



36590

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0206

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
All Public Schools District Supervisors
All Public Elementary School Heads and Principals
All Concerned

Subject: **COMPLIANCE TO THE SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED FEEDING PROGRAM (SBFP) REPORTING FORMS**

Date: May 5, 2025

This has reference to Regional Memorandum ESSD-2025-108 re: **Compliance to the Submission and Updating of Data and School-based Feeding Program (SBFP) Reporting Forms.**

School SBFP Focal person is directed to provide the necessary information or data to the Division SBFP Focal person on the following schedule:

Data and Reporting Forms	Schedule
Baseline Nutritional Status Report SY 2025-2026	June 30, 2025
Baseline SBFP Form 2 SY 2025-2026	June 30, 2025

Further, this Office advises the schools to strictly comply with the schedules ensure smooth and effective implementation of SBFP.

For your information and guidance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 05 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed.: As stated.
SGOD/ABA/mje



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Department of Education
DAVAO REGION

School Governance Operations Division
DepEd Panabo City
RECEIVED
By: *[Signature]*
Date: 4/15/25 Time: 1:54 PM

April 7, 2025

REGIONAL MEMORANDUM
ESSD-2025-108

COMPLIANCE TO THE SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED FEEDING PROGRAM (SBFP) REPORTING FORMS

To: Schools Division Superintendents

1. Attached is a copy of Memorandum OM-OUOPS-2025-08-01750, from the Office of the Undersecretary for Operations, re: Submission and Updating of Data and SBFP Reporting Forms, which is self-explanatory.

2. In this regard, this Office hereby advises the field on the **strict compliance of specific directions provided in the memorandum**. Division SBFP focal persons are directed to provide the necessary information or data to the regional SBFP focal person on the following schedule:

Data and/ or Reporting Form	Schedule
Status of Procurement and Implementation for SBFP	Every 1 st Monday of the month
Status of Payments to Suppliers	Every 1 st Friday of the month
Monthly Progress Report	Every 14 th day of the month
Fund Utilization Report, Nutritional Assessment, and other data requests	Every 4 th Monday of the month
SBFP Form 7 (PTR) of schools with all kinder beneficiaries	April 14, 2025
Endline NS Report SY 2024-2025	May 5, 2025
Endline SBFP Form 2 SY 2024-2025	May 5, 2025
Division SBFP Form 7 (PTR) SY 2024-2025	June 13, 2025
Baseline NS Report SY 2025-2026	July 31, 2025
Baseline SBFP Form 2 SY 2025-2026	July 31, 2025

3. It is important for **SDOs to prioritize the timely submission** to ensure smooth and effective implementation of SBFP. Concerned division personnel are reminded to ensure the completeness and accuracy of the data being requested.

4. For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 291-0051.

5. Immediate and wide dissemination of this Memorandum is desired.

RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROE7/rts

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-DUOPS-2025-02-670

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

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

**SUBJECT : SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED
FEEDING PROGRAM (SBFP) REPORTING FORMS**

DATE : March 11, 2025

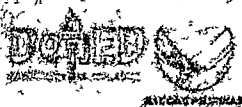
Pursuant to Republic Act No. 11037, or the *Masustansyang Pagkain para sa Batang Pilipino Act*, the Department, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) continues to implement the School-Based Feeding Program (SBFP), which aims to address hunger, encourage learners to enroll and attend school, and contribute to the improvement of their nutritional status. As a learner support program, it is an intervention intended to feed the undernourished learners and keep them in school.

To ensure that the desired outputs, outcomes, and impact of the program are measured and properly documented, the following directions are hereby given:

1. Regular reports on SBFP and its complementary programs shall be requested on the following schedule:

Data and/or Reporting Form	Schedule
Status of Procurement and Implementation for SBFP to be requested from the Schools Division Office (SDO) Focal Persons	Every 1 st week of the month
Status of Payments to Suppliers to be requested from the Regional Office (RO) Technical Assistants for SBFP	Every 2 nd week of the month
Monthly Progress Report to be requested from the Regional Nutritionist-Dietitians	Before the 15 th day of the month and validation of the data is every 3 rd week of the month
Fund Utilization Report, Nutritional Assessment, and other data requests to be requested from the RO or SDO Focal Persons	Every 4 th week of the month

2. In view of the ongoing research engagements for the SBFP, the SDOs are



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Marikina City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-DUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025-02-075

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : MALCOLM S. GARMAN
Assistant Secretary, Office in Charge,
Office of the Undersecretary for Operations

**SUBJECT : SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED
FEEDING PROGRAM (SBFP) REPORTING FORMS**

DATE : March 11, 2025

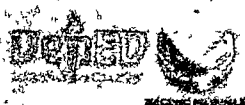
Pursuant to Republic Act No. 11037, or the *Masustansyang Pagkain para sa Batang Pilipino* Act, the Department, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) continues to implement the School-Based Feeding Program (SBFP), which aims to address hunger, encourage learners to enroll and attend school, and contribute to the improvement of their nutritional status. As a learner support program, it is an intervention intended to feed the undernourished learners and keep them in school.

To ensure that the desired outputs, outcomes, and impact of the program are measured and properly documented, the following directions are hereby given:

- I. Regular reports on SBFP and its complementary programs shall be requested on the following schedule:

Data and/or Reporting Form	Schedule
Status of Procurement and Implementation for SBFP to be requested from the Schools Division Office (SDO) Focal Persons	Every 1 st week of the month
Status of Payments to Suppliers to be requested from the Regional Office (RO) Technical Assistants for SBFP	Every 2 nd week of the month
Monthly Progress Report to be requested from the Regional Nutritionist-Dietitians	Before the 15 th day of the month and validation of the data is every 3 rd week of the month
Fund Utilization Report, Nutritional Assessment, and other data requests to be requested from the RO or SDO Focal Persons	Every 4 th week of the month

2. In view of the ongoing research engagements for the SBFP, the SDOs are



Room 101, Rizal Building, DepEd Complex, Alabang, Muntinlupa, Metro City 1500
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



requested to submit the following on or before March 31, 2025 via sbfp.milk@deped.gov.ph or hard copies may also be sent to the School Health Division, Bureau of Learner Support Services, DepEd Complex, Meralco Ave., Pasig City:

- a. SY 2023-2024 SBFP Form 1 (Master List of SBFP Beneficiaries)
- b. SY 2023-2024 SBFP Form 2 (SBFP Summary of Beneficiaries)

3. In relation to the measurement of the impact of universal feeding among kindergarten learners, all the pilot schools are requested to submit to the SDO the SBFP Form 7 (School Program Terminal Report) a week after the closing of the school year on April 15, 2025. The SDOs shall submit the reports either through email or via LBC.

4. All ROs and SDOs are also requested to submit the Program Terminal Report on or before June 30, 2025, via sbfp@deped.gov.ph using the attached form.

Should you have further questions or require additional information, you may contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, or Ms. Jessa B. Magana, Mr. Ted C. Pinto, Ms. Jennicka Saludez, Technical Assistants II of BLSS-SHD, by email at sbfp@deped.gov.ph or telephone at (02) 8632-9935.

Thank you.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	2 of 2

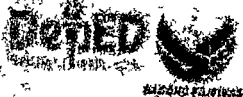


requested to submit the following on or before March 31, 2025, via sbfp.milk@deped.gov.ph or hard copies may also be sent to the School Health Division, Bureau of Learner Support Services, DepEd Complex, Meralco Ave., Pasig City.

- a. SY 2023-2024 SBFP Form 1 (Master List of SBFP Beneficiaries)
- b. SY 2023-2024 SBFP Form 2 (SBFP Summary of Beneficiaries)
3. In relation to the measurement of the impact of universal feeding among kindergarten learners, all the pilot schools are requested to submit to the SDO the SBFP Form 7 (School Program Terminal Report) a week after the closing of the school year on April 15, 2025. The SDOs shall submit the reports either through email or via LBC.
4. All ROs and SDOs are also requested to submit the Program Terminal Report on or before June 30, 2025, via sbfp@deped.gov.ph using the attached form.

Should you have further questions or require additional information, you may contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, or Ms. Jessa B. Magana, Mr. Ted C. Pinto, Ms. Jennicka Saludez, Technical Assistants II of BLSS-SHD, by email at sbfp@deped.gov.ph or telephone at (02) 8632-9935.

Thank you.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OF-OUOPS	Rev	DI
Effectivity	03.23.23	Page	2 of 2



	Quality Form		Document Code:
	OK,sa DepEd - School-Based Feeding Program (SBFP)		Revised:
	Program Terminal Report Form		Validity Date: 06-1-2024
	(SBFP PTR - Form C)		BLSS School Health Division
Region/SDO:			Period Covered:
Office Address:			
Office Telephone Number:		Mobile Number:	
Fax Number:		Email Address:	
Number of Schools in the Region:		Elementary Enrolment:	
0		Secondary Enrolment:	
		TOTAL:	

A. ACCOMPLISHMENTS**1. SBFP Coverage: Total Number of Beneficiaries for Nutritious Food Products or Hot Meals**

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils at Risk of Dropping Out (PARPOs)	Indigenous Peoples	Indigent Learners	Last Mile Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 4	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 5	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 6	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
SPED	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Multi-grade	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
GRAND TOTAL	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0

2. SBFP Coverage: Total Number of Beneficiaries for Milk sourced from NDA/PCC

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils at Risk of Dropping Out (PARPOs)	Indigenous Peoples	Indigent Learners	Last Mile Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
	M									0
	F									0
	Total		0	0	0	0	0	0	0	0

Attachment 2

Grade 5	M										0
	F										0
	Total		0	0	0	0	0	0	0	0	0
Grade 6	M										0
	F										0
	Total		0	0	0	0	0	0	0	0	0
SPED	M										0
	F										0
	Total		0	0	0	0	0	0	0	0	0
Multigrade	M										0
	F										0
	Total		0	0	0	0	0	0	0	0	0
GRAND TOTAL	M										0
	F										0
	Total		0	0	0	0	0	0	0	0	0

3. SBFP Coverage: Total Number of Beneficiaries for Milk from Commercial Sources

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils at Risk of Dropping Out (PARDO)	Indigenous Peoples	Indigent Learners	Last Nine Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 4	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 5	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 6	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
SPED	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Multigrade	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
GRAND TOTAL	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0

4. SBFP Coverage: Total Number of Beneficiaries for Milk Donated by Partners

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils at Risk of Dropping Out (PARDO)	Indigenous Peoples	Indigent Learners	Last Nine Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 4	M									0
	F									0
	Total		0	0	0	0	0	0	0	0

Attachment 2

[illegible]

S. SBFP Coverage: Grand Total Number of Beneficiaries for Milk (All sources)

[illegible]

E. Nutritional Status Before and After Feeding - GMI

ID	Sex	Before Feeding										After Feeding									
		Severely Wasted		Wasted		Normal		Overweight		Obese		Wasted		Normal		Overweight		Obese		No.	%
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%		
Grade 1	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 7	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 8	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 9	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 10	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 11	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 12	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

7. Nutritional Status Before and After Feeding - HPA

ID	Sex	Before Feeding								After Feeding							
		Severely Stunted		Stunted		Normal		Total		Severely Stunted		Stunted		Normal		Total	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Kindergarten	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPED	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-grade	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Attachment 2

3. Profile of Beneficiaries

[illegible]

7 Percentage Attendance

2001	Sex	MONTHS												Q	Y	M	A	M	J	J	A	S	O	N	D
		J	F	M	A	M	J	J	A	S	O	N	D												
Higbee	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 7	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 8	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 9	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 10	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 11	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 12	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	M																								
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

10. Completion Rate

	As	F	Total
Number of beneficiaries at the start of feeding:			
Number of beneficiaries after feeding:			
Percentage (# of beneficiaries at the start ÷ # of beneficiaries after feeding) X 100%			

11. Type of Food Commodities Distributed to Learners (Check applicable items)

Hot meals	No. of Feeding Days
Nutritious Food Products	No. of Feeding Days
Enutribun	
Milky Bun	
Fortified/Enriched Bread	
Fruits / Fruit Products	
Rootcrops	
Vegetables	
Nutripacks	
Cereals/Grains	

Milk	No. of Feeding Days
Fresh Milk	
Sterilized Milk	
Commercial Milk	
Provided by Partner	

12. SBFP Funds (for those with downloaded funds)

Tranches	Amount Received from RO	Funds Utilized	Percent Utilization (col 3/2*100%)
Total:			

B. DONATIONS/ RESOURCES GENERATED

(Add Additional Sheets, if needed)

Partner & Type of Donations/Services Provided	Quantity (if applicable)	Estimated Cost (if applicable)

C. SIGNIFICANT EVENTS OF SBFP, AND OTHER HEALTH AND NUTRITION PROGRAMS/ EXPERIENCES/ GOOD PRACTICES

(Add Additional Sheets, if needed)

What happened?	Who were involved?	When	Outcome: What is/are its important contribution to the School-Based Feeding Program of the school?

D. LESSONS LEARNED**G. SUGGESTIONS TO STRENGTHEN SBFP** (include support needed from Central, Regional, and Division Office that can increase the impact of DKSa DepEd Program in the schools)**E. PROPOSED PLAN OF ACTION AND RECOMMENDATIONS****F. PHOTOS (Before, During and After)**

Prepared by:

Noted:

School Feeding Focal Person

Date:

Schools Division Superintendent

