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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0221

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

Subject: **DISTRIBUTION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)
NUTRITIOUS FOOD PRODUCTS DURING THE SUMMER
PROGRAM**

Date: May 16, 2025

In line with the implementation of the School-Based Feeding Program (SBFP) during the National Learning Camp or other similar and/or alternative programs on May 6, 2025 to June 6, 2025, teaching personnel will not be required to participate in any SBFP-related activities during this period pursuant to Memorandum DM-OSEC-OUHROD-OPS-2025-0001.

We are fully aware that the summer break is a designated vacation period for our teachers, and as such, all School Heads are instructed to have full responsibility in distributing the food products to the SBFP beneficiaries. Thus, School Heads we request the cooperation of the designated non-teaching personnel, and volunteers to manage the preparation, distribution, and documentation process, ensuring smooth operation without interrupting the vacation time of our teachers.

For your information and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 19 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

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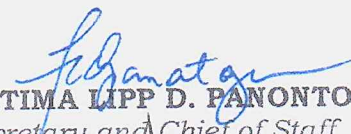





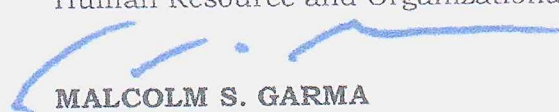
Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-OUHROD-OPS-2025- 0001

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendent
School Heads
All Others Concerned

FROM :  **Atty. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff

 **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

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

SUBJECT : **Clarificatory Guidelines on DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)**

DATE : 14 April 2025

In view of the various interpretations of DepEd Order No. 009, s. 2025 or the Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), particularly on the 30-day uninterrupted vacation of teachers, the following clarifications are provided to ensure uniform interpretation and implementation:

- a. In terms of scheduling of vacation days, teachers **shall choose their vacation period** either continuously or in a staggered manner from April 16 to June 1, 2025, based on the schedule of summer program/activities issued by the Department. However, weekends and holidays are not excluded from the count if the vacation is staggered.

The 30-day vacation period is counted using calendar days, which **includes weekends and holidays.**



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- b. **Under no circumstances shall the school head assign or determine a teacher's uninterrupted vacation days** nor deny a teacher of his/her chosen vacation period provided it complies with guidelines set forth in the issuance.

The school heads shall document and maintain an official record of the declared uninterrupted vacation days of teachers for reference.

- c. During the declared 30-day vacation period, teachers **shall not be required** to participate in any school-related activities. Attendance at such activities shall be entirely voluntary and within their discretion.

Additionally, school heads must ensure that the scheduling of school-related activities, such as training sessions and seminars, does not interfere with a teacher's designated vacation period.

- d. Teachers who do not submit a letter of intent for uninterrupted vacation will be assumed to follow—and be amenable to—the default school calendar and summer program/activity schedule set by the Department. However, this does not prevent them from enjoying the 30-day uninterrupted vacation period from April 16 to June 1, 2025.
- e. In preparation for the school opening, teachers may be requested to render services within the last two (2) weeks of vacation from June 2 to 16, 2025, subject to the grant of vacation service credits pursuant to existing guidelines.
- f. School heads, including teachers who were designated as Teacher-in-Charge (TIC), who are entitled to vacation and sick leave credits are excluded from the coverage of item no. 31 of DO 9, s. 2024, as amended.
- g. Participation of teachers in any eligible activities under DO 13, s. 2024 during the 60-day school break shall be granted vacation service credits (VSC) equivalent to the actual days of rendered service of teachers.


For reference and guidance.

2024-2025 SUMMER BREAK CYCLE MENU PLAN FOR NUTRITIOUS FOOD PRODUCTS
DIVISION OF PANABO CITY


PURE NUTRITIOUS FOOD PRODUCTS

WEEK		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
33	Menu	Enhanced Nutribun (Yellow Sweet Potato) 40g x 2pcs	Enhanced Kalabasa Cookies 30g + Kamotee Juice 200ml pouch	Enhanced Nutribun (Orange Sweet Potato) 40g x 2pcs	Buttercookies with Malunggay 60g/1pack	Iron Fortified Rice (250g/pack)
34	Menu	Enhanced Nutribun (Carrot) 40g x 2pcs	Cereals Oats Drink Mix Chocolate Flavor 35g x 2 packs	Enhanced Nutribun (Yellow Sweet Potato) 40g x 2pcs	Buttercookies with Malunggay 60g/1pack	Iron Fortified Rice (250g/pack)
35	Menu	Enhanced Nutribun (Yellow Sweet Potato) 40g x 2pcs	Fortified Pineapple Bread 100g	Enhanced Nutribun (Purple Sweet Potato) 40g x 2pcs	Enhanced Nutribun (Squash) 40g x 2pcs	Iron Fortified Rice (250g/pack)


Prepared by:


MOOLIEN JANE A. ESTIMADA RN, MAN
 Nurse II/Division SBFP Focal Person


Recommending Approval:


AILENE B. ANONUEVO PhD
 Chief ES, SGOD

Reviewed by:


ARLENE L. CHOI MD
 Medical Officer III

Approved by:


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent