



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0352

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Budget Officer III
All Elementary Public School Heads and Principals
All Concerned

Subject: **REITERATION ON THE STRICT COMPLIANCE WITH SBFP IMPLEMENTATION TIMELINE, FUNDS UTILIZATION, REPORTS SUBMISSION AND HIRING OF SBFP STAFF**

Date: July 16, 2025

In line with the Department's commitment to the effective and timely implementation of the **School-Based Feeding Program (SBFP) for SY 2025-2026**, this Office reiterates the following directives for strict compliance:

A. Adherence to the SBFP Implementation Timeline

The 45 Public Elementary schools must ensure that feeding activities will start on **July 14, 2025 and ends on January 16, 2025**. Delays may negatively impact program outcomes and learner participation.

B. Full Utilization of 2024 SBFP Funds

All remaining balances from the 2024 SBFP allocation must be fully utilized, liquidated, and reported in accordance with financial guidelines.

C. Obligation of 2025 SBFP Funds

SDOs must ensure that 2025 SBFP Funds are obligated within the required timeframe to avoid lapses and ensure uninterrupted program delivery.

D. Timely Submission of Reports

All required SBFP reports must be updated and submitted on or before the set deadlines. Delayed submissions may affect regional consolidation and national reporting. **School SBFP focal persons** are directed to provide the necessary information or data to **Moolien Jane A. Estimada, Nurse II/Division SBFP Focal** on the following schedule:



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| DATA and/or REPORTING FORM | Schedule |
|-----------------------------------|-----------------|
| Baseline NS Report SY 2025-2026 | July 21, 2025 |
| Baseline SBFP Form 2 SY 2025-2026 | July 21, 2025 |

E. Hiring of SBFP Staff (Contract of Service)

| Name | Position |
|-----------------------|---------------------------|
| 1. Arvin M. Sarol Jr. | Technical Assistant I |
| 2. Marianne M. Halili | Technical Assistant I |
| 3. Sarah Lecong | Administrative Support II |

SBFP personnel hired under the Contract of Service (COS) are expected to focus primarily on tasks related to the implementation of SBFP, particularly in the areas of nutrition and hygiene. All responsibilities must be consistent with the Terms of Reference for Technical Assistant I and Administrative Support II, as outlined in DepEd Memorandum OUOPS No. 2023-09-10297 and Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A, Escobedo titled, "Guidelines on the Hiring of Feeding Coordinators under COS for the SBFP" dated November 30, 2023.

Further, the School Health and Nutrition Section will continuously monitor the implementation of the SBFP in their respective schools and extend the necessary technical and administrative support. Adherence to the outlined directives is essential to ensure program effectiveness and sustained support in future implementation cycles.

For your information and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 16 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed.: As stated.



Republic of the Philippines
Department of Education
 DAVAO REGION

July 9, 2025

REGIONAL MEMORANDUM
 ESSD-2025-194

REITERATION ON THE STRICT COMPLIANCE WITH SBFP IMPLEMENTATION
 TIMELINE, FUNDS UTILIZATION, REPORTS SUBMISSION
 AND HIRING OF SBFP STAFF

To: Schools Division Superintendents
 Chief Education Supervisor of ESSD
 Chief Administrative Officer of AD

1. In line with the Department's commitment to the effective and timely implementation of the **School-Based Feeding Program (SBFP)** for **School Year 2025-2026**, this Office reiterates the following directives for strict compliance:

a. **Adherence to the SBFP Implementation Timeline**

SDOs and schools must ensure that feeding activities are implemented according to the prescribed schedule. Delays may negatively impact program outcomes and learner participation. Below are the committed target dates of feeding:

| SDOs | Start of Feeding | End of Feeding |
|------------------|--------------------------------|-------------------|
| Davao City | July 14, 2025 | January 16, 2025 |
| Davao de Oro | July 28, 2025 | January 30, 2026 |
| Davao del Norte | July 14, 2025 | January 16, 2025 |
| Davao del Sur | July 14, 2025 | January 16, 2025 |
| Davao Occidental | July 21, 2025 | January 23, 2026 |
| Davao Oriental | July 14, 2025 | January 16, 2025 |
| Digos City | July 14, 2025 | January 16, 2025 |
| IGACOS | August 4, 2025 (or earlier) | February 20, 2026 |
| Mati City | July 21, 2025 | January 23, 2026 |
| Panabo City | July 14, 2025 | January 16, 2025 |
| Tagum City | July 14, 2025 | January 16, 2025 |

b. **Full Utilization of 2024 SBFP Funds**

All remaining balances from the 2024 SBFP allocation must be fully utilized, liquidated, and reported in accordance with financial guidelines.

c. **Obligation of 2025 SBFP Funds**

SDOs must ensure that 2025 SBFP funds are obligated within the required timeframe to avoid lapses and ensure uninterrupted program delivery.

d. **Timely Submission of Reports**

All required SBFP reports must be updated and submitted on or before the set deadlines. Delayed submissions may affect regional consolidation and national reporting. Division SBFP focal persons are directed to provide the



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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 |

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. Status of the submission is reflected in Enclosure 1.

e. **Hiring of SBFP Staff (Contract of Service)**

FDs and SDOs are reminded to ensure the timely hiring and deployment of SBFP personnel under Contract of Service (COS), which must be **completed within July 2025**. This is essential to guarantee the smooth and efficient implementation, monitoring, and reporting of the program across all levels. Below is the current status of hired personnel:

| RO/SDOs | Technical Assistant I | Administrative Support II |
|--------------------|-------------------------|---------------------------|
| Davao City | Hired 2 TAs; Lacks 1 TA | Hired |
| Davao de Oro | Ongoing hiring process | Hired |
| Davao del Norte | Hired 2 TAs | Hired |
| Davao del Sur | Ongoing hiring process | Hired |
| Davao Occidental | Ongoing hiring process | Hired |
| Davao Oriental | Hired 2 TAs | Hired |
| Digos City | Ongoing hiring process | Rehiring |
| IGACOS | Hired 1 TA | Hired |
| Mati City | Hired 2 TAs | Hired |
| Panabo City | Hired 2 TAs | Hired |
| Tagum City | Hired 2 TAs | Hired |
| Regional Office XI | Ongoing hiring process | |

SBFP personnel hired under Contract of Service (COS) are expected to focus primarily on tasks related to the implementation of SBFP,



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particularly in the areas of nutrition and hygiene. All responsibilities must be consistent with the Terms of Reference for Technical Assistant I and Administrative Support II, as outlined in DepEd Memorandum OUOPS No. 2023-09-10297 and Memorandum signed by Atty. Michael Wesley Poa and Atty. Revsee A. Escobedo titled, "Guidelines on the Hiring of Feeding Coordinators Under COS for the SBFP" dated November 30, 2023.

3. SDOs are encouraged to continuously monitor the implementation of the SBFP in their respective schools and extend the necessary technical and administrative support. Adherence to the outlined directives is essential to ensure program effectiveness and sustained support in future implementation cycles.
4. Moreover, **Reissa T. Silda** and **Dr. Ritchelle S. Aresco**, 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.
5. For further details, Reissa T. Silda, Regional SBFP Focal Person, may be contacted at (082) 224-0748.
6. Immediate dissemination and compliance with this Memorandum is desired.

Encl.: As stated
ROE7/rt

ALLAN G. FARNAZO
Director IV
DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
By: [Signature] Date: July 14, 2024
Total: 0725120489



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