PCC) that \_\_\_\_\_ is a registered Organized Community or Social Group under them;
  - c. \_\_\_\_\_'s quotation, including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted ("Annex A-3");
  - d. Performance Security ("Annex A-4");
  - e. Notice of Award (NOA) of Contract and \_\_\_\_\_'s conforme thereto ("Annex A-5"); and
  - f. Other contract documents required by existing laws and/or SDO-\_\_\_\_\_ in the Request for Quotation. \_\_\_\_\_ agrees that additional contract documents of information prescribed by the Government Procurement Policy Board (GPPB) that are subsequently required for submission after the contract execution such as, but not limited to, Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract ("Annex A-6").
3. \_\_\_\_\_ shall post a Performance Security within 10 calendar days from receipt of the NOA in the form and amount prescribed therein. The Performance Security shall be posted in favor of **SDO-\_\_\_\_\_**, and shall be forfeited in the event that it is established that \_\_\_\_\_ is in default of any of its obligations under this Contract. \_\_\_\_\_ shall be responsible for the extension of its performance security and/or undertake to renew its Performance Security whenever necessary, and without the need for prior notice of instruction from **SDO-\_\_\_\_\_**, to ensure that it is in force and effect for the whole duration of the Contract and until a Certificate of Final Acceptance is duly issued.
4. Consistent with the **Terms & Conditions (attached hereto as Annex "B")**, the goods referred to in this Contract shall be delivered by \_\_\_\_\_ at the **Designated Drop-off Points (Annex "B-1")** within **ONE HUNDRED TWENTY (120) calendar days** from the receipt of the Notice to Proceed (NTP). \_\_\_\_\_ shall also ensure that the goods will be delivered in accordance

with the Schedule of Requirements, which is hereto attached as **Annex "C"** and made an integral part hereof.

Goods delivered to sites other than the designated delivery site without **SDO-** 's written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel may be a cause for the termination of the Contract.

5. Pre-Delivery and Pre-Implementation Conferences shall be conducted by the SDO focal person/s for the milk component of the School-Based Feeding Program (SBFP) prior to the inspection and acceptance of goods. These conferences shall be attended by the inspectors and acceptors designated by the SDO.
6. **SDO-** shall have the right to visit and inspect   's premises covered by the Contract at any time or stage of the contract implementation to monitor and assess   's capacity to discharge its contractual obligations.
7. **SDO-** shall have the right to inspect and test or cause the testing of the goods covered by the Contract, at any time or stage of contract implementation. Prior to and for purposes of inspection,    shall ensure convenient access to the goods for inspection.    shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing, and sorting of the goods prior to, during, and after inspection.
8. The goods shall be inspected by the designated SDO or School Inspectorate Team.    shall coordinate with **SDO-**, through the Administrative Division, on the conduct of the inspection. Any request for inspection shall be done in writing.
9. The goods must conform to and comply with the standards mentioned in Terms and Conditions, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee.

Any proposal by    to deliver goods of different technical specifications, in lieu of those approved bids or samples, shall not be allowed. However, under justifiable circumstances, i.e. fortuitous events, force majeure, acts of God, public state emergency, or those defined under the Civil Code and other similar circumstances, delivery of goods of equivalent, higher, or superior technical specifications may be permitted, subject to the evaluation and favorable recommendation of the **SDO-** 's end-user or implementing unit and the approval of the herein authorized signatory. In any such case, the proposal by    for substitution shall be in writing and shall not result in any additional cost or undue burden to **SDO-**.

10. Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by **SDO-** and replaced by    in accordance with the Terms and Conditions.

11. In case \_\_\_\_\_ encounters condition(s) impeding timely delivery of the goods, \_\_\_\_\_ shall promptly notify **SDO-** \_\_\_\_\_ in writing within five (5) calendar days from notice of such condition(s). Any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such request have become apparent. \_\_\_\_\_ must provide sufficient proof to support any request for work suspension and/or contract period extension.

**SDO-** \_\_\_\_\_ accepts no liability for the damage, spoilage, or loss of goods until the risk and title thereon have been transferred to **SDO-** \_\_\_\_\_. Risk and title to the goods will not be deemed to have passed to **SDO-** \_\_\_\_\_ until its receipt, inspection, and acceptance at the final destination or designated drop-off points through its authorized inspector, acceptor or receiving personnel.

12. The Contract Price shall be paid to \_\_\_\_\_ in accordance with the following disbursement procedures:

a. An advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing and notarization of the Contract. An irrevocable Letter of Credit or Bank Guarantee of an equivalent amount may be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment;

b. \_\_\_\_\_ may submit a request for payment based on the following:

- Cumulative quantities of items delivered based on the schedule of deliveries and terms and conditions;
- Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- Duly signed Delivery Receipt/s; and
- Duly signed Inspection and Acceptance Report/s (IAR/s), including certification by \_\_\_\_\_ duly signed and dated by the authorized representative of **SDO-** \_\_\_\_\_ indicating that the goods have been delivered and properly installed and commissioned in accordance with the Contract.

Other documents in support of a request for payment may be required by **SDO-** \_\_\_\_\_ pursuant to existing disbursement, accounting, and auditing rules and procedures.

c. Payment shall be made to \_\_\_\_\_ within seven (7) days from submission of the documents as may be prescribed by **SDO-** \_\_\_\_\_ in the following manner:

- Subject to the recoupment of the advance payment contemplated in 10(a), for the progress payment, deliveries made good for one (1) or two (2) weeks shall be paid to \_\_\_\_\_ upon delivery of the goods and acceptance of the same by the duly authorized DepEd representative;
- Final payment shall consist of the full and final payment of the unpaid inspected and accepted goods, subject to the

submission of the required documents under the Request for Quotations.

13. Each party, in the performance of their respective duties and responsibilities under this Contract and in the implementation thereof shall adhere to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and applicable National Privacy Commission issuances.

Any confidential data or information gathered by virtue of the implementation of this Contract shall not be shared with any third party without the written express consent of the other party.

Any gathered data and information should be protected and respected during the term and even after the termination of this Contract. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.

14. \_\_\_\_\_ shall be liable for liquidated damages in an amount equal to 0.1% of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by **SDO-**\_\_\_\_\_. The cut-off of delivery for each day shall be at 4:00 PM. **SDO-**\_\_\_\_\_ shall deduct the liquidated damages from any money due or which may become due to \_\_\_\_\_ or collect from any security or warranty posted by \_\_\_\_\_ whichever is convenient to **SDO-**\_\_\_\_\_. Once the accumulated amount of liquidated damages reaches 10% of the Contract Price, **SDO-**\_\_\_\_\_ may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.

15. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to RA 9285 or the "Alternative Dispute Resolution Act of 2004", and its Implementing Rules and Regulations.

16. The **PARTIES**, in the implementation of this Agreement, shall comply with Republic Act No. 8293, otherwise known as the "Intellectual Property Code of the Philippines," as amended.

The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual (DepEd Order No. 031, s. 2019), as may be further revised by DepEd from time to time.

17. This Contract is the entire, final, complete and fully integrated agreement between the Parties with respect to the subject matter hereof and supersedes any and all prior agreements or communications between the Parties, whether written, oral, electronic, or otherwise.

Both **PARTIES** may recommend in writing any revision, amendment, or addition of any provision under this Contract with written notice to the other Party, and shall be approved when confirmed in writing. Such amendments or revisions shall have the same effect as the original Contract and will form an integral part hereof. Any revision, amendment

or addition shall not prejudice the rights and obligations arising from or based on this contract before or up to the date of such revision, amendment, or addition.

If any provision of this Contract or any amendment or document executed in connect herewith is declared invalid, illegal, or unenforceable, in any respect by a court of competent jurisdiction, the remaining provisions in of this Contract shall remain in full force and effect, and are hereby ratified by the **PARTIES**.

18. This Contract shall not be construed to create any agency, employee-employer relationship, or such other relationship not otherwise contemplated under this Contract.
19. The **PARTIES** warrant that they are compliant with the laws on business, manpower, permits, and licenses under Philippine laws and that their capacity to enter into this Contract is not restricted by any other agreement and does not require the consent of any third party.

The **PARTIES** and their representatives herein represent and warrant to each other that each has all the requisite power, authority, and legal capacity to enter into this Contract, and to perform each of their respective obligations and of the organizations that they represent in accordance with the terms and conditions hereof.

**IN WITNESS WHEREOF**, the **PARTIES** hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

*SIGNED, SEALED AND DELIVERED BY:*

Schools Division Superintendent  
SDO

*SIGNED IN THE PRESENCE OF:*

SDO's Witness

's Witness

*CERTIFIED FUNDS AVAILABLE:*

Chief Accountant

REPUBLIC OF THE PHILIPPINES)

) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, Philippines,  
this \_\_\_\_\_ day of \_\_\_\_\_ 2025 personally appeared:

Name	Government Issued ID (Number, issued on, Issued By)	Date of Issuance / Valid Until
SDS		
Supplier		

Known to me and to me known to be the same persons who executed the foregoing CONTRACT consisting of seven (7) pages including this page whereon this Acknowledgment is written, and the annexed Terms and Conditions, and acknowledged to me that the same is their free and voluntary act and deed, and that they are duly authorized by the entities they represent.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2025.

## TERMS AND CONDITIONS

## MILK PRODUCT QUALITY &amp; PACKAGING

a. **SDO** shall source its supplies from local dairy farms, producers, and/or dairy cooperatives, and shall ensure that the type of milk to be supplied should either be Pasteurized Milk **OR** Sterilized Cow's Milk.

b. **SDO** and **Supplier** shall monitor the quality of the milk.

c. The milk products should contain the following Nutritional Contents per serving:

Particulars	Amount per Serving of Milk
Energy	Greater than or equal to 130-140 kcal
Protein	Not less than 4 grams
Carbohydrate	Not less than 15 grams but not greater than 27 grams
Fat	Less than or equal to 7 grams

*(Energy, Protein, Carbohydrates, and Fats must be expressed in or rounded off to whole numbers, but not in any instance, less than the maximum amounts as stated above.)*

d. The milk should be packed individually using the standard design, with a serving size of **from 180-200 ml per pack, 500 ml or 1 liter bottles** (**NOTE: SDO should specify the serving size**).  
 Pasteurized milk should be packed in **Food-grade polyethylene pouches or High Density Polyethylene (HDPE) OR Polyethylene Type of Plastic (PE) bottles** while sterilized milk should be packed using **sterile plastic/polymer materials** (**NOTE: SDO should specify the preferred packaging**).  
 Nutritional information/information and the prominently displayed on the label (e.g. "Best Before Date", "Expiration Date", "Keep Refrigerated", "Store in Cool Dry Place", "Serve chilled", "Shake Well Before Consuming", etc.)

## DELIVERY

a. The mode, schedule, and other specifications of delivery shall be determined by the **SDO** and the **Supplier** in consideration of the local conditions and the providers under the Operating MOA. Delivery must be made once or twice a week at the schools during school days until 1:00 PM (or end of business day). No delivery shall be made during holidays and weekends.

b. The Supplier's delivery personnel should wear clothing with Personal Protective Equipment (PPE) such as face masks, hand or hand gloves, etc., and covered footwear. They are also not allowed to smoke while inside the school premises.

c. The Supplier's vehicles should be clean, in good condition, and fit. It should not be used to transport undiagnostic materials such as wastes, sand, stones, and other construction materials.

## STORAGE

a. In addition to the storage instructions from **SDO**, milk supplies must be unloaded at a stockroom or designated area, underkeeping of milk stocks shall be the responsibility of the 18-head Head and school personnel.

b. The pasteurized milk shall be stored in freezers or chillers shall be stored in a cool, dry place prior to its distribution at lunch time. When necessary, for proper storage, excess delivered stocks for the day shall be stored properly to ensure its quality and freshness.

c. Sterilized milk can/pouch shall be stored in a cool, clean, pest-free, and well-ventilated area in the school. Boxes of milk shall be piled on pallets following the **Supplier**'s stockpiling requirement.

## INSPECTION &amp; ACCEPTANCE

a. All deliveries of the **Supplier** shall be subject to inspection and acceptance by the **SDO**.

b. All milk pouches and bottles to be delivered should be clean, without leaks, and not spoiled. Signs of spoilage include, but is not limited to, off odors, tasting salty, rancid, or with lumps, thick texture, shiny or clotty.

c. All complaints must be addressed within the expire date.

## RECALL AND REPLACEMENT

a. **SDOs** shall reject all milk packets that are leaking, with leaks, and spoiled subject to replacement by the **Supplier** using them before or within on the next delivery.

b. In the event of food poisoning, drug allergies, and other food-borne illnesses proven to be caused by defective milk prior to acceptance which may lead to hospitalization or death of a beneficiary, the local dairy producer and/or cooperative shall provide the immediate necessary assistance without need of any demand from the NDA in accordance with the agreement of both **PARTIES** to be followed by a thorough investigation.

c. Prior to the conduct of a pending investigation, the Supplier shall immediately recall and replace the milk products.