



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-2025-0352

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

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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** area 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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<b>DATA and/or REPORTING FORM</b>	<b>Schedule</b>
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)**

<b>Name</b>	<b>Position</b>
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.

Ricdy



0725/20489

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:

<b>Data and/ or Reporting Form</b>	<b>Schedule</b>
Status of Procurement and Implementation for SBFP	Every 1 <sup>st</sup> Monday of the month
Status of Payments to Suppliers	Every 1 <sup>st</sup> Friday of the month
Monthly Progress Report	Every 14 <sup>th</sup> day of the month
Fund Utilization Report, Nutritional Assessment, and other data requests	Every 4 <sup>th</sup> 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:

<b>RO/SDOs</b>	<b>Technical Assistant I</b>	<b>Administrative Support II</b>
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/rts

