



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON





24 April 2025

Regional Memorandum
No. 301 s. 2025

**SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED
FEEDING PROGRAM (SBFP) REPORTING FORMS**

To **Schools Division Superintendents**

1. Relative to OM-OUOPS-2025-01750¹, this Office, through the Education Support Services Division (ESSD), hereby disseminates the guidelines on the submission and updating of data and School-Based Feeding Program (SBFP) reporting forms issued by the DepEd Central Office.
2. All Schools Division Offices (SDOs) and concerned personnel are enjoined to strictly adhere to the prescribed timelines and reporting requirements outlined in the said issuance.
3. Please see the attached document for more information.
4. 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, through email at essd.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


LOIDA N. NIDEA
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director 

03/ROE7

¹ Submission and Updating of Data and School-Based Feeding Program (SBFP) Reporting Forms



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



MEMORANDUM

OM-OUOPS-2025-00-010

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : MALCOLM S. GARMA
Assistant Secretary, Office-in-Charge,
Office of the Undersecretary for Operations

SUBJECT : SUBMISSION AND UPDATING OF DATA AND SCHOOL-BASED
FEEDING PROGRAM (SBFP) REPORTING FORMS

DATE : March 11, 2025

Pursuant to Republic Act No. 11037, or the *Masustansyang Pagkain para sa Batang Pilipino* Act, the Department, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) continues to implement the School-Based Feeding Program (SBFP), which aims to address hunger, encourage learners to enroll and attend school, and contribute to the improvement of their nutritional status. As a learner support program, it is an intervention intended to feed the undernourished learners and keep them in school.

To ensure that the desired outputs, outcomes, and impact of the program are measured and properly documented, the following directions are hereby given:

1. Regular reports on SBFP and its complementary programs shall be requested on the following schedule:

Data and/or Reporting Form	Schedule
Status of Procurement and Implementation for SBFP to be requested from the Schools Division Office (SDO) Focal Persons	Every 1 st week of the month
Status of Payments to Suppliers to be requested from the Regional Office (RO) Technical Assistants for SBFP	Every 2 nd week of the month
Monthly Progress Report to be requested from the Regional Nutritionist-Dietitians	Before the 15 th day of the month and validation of the data is every 3 rd week of the month
Fund Utilization Report, Nutritional Assessment, and other data requests to be requested from the RO or SDO Focal Persons	Every 4 th week of the month

2. In view of the ongoing research engagements for the SBFP, the SDOs are



Room 101, Rizal Building, DepEd Complex, Merced Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
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requested to submit the following on or before March 31, 2025 via sbfp.milk@deped.gov.ph or hard copies may also be sent to the School Health Division, Bureau of Learner Support Services, DepEd Complex, Meralco Ave., Pasig City:

- a. SY 2023-2024 SBFP Form 1 (Master List of SBFP Beneficiaries)
 - b. SY 2023-2024 SBFP Form 2 (SBFP Summary of Beneficiaries)
3. In relation to the measurement of the impact of universal feeding among kindergarten learners, all the pilot schools are requested to submit to the SDO the SBFP Form 7 (School Program Terminal Report) a week after the closing of the school year on April 15, 2025. The SDOs shall submit the reports either through email or via LBC.
4. All ROs and SDOs are also requested to submit the Program Terminal Report on or before June 30, 2025, via sbfp@deped.gov.ph using the attached form.

Should you have further questions or require additional information, you may contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist, or Ms. Jessa B. Magana, Mr. Ted C. Pinto, Ms. Jennicka Saludez, Technical Assistants II of BLSS-SHD, by email at sbfp@deped.gov.ph or telephone at (02) 8632-9935.

Thank you.

	Quality Form		Document Code:
	OK sa DepEd - School-Based Feeding Program (SBFP) Program Terminal Report Form (SBFP PTR - Form C)		Revision: Effectivity date: OG-1-2024 BLSS-School Health Division
Region/SDO:		Period Covered:	
Office Address:			
Office Telephone Number:		Mobile Number:	
Fax Number:		Email Address:	
Number of Schools in the Region: <input type="text"/>		Elementary Enrolment:	
<input type="checkbox"/>		Secondary Enrolment:	
<input type="checkbox"/>		TOTAL:	

A. ACCOMPLISHMENTS**1. SBFP Coverage: Total Number of Beneficiaries for Nutritious Food Products or Hot Meals**

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils-at-Risk-of-Dropping-Out (PARDOs)	Indigenous Peoples	Indigent Learners	Last Mile Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 4	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 5	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 6	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
SPED	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Multigrade	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
GRAND TOTAL	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0

2. SBFP Coverage: Total Number of Beneficiaries for Milk sourced from NDA/PCC

Grade Level	Sex	All Kinder	Severely Wasted	Wasted	Stunted	Pupils-at-Risk-of-Dropping-Out (PARDOs)	Indigenous Peoples	Indigent Learners	Last Mile Schools (with less than 100)	TOTAL
Kinder	M									0
	F									0
	Total	0	0	0	0	0	0	0	0	0
Grade 1	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 2	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 3	M									0
	F									0
	Total		0	0	0	0	0	0	0	0
Grade 4	M									0
	F									0
	Total		0	0	0	0	0	0	0	0

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5. SBFP Coverage: Grand Total Number of Beneficiaries for Milk (All sources)	

[illegible]

6. Nutritional Status Before and After Feeding - BMI

RO	Sex	Before feeding										After feeding									
		Severely Wasted		Wasted		Normal		Overweight		Obese		Severely Wasted		Wasted		Normal		Overweight		Obese	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Kinder	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPED	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multigrade	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

7. Nutritional Status Before and After Feeding - HFA

RD	Sex	Before Feeding										After Feeding					
		Severely Stunted		Stunted		Normal		Tall		Severely Stunted		Stunted		Normal		Tall	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Kinder	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPED	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multigrade	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	M																
	F																
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

8. Profile of Beneficiaries

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A. Percentage Attendance																					
SDOs	Sex	MONTHS																			
		0	%	1	%	2	%	3	%	4	%	5	%	6	%	7	%	8	%	9	%
Minors	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPED	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-grade	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	M																				
	F																				
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

10. Completion Rate

	M	F	Total
Number of beneficiaries at the start of feeding:			
Number of beneficiaries after feeding:			
Percentage (# of beneficiaries at the start ÷ # of beneficiaries after feeding) X 100%			

11. Type of Food Commodities Distributed to Learners (Check applicable items)

Hot meals	No. of Feeding Days
Nutritious Food Products	No. of Feeding Days
Enutribun	
Milky Bun	
Fortified/Enriched Bread	
Fruits / Fruit Products	
Rootcrops	
Vegetables	
Nutripacks	
Cereals/Grains	
Milk	No. of Feeding Days
Fresh Milk	
Sterilized Milk	
Commercial Milk	
Provided by Partner	

12. SBFP Funds (for those with downloaded funds)

Tranches	Amount Received from RO	Funds Utilized	Percent Utilization (col 3/2*100%)
Total:			

B. DONATIONS/ RESOURCES GENERATED

(Add Additional Sheets, if needed)

Partner & Type of Donations/Services Provided	Quantity (If applicable)	Estimated Cost (If applicable)

C. SIGNIFICANT EVENTS OF SBFP, AND OTHER HEALTH AND NUTRITION PROGRAMS/ EXPERIENCES/ GOOD PRACTICES

(Add Additional Sheets, if needed)

What happened?	Who were involved?	When	Outcome: What is/are its important contribution to the School-Based Feeding Program of the school?

D. LESSONS LEARNED**G. SUGGESTIONS TO STRENGTHEN SBFP** *(Include support needed from Central, Region, and Division Office that can increase the impact of OK sa DepEd Program in the schools)*

E. PROPOSED PLAN OF ACTION AND RECOMMENDATIONS

F. PHOTOS (Before, During and After)

Prepared by:

Noted:

School Feeding Focal Person

Date: _____

Schools Division Superintendent