Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 23, 2026

DIVISION MEMORANDUM
No. 543, s.2026

ORIENTATION ON THE INSTITUTIONAL GUIDELINES FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION SY 2026–2027 – SECOND TRANCHE

To: SGOD Chief
School Health Section
Supply Unit
Elementary Nutrition Advisers
Elementary Administrative Officer II
Elementary Project Development Officers
All others Concerned

1. To ensure the proper and effective implementation of the second tranche of the School-Based Feeding Program (SBFP) for School Year 2026–2027, the Schools Division Office of Bulacan shall conduct an Orientation on the Institutional Guidelines for the SBFP Implementation SY 2026–2027 – Second Tranche on December 4, 2026, pursuant to DepEd Order No. 13, s. 2026, and OM-OUGOPS-2026-08-08988, or the Second Instruction for SBFP Implementation.

2. This activity shall be conducted , to ensure a common understanding of the program policies, procedures, and operational requirements among the concerned personnel. Specifically, the orientation aims to:

a. Discuss the overview, objectives, components, and implementation arrangements of the SBFP for the second tranche;
b. Clarify the procedures and responsibilities concerning the delivery, inspection, and acceptance of Nutritious Food Products (NFP) and other program commodities;
c. Provide detailed guidance on the implementation of the hot meals component, including operational arrangements and compliance with food safety and quality standards;
d. Discuss the required SBFP forms, documentation, and reporting procedures, including timelines for submission; and
e. Strengthen the monitoring, evaluation, and reporting mechanisms to ensure effective, efficient, and accountable program implementation.

3. The following topics shall be covered during the orientation:

a. Overview of the School-Based Feeding Program Implementation for SY 2026–2027 – Second Tranche;
b. SBFP Components and Program Implementation Arrangements;
c. Guidelines on the Delivery of Nutritious Food Products and Other Commodities;

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d. Guidelines on Inspection and Acceptance of Delivered Products;
e. Guidelines and Operational Procedures for the Implementation of Hot Meals;
f. Accomplishment and Submission of Required SBFP Forms and Supporting Documents; and
g. Monitoring, Evaluation, and Reporting of Program Implementation.

4. The following personnel are required to attend the activity:
a. All Elementary School Nurses;
b. All Designated Nutrition Advisers;
c. Administrative Officers assigned to designated SBFP drop-off points; and
d. Elementary Program Development Officers (PDOs).

5. Participants are expected to actively participate in the discussions and raise implementation-related concerns and issues for clarification to ensure the consistent application of the guidelines across all implementing schools and designated drop-off points.

6. All Public Schools District Supervisors and School Heads are requested to ensure the attendance and participation of the concerned personnel. Participants shall make the necessary arrangements to attend the activity on the specified date and venue.

7. For further information and clarification, participants may coordinate with the School Health and Nutrition Unit, School Governance and Operations Division (SGOD), Schools Division Office of Bulacan.

8. Immediate and widest dissemination of this Memorandum is earnestly desired.

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No._____, s. 2026

Program of Activity Orientation on the Implementation of School-Based Feeding Program S.Y. 2025-2026

Date: December 4, 2026

Venue: TBA

Time	Activity / Topic	Person Responsible
8:00 AM – 8:30 AM	Registration	
8:30 AM - 8:45 AM	Preliminaries: National Anthem: Opening Prayer: Attendance check: Opening Remarks: Inspirational message: Statement of Purpose:	**ANITA C. APOSTOL** **JAIME T. TUGADE, CESE, RGC** OIC - Assistant Schools Division Superintendent **CECILIA E. VALDERAMA, PhD, CESO VI** Schools Division Superintendent **RAINELDA M. BLANCO, PhD** SGOD Chief
9:00 AM – 9:45 AM	Institutional Guidelines for SBFP Implementation	**SBFP Focal Persons**
9:45 AM – 10:00 AM	Health Break	
10:00 AM – 12:00 NN	Continuation on the Institutional Guidelines for SBFP Implementation	**SBFP Focal Persons**
12:00 NN – 01:00 PM	Lunch Break	
01:00 PM – 01:30 PM	Presentation of Innovations & Best Practices	**Pinaod Elementary School & Banga Elementary School**
01:30 PM – 02:00 PM	Delivery, Inspection & Acceptance	**SBFP Focal Persons**
02:00 PM – 02:30 PM	Review of SBFP Forms	**SBFP Focal Persons**
02:30 PM – 03:00 PM	Results of Monitoring	**SBFP Focal Persons**

03:00 PM – 4:30 PM	Orientation of Food Safety	**NICOLE ANDREANNA T. BULSECO, MD** Medical Officer III
4:30 PM – 4:50 PM	Open Forum	
4:50 PM – 5:00 PM	Closing Remarks	**NICOLE ANDREANNA T. BULSECO, MD** Medical Officer III