



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **619** s. 2025

16 SEP 2025

**PROVISION OF SCHOOL OPERATIONAL EXPENSES FOR THE
IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit & Section Heads
Public Elementary School Heads
All Others Concerned

1. Relative to Sub-Allotment Release Order No. RO1-25-0074 dated February 13, 2025 amounting to Php 3,925,193.00 which shall cover expenses for the conduct of School-Based Feeding Program, this office shall download funds for the SBFP school operational expenses.
2. School heads concerned are advised to submit Purchase Request and Supplemental Project Procurement Management Plan (PPMP) for the said fund not later than September 26, 2025.
3. The use of the said funds shall be consistent with the guidelines and provisions stated under Memorandum OM-OUGOPS- 2025-09-04981 titled *Instructions for the Implementation of the School-Based Feeding Program (SBFP) CY 2025*.
4. Attached are Enclosure 1- *Operational Expenses for SBFP Nutritious Food Product and Milk Components* and Memorandum OM-OUGOPS- 2025-09-04981 for reference.
5. For information and guidance.


ANSELMO R. ALUDINO, MEd
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS NUTRITION

SGOD/jirm/DM SBFPOpEx
2513661/00033/September 15, 2025

Enclosure 1. Operational Expenses for SBFP Nutritious Food Product and Milk Components

School	Funds for Operational Expenses		Total
	Nutritious Food Product Component	Milk Component	
Baay ES	PhP 24,530.00	PhP 930.00	PhP 25,460.00
Baoa ES	PhP 13,847.00	PhP 345.00	PhP 14,192.00
Baoa East ES	PhP 12,049.00	PhP 300.00	PhP 12,349.00
Baligat ES	PhP 10,512.00	PhP 330.00	PhP 10,842.00
B. Macadaeg Memorial ES	PhP 14,339.00	PhP 375.00	PhP 14,714.00
Bil-loca ES	PhP 9,795.00	PhP 390.00	PhP 10,185.00
Biningan ES	PhP 14,672.00	PhP 255.00	PhP 14,927.00
Camandingan ES	PhP 15,782.00	PhP 390.00	PhP 16,172.00
Catalino Acosta Memorial ES	PhP 37,450.00	PhP 1,695.00	PhP 39,145.00
Colo-Mabaleng ES	PhP 13,458.00	PhP 315.00	PhP 13,773.00
CuMaPit ES	PhP 13,893.00	PhP 300.00	PhP 14,193.00
Dariwdiw ES	PhP 14,449.00	PhP 420.00	PhP 14,869.00
Hilario Valdez Memorial ES	PhP 41,343.00	PhP 2,340.00	PhP 43,683.00
Magnuang ES	PhP 15,616.00	PhP 435.00	PhP 16,051.00
Maipalig-Quiom ES	PhP 14,387.00	PhP 315.00	PhP 14,702.00
Mariano Marcos Memorial ES	PhP 34,041.00	PhP 1,590.00	PhP 35,631.00
Nagbacalan ES	PhP 14,834.00	PhP 480.00	PhP 15,314.00
Naguirangan-Capacuan ES	PhP 9,500.00	PhP 300.00	PhP 9,800.00
Parangopong ES	PhP 11,025.00	PhP 300.00	PhP 11,325.00
Payao ES	PhP 12,842.00	PhP 435.00	PhP 13,277.00
PQ Pimentel ES	PhP 13,647.00	PhP 345.00	PhP 13,992.00
Quiling ES	PhP 12,393.00	PhP 510.00	PhP 12,903.00
Rayuray ES	PhP 11,027.00	PhP 285.00	PhP 11,312.00
San Mateo ES	PhP 12,094.00	PhP 345.00	PhP 12,439.00
Sumader ES	PhP 9,697.00	PhP 270.00	PhP 9,967.00
Tabug ES	PhP 10,738.00	PhP 405.00	PhP 11,143.00
TOTAL	PhP 417,960.00	PhP 14,400.00	PhP 432, 360.00



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-OUGOPS-2025- 09_04981

SDCB RECORDS UNIT
 2513661

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

FROM : **MALCOLM S. GARMA**
 Assistant Secretary, Officer-In-Charge,
 Office of the Undersecretary for Governance and Operations

Department of Education
 Schools Division of the City of Pasay
RECEIVED
 SEP 08 2025
 BY: [Signature] TIME: 9:39

SUBJECT : **INSTRUCTIONS FOR THE IMPLEMENTATION OF THE**
SCHOOL-BASED FEEDING PROGRAM (SBFP) CY 2025

DATE : August 6, 2025

This Memorandum provides new instructions for the implementation of the School-Based Feeding Program (SBFP) this CY 2025 in lieu of the issuance of the DepEd Order as the comprehensive policy of SBFP. For SY 2025-2026 schools have started the feeding by July 14, 2025 and to ensure efficient implementation, clear instructions must be provided to field implementers to address emerging concerns.

1. Milk Component

In compliance with GPBB Resolution No. 07-2022, DepEd mandates Schools Division Offices (SDOs) to directly procure pasteurized (PM) or sterilized milk (SMP) from local dairy producers/ cooperatives under the supervision of the National Dairy Authority (NDA) and the Philippine Carabao Center (PCC) through **Negotiated Procurement-Community Participation (NP-CP). Government to Government Procurement** may be considered for procurement of milk from Local Government Units (LGUs) receiving assistance from NDA and PCC.

The SDOs shall be guided by RA 12009, or the New Government Procurement Act (NGPA) and its IRR, along with the standing GPPB guidelines on Negotiated Procurement-Community Participation, the GPPB Resolution No. 18-2021 for the proper conduct of Community Participation in Procurement titled "Approving the Amendment to Section 53.12 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and the Guidelines for the Conduct of Community Participation in Procurement."

All SDOs are directed to proceed on procuring PM and SMP without any delay from any stages of the procurement to delivery as follows: procurement planning, posting and submission of request for quotation (RFQ), opening and evaluation, post qualification, awarding of contract, issuance of Notice to Proceed (NTP), contract signing, and deliveries for the 15-day implementation of the milk component for SY



2025–2026 even before the signing of the Operating Memorandum of Agreement (OpMOA) from the National Dairy Authority (NDA) and/or Philippine Carabao Center (PCC).

2. FY 2025 Current and Continuing Funds

All SDO are directed to utilize the FY 2024 Continuing Funds until September 2025.

All procurement activities chargeable against FY 2025 Current and FY 2024 Continuing Funds shall be processed/carried-out within August to September 2025.

Finance Officers are requested to obligate FY 2025 Current and FY 2024 Continuing Funds within August to September 2025.

3. Allowable Expenses

- a. Budget allocations for the regular component to be downloaded to the SDOs shall be based on the target number of beneficiaries (sourced from the Nutritional Status Report in EBEIS) multiplied by the food cost plus operational expenses multiplied by the number of feeding days. For SY 2024-2025, the budget is computed per beneficiary as follows:

Food Items	Food Cost	School Operational Expenses	Total
Hot Meals or NFP	P22.00	P3.00	P25.00
Milk	P21.00	P1.00	P22.00

For the Regular Component (HM/NFP), the budget cost per day is at P22.00. However, if the market survey of some food commodities is below P22, the anticipated excess budget can be used as additional budget for extended days or as additional funds for hot meals, as long as the total amount for the month will not exceed the budget for the month. With the increase in budget cost for the regular component, it is recommended that the **maximum budget cost** for Enhanced Nutribun and Enriched Bread is at P20.00 for 80 grams and P22.00 for Iron-Fortified Rice for 250 grams.

- b. The estimated cost of milk is P21.00 for a 180-200-ml pouch or P105.00 for a 1-liter bottle. However, additional cost of P1.00-2.00 per pouch or P5.00-6.00 per bottle may be allowed as additional transportation cost for milk supplies coming from another province or region, subject to the usual procurement, accounting, and auditing rules and regulations.

1. The Program Support Funds (PSF) for ROs, SDOs and Schools shall be used for the following:

No.	Activity/Expense Description	ROs	SDOs	Schools
1	Conduct of orientation activities, snacks/meals for face-to-face meetings/conferences, program implementation reviews, monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	activities, reimbursement/augmentation of traveling expenses for the SBFP activities, nutritional and/or Physico-Chemical and microbiological test analysis of milk, Enutribun and other products, advocacy activities, communication-related expenses, hiring of COS staff, subject to relevant DepEd issuances, transportation expenses of food commodities or hiring of service provider/temporary laborer/helper/worker, subject to relevant laws and issuances, expenses on IT-enabled software for nutritional assessment, data-gathering and monitoring, expenses related to the maintenance of central kitchens, and other SBFP-related initiatives/activities, Water, Sanitation, and Hygiene-related and Nutrition Sensitive Programs-related activities (i.e. food safety orientation/training, other relevant activities);			
2	Cover funding deficiencies in the NFP and milk components and operational expenses related to the milk component, such as but not limited to the payment of transportation expenses for the distribution of milk from drop-off points to schools to homes of learners. In allocating the amount for the distribution cost, the SDO or the school must determine the most economical and efficient mode of transporting the milk products from the drop-off point to the school;	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Procurement of deworming tablets if the LGU cannot provide (should be with a Certification of Non-availability of Deworming Tablets from the LGU), Micronutrient Powder (MNP), ice, coolers/insulated reusable coolers, freezers/refrigerators for schools without storage facility, food thermometers, weighing scales for food, trays and crates for the schools or designated drop-off points, multivitamins or vitamin C, soap for handwashing, calibration weights for weighing scales, augmentation of school operational funds for transportation expenses, and payment of other professional services to partners;	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4	Cover expenses related to the management of food-borne diseases with approval of the Schools Division Superintendent;	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Cover expenses for medical and dental examinations and treatments of beneficiaries, deworming, and vaccination.	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Cover expenses related Central Kitchen operations, such as augmentation for the payment of utilities, payment of labor and wages of feeding assistants, minor repairs, and procurement of kitchen tools and equipment below Php 50,000.00 subject to the approval of the Schools Division Superintendent or Regional Director.	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	The SDO has the option to retain or to re-allocate the School Operational Expenses (OpEx) - P3.00 for Hot meals/NFP and P1.00 for milk in consideration of the varying needs of the schools (e.g. geographic location, enrolment, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	OpEx downloaded to each school allowed under this program include the purchase of basic eating/cooking utensils, food thermometers, weighing scales for food, trays and crates, packaging materials, communication-related expenses, reasonable transportation expenses from drop-off points to schools to homes of learners, common office supplies needed for the preparation of reports, payment of labor and wages of feeding assistants, and other professional services to partners from barangay (i.e. nutrition scholars, health workers, among others), payment for the health certificate of food handlers, expenses related to the kitchen operations such as purchase of water, dishwashing soaps, LPG, charcoal, firewood, and kerosene.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Expenses related to compliance with the required health standards such as use of face masks, face shields, alcohols, gloves, and sanitizers, shall be charged against the SBFP PSF at the SDOs or the School OpEx subject to the pertinent procurement, accounting, and auditing rules and regulations.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Any excess funds may be used for the other SBFP-related activities such as but	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>not limited to the conduct of meetings and conferences, purchase of beam balance or digital weighing scale, microtoise, additional Level 1 PPEs, gloves, face masks, and other medicines, medical and dental supplies, and multivitamins/Vitamin C/micronutrient powder for the beneficiaries and/or implementers, printing of Individual Health Cards, and replication of SBFP forms subject to the approval of the Schools Division Superintendent or Regional Director.</p> <p>The above-mentioned items may be procured at the RO, SDO or at the school-level depending on the most practical, efficient and economical strategy of procuring the items. For the provision of equipment and gadgets such as laptops, the RO/SDO Focal Persons shall coordinate with the RO/SDO Information Technology Officers.</p> <p>Likewise, the repairs/maintenance of the above-mentioned weighing scale, cooking or kitchen equipment, and freezers among others, shall also be charged against the PSF or School OpEx.</p>			
11	Balance/excess funds incurred from the procurement of food commodities may be used for the eligible expenses under the Program Support Funds after the SDO Health and Nutrition Unit has certified that the target beneficiaries have been completely served by the program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	ROs, SDOs, and schools are encouraged to maximize the use of funds.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

DepEd Orders No. 31, s. 2021, Nos. 10 and 38, s. 2022 remain to be the main reference for the allowable expenses except for the procurement of laptops.

4. The Implementation of Home-Grown School Feeding (HGSF)

The SDOs Cauayan City, Santiago City, and Quezon City, shall implement the HGSF this SY 2025-2026 to utilize the FY 2025 funds downloaded to the respective divisions using the following guidelines:

a. The Schools Division Offices (SDOs) of Cauayan City, Santiago City, and Quezon City may do the procurement at the SDO level or may download the feeding funds to the selected schools implementing HGSF, namely Cauayan North Central School,

Patul Elementary School and Cong Reynaldo A. Calalay Memorial Elementary School, whichever arrangement is most feasible.

The feeding funds shall be used for the procurement of daily provision of nutritious school meals and the allowable operational expenses in compliance with DO No. 31, s. 2021, benefiting all enrolled learners regardless of nutritional status.

b. The provisions in the SBFP guidelines on the utilization of the allowable operational expenses, including liquidation of funds, shall likewise apply to HGSF modality implementing schools, unless specific guidelines is be issued through a separate DepEd Memorandum.

c. The use of NP-CP and other alternative modes of procurement in accordance with the provisions of RA 12009 and its IRR, and RA 11321 or the Sagip Saka Act, may likewise apply to the implementation of the SBFP- HGSF modality.

d. The World Food Programme (WFP) shall provide Iron Fortified Rice (IFR) to the SBFP schools with HGSF modality and the Local Government Unit (LGU) will also complement the implementation through procurement of viands and provisions of operational support.

For questions and clarifications, please contact Dr. Maria Corazon C. Dumlao, Chief Health Program Officer, or Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, of the Bureau of Learner Support Services-School Health Division (BLSS-SHD) through email at sbfp@deped.gov.ph or telephone number (02) 8632-9935.

For strict compliance.