



REGION IV-A CALABARZON



ESSD-RM-2025-78

03 February 2025

Regional Memorandum

No.78 s.2025

SECOND ADVISORY ON THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025

To Schools Division Superintendents

- Relative to OM-OUOPS-2025-08-00460¹, this Office, through the Education Support Services Division, hereby disseminates the Second Advisory for the Implementation of the School-Based Feeding Program (SBFP) for FY 2025.
- 2. The attached guidelines provide updates and instructions for the SBFP implementation for FY 2025, highlighting the following:
 - Target beneficiaries for FY 2025 and the cost of Nutritious Food Products (NFP)/Hot Meals (HM) and Milk;
 - b. Preparation of Procurement of FY 2025 NFP and Milk;
 - c. Transmittal of the FY 2025 Operating Memorandum of Agreement (MOA), Procurement Contract and Terms and Conditions; and
 - d. Submission of Program Terminal Report for FY 2024.
- 3. For inquiries, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Ms. Johnalen Aira S. Soberano, Nutritionist-Dietitian II of the Education Support Services Division at email address essd.calabarzon@deped.gov.ph.
- 4. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Reference code: ORD-DA01-2025-20

03/ROE7

¹ Second Advisory for the Implementation of the School-Based Feeding Program (SBFP) FY 2025







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Website: depedcalabarzon.ph





Republika ng Pilipinas



Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM OM-OUOPS-2025-08 00460

TO

REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

FROM

MALCOLM S. GARMA

Assistant Secretary, Officer-In-Charge Office of the Undersecretary for Operations

SUBJECT

2ND ADVISORY FOR THE IMPLEMENTATION OF THE

SCHOOL-BASED FEEDING PROGRAM (SBFP) FY 2025

DATE

January 10, 2025

This Advisory provides additional instructions regarding the implementation of the School-Based Feeding Program (SBFP) for FY 2025. The following updates and instructions are hereby issued:

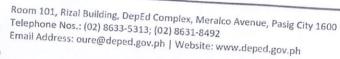
1. Target Beneficiaries for FY 2025, Cost of Nutritious Food Products (NFP)/Hot

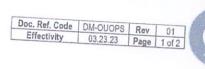
Components	Number of Target Beneficiaries	Number of	Budget Allocation
NFP/Hot Meals (P22.00 for food cost + P3.00 Operational Expenses) Milk (P21.00 for Milk + P1.00 Operational	3,398,541 All Kinder + (SW+ W from Grades 1 to 6) 2,685,054 All Kinder + (SW + W from Grades 1 to 3)	Feeding days 120 days 15 days	10,195,623,000.00 886,067,820.00
Expenses) Program Support			
Funds			695,241,180.00
Total			
			P11,776,932,000.00

The Breakdown of Funds was attached to the 1st Advisory for the Implementation of the School-Based Feeding Program FY 2025, OM-OUOPS-2024-09-10424.









2. Preparation of Procurement of FY 2025 NFP and Milk

All ROs and SDOs SBFP Focal Persons and all involved personnel in the implementation of SBFP are requested to start the preparatory activities and procurement process of NFPs and HM by March 2025 and ensure that funds are obligated by December 2025 while the procurement process for pasteurized/sterilized is schedule to start in April 2025.

All SDOs are encouraged to start the nutritional assessment in May 2025 and feeding activity in schools by **July 14, 2025**. Attached for ready reference is the Gantt Chart for SY 2025-2026.

3. Transmittal of the FY 2025 Operating MOA, Procurement Contract and Terms and Conditions (Attached as Annex)

These documents shall be used by all SDOs as the Procuring Entity (PE) for the SBFP Milk Component:

Document	Particulars
Operating MOA (OpMOA)	The Operating MOA shall be forged between the Schools Division Office (SDO) and the National Dairy Authority (NDA) and/or Philippine Carabac Center (PCC). This shall be signed after the Notice of Award (NoA) is issued to the Lowest Calculated Quotation (LCO) or Single Calculated Operation
Procurement Contract	(SCQ). This is the recommended contract to be used by the SDOs for the procurement of pasteurized milk and sterilized milk from local dairy producers and cooperatives.
Terms and Conditions	These are the Terms and Conditions for the procurement of Pasteurized and Sterilized Milk to be attached to the procurement contract. The T&C and Technical Specifications attached to the Authority to Procedure (ATP) or Purchase Request (PR) should have the same details.

4. Submission of Program Terminal Report for FY 2024

All ROs and SDOs are requested to submit the Program Terminal Reports for SY 2024-2025 on or before July 29, 2025, by email at sbfp.milk@deped.gov.ph.

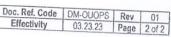
For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at sbfp@deped.gov.ph.

Your attention and strict adherence to this advisory is highly appreciated.











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Procurement Contract	(SCQ).
- Contract	This is the recommended contract to be used by the SDOs for the procurement of pasteurized milk and sterilized milk from local dairy producers and cooperatives.
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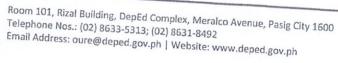
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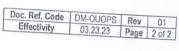
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SCHOOL-BASED FEEDING PROGRAM IMPLEMENTATION TIMELINES FOR SY 2025-2026 GANTT CHART

PROCESS/ ACTIVITIES	OFFICE	20	024						20	025							
TOTTALLES	RESPONSIBLE	Nov	Set Jan Feb Mar Apr May Jun Jul					20	26								
							1	may	oun	Jui	Aug	Sep	Oct	Nov	Dec	Jan	Feb
. SBFP Guidelines/Adisories	v																
Drafting	Central Office																
Routing and Approval	Central Office																
. Memorandum of Agreement for Milk																	
Preparation and Legal Review of Mother & Operating MOA	Central Office																
Signing of Mother MOA petween DepEd and NDA/PCC	Central Office																
Signing of Operating MOAs etween SDOs nd NDA/PCC	Schools Division Offices																
Release of unds																	

A COMMON	OFFICE	20	024						20	025							
ACTIVITIES	RESPONSIBLE	Nov	Dec	Jan	Feb	Mar	Δ	Tar								20	26
						Mai	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel
Comprehensive Release to ROs	Regional Offices																
Downloading of program Funds to SDOs	Regional Offices																
Obligation of Funds	Regional Offices/Schools Division Offices	and the same of th															
. Supply Mapping for NFP and Milk		Annual Control of the															
Process by	Schools Division Offices																
. Procurement Process by SDOs																	

PROCESS/		20	024						21	025							
ACTIVITIES	RESPONSIBLE	Nov	Dec	Jan	Feb	Mar	Apr	31								20	026
						Mai	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel
Project Proposal)																	
Conduct of Procurement Process (Competitive bidding or Small-Value Procurement)	Schools Division Offices																
Request of NCA from DBM	Schools Division Offices																
Awarding of NOA/Contract/ NTP	Schools Division Offices																
Distribution of NFPs	Schools Division Offices																
MILK																	
Request of NCA rom DBM	Schools Division Offices																VICE STATE OF
Procurement by SDOs	Schools Division Offices																
Signing of OpMOA	Schools Division Offices																
Distribution of Milk	Schools Division Offices																

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PROCESS/ ACTIVITIES	OFFICE	1	024						20	025							
22411100	RESPONSIBLE	Nov	Dec	Jan	Feb	Mar	Apr	3.4								20	026
							Apı	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Fel
. Nutritional	Schools																
Assessment of Learners	Division Offices																
. Actual Feeding of NFP and Milk	Schools Division Offices				The state of the s												
	Schools Division Offices																

SDO's Witness



Republic of Philippines DEPARTMENT OF EDUCATION



PROJECT:

Supplier's Witness

Supplier

Supply and Delivery of Pasteurized Milk (or Sterilized

Milk)

CONTRACT NO .:

2025-CXXXX

PROCUREMENT CONTRACT
THIS CONTRACT made and entered into this day of 2025 by and between the DEPARTMENT OF EDUCATION leasted
Superintendent,, represented herein by its Schools Division
Omnibus Sworn Statement dated (hereinafter referred to as ""), as per "A").
DEPED and are collectively called PARTIES.
whereas, sdo- posted the Request for Quotations and sent the same to Organized Community or Social Groups of known qualifications within the locality for the pasteurized and/or sterilized milk;
WHEREAS, SDO received (number) quotations from different Organized Community or Social Groups;
WHEREAS, SDO opened, read, and evaluated the submitted quotations and declared as having the Lowest Calculated Quotation (LCQ) or Single Calculated Quotations (SCQ);
WHEREAS, after evaluation, SDO- post-qualified and declared the quotation of as the Lowest Calculated and Responsive Quotation (LCRQ) or PESOS
PhP00) ONLY, (hereinafter called the "Contract Price"), detailed as

Lot No.	Description of Goods	Quantity	Amount (PhP)
1	Pasteurized Cow's Milk	_ packs (_ mL) _ bottles (_ mL)	.00
2	Pasteurized Carabao's Milk	_ packs (_ mL) _ bottles (_ mL)	.00
3	Sterilized Cow's Milk	packs (mL) bottles (mL)	.00
4	Sterilized Carabao's Milk	packs (mL) bottles (mL)	.00

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

	Words and expressions used in this Procurement Contract shall have the same meaning as are respectively assigned to them in the hereto attached Terms and Conditions, Mother Memorandum of Agreement (Mother MOA), Operating Memorandum of Agreement (Op-MOA), and relevant DepEd issuances and guidelines.
2.	The following documents as required by the 2016 revised to

2. The following documents as required by the 2016 revised Implementing Rules P เร 0 rt

and F Procui "Annex of this	Regulations of Republic Act No. 9184 and the Government Policy Rement Board Resolution (GPPB) No. 18-2021, hereto attached as Contract, viz:
a.	Notice of Award No dated
b.	("Annex A-1"); Philippine Request for Quotations ("Annex A-2");
	 i. General and Special Conditions of the Contract; ii. Schedule of Requirements; and iii. Technical Specifications; iv. Certification from the National Dairy Authority (NDA) or the Philippine Carabao Center (PCC) that is a registered Organized Community or Social Group under them;
c.	's quotation, including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted ("Annex A-3");
d.	Performance Security ("Anney A 4")
e.	Notice of Award (NOA) of Contract and's conforme thereto
	("Annex A-5"); and's conforme thereto
f.	Other contract documents required by existing laws and/or SDO- in the Request for Quotation agrees that additional
	Procurement Policy Board (GPPB) that are subsequently required for

- ent Policy Board (GPPB) that are subsequently required for submission after the contract execution such as, but not limited to, Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract ("Annex A-6").
- 3. shall post a Performance Security within 10 calendar days from receipt of the NOA in the form and amount prescribed therein. The Performance Security shall be posted in favor of **SDO**-___ be forfeited in the event that it is established that ____ is in default of any of its obligations under this Contract. ____ shall be responsible for the extension of its performance security and/or undertake to renew its Performance Security whenever necessary, and without the need for prior notice of instruction from **SDO-______**, to ensure that it is in force and effect for the whole duration of the Contract and until a Certificate of Final Acceptance is duly issued.
- 4. Consistent with the Terms & Conditions (attached hereto as Annex "B"), the goods referred to in this Contract shall be delivered by _ the Designated Drop-off Points (Annex "B-1") within ONE HUNDRED TWENTY (120) calendar days from the receipt of the Notice to Proceed (NTP). ____ shall also ensure that the goods will be delivered in accordance

8.

9.

10.

with the Schedule of Requirements, which is hereto attached as Anne .
Goods delivered to sites other than the designated delivery site withou SDO ———'s written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel may be a cause for the termination of the Contract.
5. Pre-Delivery and Pre-Implementation Conferences shall be conducted by the SDO focal person/s for the milk component of the School-Based Feeding Program (SBFP) prior to the inspection and acceptance of goods. These conferences shall be attended by the inspectors and acceptors designated by the SDO.
6. SDO shall have the right to visit and inspect's premises covered by the Contract at any time or stage of the contract implementation to monitor and assess's capacity to discharge its contractual obligations.
of the goods covered by the Contract, at any time or stage of contract implementation. Prior to and for purposes of inspection, shall ensure convenient access to the goods for inspection shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing, and sorting of the goods prior to, during, and after inspection.
3. The goods shall be inspected by the designated SDO or School Inspectorate Team shall coordinate with SDO , through the Administrative Division, on the conduct of the inspection. Any request for inspection shall be done in writing.
The goods must conform to and comply with the standards mentioned in Terms and Conditions, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee
Any proposal by to deliver goods of different technical specifications, in lieu of those approved bids or samples, shall not be allowed. However, under justifiable circumstances, i.e. fortuitous events, force majeure, acts of God, public state emergency, or those defined under the Civil Code and other similar circumstances, delivery of goods of equivalent, higher, or superior technical specifications may be permitted, subject to the evaluation and favorable recommendation of the SDO's end-user or implementing unit, and the approval of the herein authorized signatory. In any such case, the proposal by for substitution shall be SDO
Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by SDO —and replaced by in accordance with the Terms and Conditions.

11. In case encounters condition(s) impeding timely delivery of the goods, shall promptly notify spo in writing within five (5) suspension and/or contract a such condition(s). Any request for well-
writing as soon as circumstances for such request have become apparent. must provide sufficient proof to support any request for work suspension and/or contract period extension.
goods until the risk and title thereon have been transferred to SDO- To SDO- until its receipt, inspection, and acceptance at the final acceptor or receiving personnel.
12. The Contract Price shall be paid to in accordance with the following disbursement procedures:
a. An advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing and notarization of the Contract. An irrevocable Letter of Credit or Bank Guarantee of an equivalent amount may be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment;
b may submit a request for payment based on the following:
of deliveries and terms and conditions; ii. Supplier's invoice showing goods' description, quantity, unit price, and total amount; iii. Duly signed Delivery Receipt/s; and iv. Duly signed Inspection and Acceptance Report/s (IAR/s), including certification by, duly signed and dated by the goods have been delivered.
commissioned in accordance with the Contract.
Other documents in support of a request for payment may be required by SDO ————————————————————————————————————
c. Payment shall be made to within seven (7) days from submission of the documents as may be prescribed by SDO in the following manner:
 Subject to the recoupment of the advance payment contemplated in 10(a), for the progress payment, deliveries made good for one (1) or two (2) weeks shall be paid to upon delivery of the goods and acceptance of the same by the duly authorized DepEd representative;
ii. Final payment shall consist of the full and final payment of the unpaid inspected and accepted goods, subject to the

submission of the required documents under the Request for Ouotations

13. Each party, in the performance of their respective duties and responsibilities under this Contract and in the implementation thereof shall adhere to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and applicable National Privacy Commission issuances.

Any confidential data or information gathered by virtue of the implementation of this Contract shall not be shared with any third party without the written express consent of the other party.

Any gathered data and information should be protected and respected during the term and even after the termination of this Contract. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.

- 14. ____ shall be liable for liquidated damages in an amount equal to 0.1% of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by \$DO-_____. The cut-off of delivery for each day shall be at 4:00 PM. \$DO-______ shall deduct the liquidated damages from any money due or which may become due to _____, or collect from any security or warranty posted by _____, whichever is convenient to \$DO-_____. Once the accumulated amount of liquidated damages reaches 10% of the Contract Price, \$DO-_____ may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.
- 15. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to RA 9285 or the "Alternative Dispute Resolution Act of 2004", and its Implementing Rules and Regulations.
- 16. The **PARTIES**, in the implementation of this Agreement, shall comply with Republic Act No. 8293, otherwise known as the "Intellectual Property Code of the Philippines," as amended.

The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual (DepEd Order No. 031, s. 2019), as may be further revised by DepEd from time to time.

17. This Contract is the entire, final, complete and fully integrated agreement between the Parties with respect to the subject matter hereof and supersedes any and all prior agreements or communications between the Parties, whether written, oral, electronic, or otherwise.

Both **PARTIES** may recommend in writing any revision, amendment, or addition of any provision under this Contract with written notice to the other Party, and shall be approved when confirmed in writing. Such amendments or revisions shall have the same effect as the original Contract and will form an integral part hereof. Any revision, amendment

or addition shall not prejudice the rights and obligations arising from or based on this contract before or up to the date of such revision, amendment, or addition.

If any provision of this Contract or any amendment or document executed in connect herewith is declared invalid, illegal, or unenforceable, in any respect by a court of competent jurisdiction, the remaining provisions in of this Contract shall remain in full force and effect, and are hereby ratified by the **PARTIES**.

- 18. This Contract shall not be construed to create any agency, employee-employer relationship, or such other relationship not otherwise contemplated under this Contract.
- 19. The **PARTIES** warrant that they are compliant with the laws on business, manpower, permits, and licenses under Philippine laws and that their capacity to enter into this Contract is not restricted by any other agreement and does not require the consent of any third party.

The **PARTIES** and their representatives herein represent and warrant to each other that each has all the requisite power, authority, and legal capacity to enter into this Contract, and to perform each of their respective obligations and of the organizations that they represent in accordance with the terms and conditions hereof.

IN WITNESS WHEREOF, the PARTIES hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

SIGNED, SEALED AND DELIVERED BY:

Schools Division SDO	Superintendent			
	SIGNED IN TH	HE PRESE	ENCE OF:	
SDO's Wi	tness	_		's Witness
	CERTIFIED FU	INDS AVA	MLABLE:	
	Chief A	ccountan	t	

	(PPINES)	
) S.S	
DEBORE	ACKNOWLEDGMENT	
this day of	tary Public for and in_	red: , Philippines,
vii.	tary Public for and in 2025 personally appea	red: Philippines,
Name	Government Issued ID	
	(Number, Issued on	Date of Issuance / Valid
SDS	Issued By)	Onth
Supplier		
acknowledged to me that the they are duly authorized by	o me known to be the same sting of seven (7) pages includen, and the annexed Terres same is their free and volunthe entities they represent. AND SEAL on the date and pl	ns and Conditions, and tary act and deed, and that

TERMS AND CONDITIONS

MILK PRODUCT QUALITY & PACKAGING

a.	SDO shall source its supplies from local dairy farms, producers, and/or dairy cooperatives, and shall ensure that the type of milk to be supplied should either be Pasteurized Milk OR Sterilized Carabacic Court New Annual C
Ь.	that the type of milk to be supplied should either be Pasteurized Milk OR Sterilized Carabao's/Cow's Milk.

- SDO and __(Supplier) may agree on the flavor/s of the milk.
- The milk products should contain the following Nutritional Contents per serving:

Particulars	Contents per serving:
Energy	Amount per Serving of Milk
	Greater than or equal to 130-140 kcal
Protein	
	Not less than 4 grams
Carbohydrate	No. 1
	Not less than 15 grams but not greater than 27 grams
Fat	
	Less than or equal to 7 grams
nergy, Protein, Carbol	and a second
thole numbers, but no bove	hydrates, and Fats must be expressed in or rounded off to t in any way lower than the minimum amounts as stated

The milk should be packed individually using the standard design, with a serving size of from 180-200 mL per pack, 500 mL or 1-liter bottle) (NOTE: SDO should specify the serving size) (ranging

Polyethylene (HDPE) OR Polyethylene Terephthalate (PET) bottles) while sterilized milk should be packed using

(retortable packaging materials). (NOTE: SDO should specify the preferred packaging) Essential storage instructions/information must be prominently displayed on the label (e.g. "Best Before Date", the "Expiration Date", "Keep Refrigerated", "Store in a Cool Dry Place", "Serve chilled", "Shake Well Before Consuming", etc.).

DELIVERY

- The mode, schedule and other specifications of delivery shall be determined by the SDO and the __(Supplier) in consideration of the local conditions, and the provisions under the Operating MOA. Delivery must be made once or twice a week at the schools during school days only, until 4:00 PM (or end of business day). No delivery shall be made
- The Supplier's delivery personnel should wear clean attire with Personal Protective Equipment (PPE) such as face masks, hair net, hand gloves, etc., and covered footwear. They are also not allowed to smoke while inside DepEd/school
- The Supplier's vehicle(s) should be clean and regularly sanitized. It should not be used to transport unhygienic materials

STORAGE

- In addition to the storage instructions from BLSS-SHD, supplies must be unloaded at a stockroom or designated area; safekeeping of milk stocks shall be the responsibility of the School Head and school personnel.
- The pasteurized milk shall be stored in freezers or chillers shall be stored in a cool, dry place prior to its distribution at lunch time. When necessary for preservation, unused delivered stocks for the day shall be stored properly to ensure its
- Sterilized milk can/pouch shall be stored in a secured, clean, pest-free, and well-ventilated area in the school. Boxes of 's stockpiling requirement.

INSPECTION & ACCEPTANCE

- All deliveries of the (Supplier) shall be subject to inspection and acceptance by the SDO.
- All milk packs and bottles to be delivered should be clean, without leaks, and not spoiled. Signs of spoilage include, but is not limited to, off odor, bulging packs, curdled or with lumps, thick texture, slimy or clotty. All complaints must be addressed before the expiry date.

RECALL AND REPLACEMENT

- SDOs shall reject all milk packs that are unclean, with leaks, and spoiled subject to replacement by the
- In the event of food poisoning, dairy allergies, and other food-borne illnesses proven to be caused by defective milk prior to acceptance which may lead to hospitalization or death of a beneficiary, the local dairy producer and/or cooperative shall provide the immediate necessary assistance without need of any demand from the NDA, in accordance with the agreement of both PARTIES to be followed by a thorough investigation.
- Prior to the conduct of or pending investigation, the Supplier shall immediately recall and replace the milk products.