



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

02 July 2025

DIVISION MEMORANDUM

No. 2W, s. 2025

**ENHANCING THE SCHOOL-BASED FEEDING PROGRAM (SBFP)
IMPLEMENTATION THROUGH CLARIFICATION OF ROLES AND
RESPONSIBILITIES OF PERSONNEL**

To: Assistant Schools Division Superintendent
Chief, Schools Governance & Operations Division
Public Schools District Heads
Public Elementary School Heads
School Health Personnel
Administrative Officers
All Concerned

1. The School-Based Feeding Program (SBFP) is a critical program that requires collaborative efforts and support from various stakeholders. As it cannot stand alone, we emphasize the importance of partnership and coordination among different units and offices to ensure its success.
2. The Schools Governance and Operations Division (SGOD) through the School Health Section, conducted a meeting titled, **"Enhancing Implementation of the School-Based Feeding Program: A Meeting of Implementors"**, held on 01 July 2025. This meeting addressed challenges and constraints concerning the effective implementation of the SBFP.
3. One of the key suggestions from the meeting is the identification of administrative staff or logistical support personnel in school, and at every drop-off point, especially during the delivery of food commodities.
4. As stated in B3 of item IX – Delivery, Inspection, and Acceptance of DepEd Order No. 31, s. 2021 states that upon delivery, the IT designated by the School Head of the drop-off point, or the SDO Inspection Team, if the SDO is the drop-off point, shall inspect the goods and ensure that they are in good quality for consumption of the beneficiaries. At least one (1) member of the IT shall accomplish and sign the **Inspection and Acceptance Report (IAR) Form** as proof that they have received the specified quantity and quality of milk. The **school property custodian or school personnel designated by the School Head** for the purpose shall accept the inspected goods and sign the acceptance portion of the IAR. The SDO shall collect all SBFP Form 4,



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bearing the specimen signature of the authorized consignees and IT, to be attached to the PO.

5. Further, under item XIII – Roles and Responsibilities, the School Head is directed to strategize the implementation plan for SBFP. The School Heads shall create a SBFP Core Group from among the school personnel (as designated by the School Head). The members may be replaced only for valid reasons.
6. The SBFP Core Group shall be carefully selected and submitted by the School Head to the Schools Division Office (SDO) for records purposes. The SBFP Core Group shall:
 - a. Identify the target beneficiaries based on the provided criteria, for approval by the School Head;
 - b. Record and report using SBFP Forms; and
 - c. Submit to the SDO the lists of actual beneficiaries and the terminal report at the end of feeding through the school nurse.
7. The Inspection Team (IT) in the designated drop-off point shall be composed of **District Head** and the **School Head** who shall be assisted by the **School Nurse**. While the **school property custodian or school personnel designated by the School Head** for the purpose shall accept the inspected goods and sign the acceptance portion of the IAR.
8. Lastly, attached here is a copy of the SBFP Form 4 - List of Authorized Consignees and School Inspection Team for Milk Delivery to be submitted in three (3) original copies, each with attached copy of a valid ID and three (3) longhand specimen signatures.
9. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar

RELEASED

DATE JUL 04 2025



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REGION/SDO/DISTRICT: _____

NAME OF SCHOOL: _____

SCHOOL ID NO.: _____

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT**LIST OF AUTHORIZED CONSIGNEES (SY: 2024-2025)**

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1				
2				
3				

SCHOOL INSPECTION TEAM (SY: 2024-2025)

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1				
2				
3				

Note: Only authorized consignees are allowed to receive the goods.
Use long hand signature.