



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 826, s. 2024

December 16, 2024

UTILIZATION OF FUNDS FOR TRANSPORTATION, HAULING AND WAGES OF
FEEDING ASSISTANT FOR SY 2024-2025

TO: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors of Districts 1-7 & 9
Public Elementary School Heads
All Others Concerned

1. The Department of Education, SDO- Sagay City implements the School-Based Feeding Program (SBFP) for School Year 2024- 2025 for 132 feeding days. However, it just started last October 21, 2024. Thus, there is a need for a double feeding to complete the implementation before the school year ends this coming March 2025.
2. In line with this, the operating expenses such as transportation and or hauling and wages for the feeding assistants may also be doubled during this period.
3. Moreover, for funds downloaded to schools prior to the start of SBFP implementation SY 2024-2025, schools may also opt to use the remaining operating expenses for hauling and or transportation and wages for feeding assistants to purchase basic eating/cooking utensils, trays and crates, packaging materials, communication-related expenses, and common office supplies needed for the preparation of reports, as stated in **DepEd Order No. 31, s. 2021 p.6 Operational Guidelines on the Implementation of School-Based Feeding Program and OUOPS No. 2023 09-01012 Memorandum.**
4. Immediate dissemination and compliance of this Memorandum are desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 



Enclosure : None.
Reference : None.
Allotment : N/A
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To be indicated in the **Perpetual Index** under the following subjects:

SBFP

MEMORANDUM

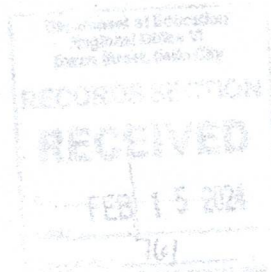
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Telephone No: (034) 488-0215 to 16; 722-3678; 722-2195
Email Address: sagay.city001@deped.gov.ph
DepEd Tayo Sagay City



Republic of the Philippines
Department of Education
OPERATIONS



OUOPS No. 2023-03-11587
MEMORANDUM

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT

FROM : *Revsee A. Escobedo*
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Suzette T. Gannaban-Medina
ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Bureau of Learner Support Services,
Learner Rights and Protection Office, and Office of the
Assistant Secretary for Operations

SUBJECT : SECOND ADVISORY FOR THE IMPLEMENTATION OF THE
SCHOOL-BASED FEEDING PROGRAM (SBFP) SY 2024-2025

DATE : 5 FEBRUARY 2024

This is to provide further details regarding OUOPS No. 2023-03-11587 dated 21 December 2023, which pertains to the Advisory on the Implementation of the School-Based Feeding Program (SBFP) for the School Year 2024-2025. The following directions are issued:

1. To ensure the effective execution of the SBFP, and to achieve this, it is crucial to adhere to the following DepEd Orders, which remain in effect and must be referred to in preparing the Work and Financial Plan and downloading of funds for Fiscal Year 2024:

DO 31, s. 2021 - Operational Guidelines on the Implementation of the School Based Feeding Program
DO 10, s. 2022 - Supplemental Guidelines on DepEd Order No. 31, s. 2022
DO 38, s. 2022 - Supplemental Guidelines No. 2 on DepEd Order No. 31, s. 2022
2. 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. The anticipated excess budget can be used as additional budget for other days or as additional funds for hot meals.
3. With the issuance of DO No. 2, s. 2024 titled "Immediate Removal of Administrative Tasks of Public Schools Teachers," the Regional and Schools

D2023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: ourdeped.gov.ph; Website: www.deped.gov.ph

Division SBFP Focal Persons are requested to undertake the mapping of SBFP manpower needed in schools using the template in this link: <http://tiny.cc/mappingofSBFPmanpower>.

For further details, Dr. Maria Corazon C. Duinlao, Ms. Magdalene Portia T. Cariaga, Ms. Mei-Ling V. Duhig, or Mr. Ferdinand M. Nuñez, BLSS SHD, may be contacted at cell phone nos. 09993056058 or 09175620849 or email at sbfp@deped.gov.ph.

ml pouch or P95.00 for a 1-liter bottle. However, 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.

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

- 3.1) Conduct of orientation activities, snacks/meals for face-to-face meetings/conferences, monitoring activities, traveling expenses, communication-related expenses, and others;
- 3.2) Augmentation of program funds for NFP and milk in case the initial downloaded funds to the SDOs and the PSF are insufficient to cover the primary target beneficiaries and other operational expenses.

The Schools Division's PSF may also be used for the following:

- 3.3) 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 3% service fee of National Dairy Authority (NDA)/Philippine Carabao Center (PCC) offices, and 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;
- 3.4) Procurement of ice, coolers/insulated reusable coolers, freezers/refrigerators, trays and crates for the schools or designated drop-off points, and augmentation of school operational funds for transportation expenses and payment of other professional services to partners.

- 4. Operational expenses downloaded to each school allowed under this program include the purchase of basic eating/cooking utensils, 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 kitchen 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 operation of central kitchen such as purchase of water, dishwashing soaps, LPG, charcoal, firewood, and kerosene.
- 5. 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 SBFP PSF at the SDOs or the

PSF
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