



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



ESSD RM-2025-255

03 April 2025

**Regional Memorandum**  
No.255 s.2025

**CORRIGENDUM TO REGIONAL MEMORANDUM  
NO. 151, S. 2025**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 151, s. 2025<sup>1</sup>, this Office, through the Education Support Services Division, hereby modifies the list of participants and the program of activities of the School-Based Feeding Program (SBFP) Implementation Review and Planning Workshop on April 23-25, 2025, at Monaco Hotel, Taytay, Rizal.
2. The revised list of participants from the Regional Office and Schools Division Offices (SDOs) is detailed in **Annex A**. In addition to the previously identified participants, one (1) Schools Division Superintendent (SDS) or Assistant Schools Division Superintendent (ASDS) from each SDO shall attend the program on April 24, 2025 (AM session, 8:00AM to 12:00 PM). Participants are required to register online via the following link: [tinyurl.com/SBFPRegistration2025](https://tinyurl.com/SBFPRegistration2025).
3. The revised program of activities is provided in **Annex B**, reflecting modifications due to the scheduled SBFP Food Exhibit on Day 2 (AM session).
4. All other provisions in the previous Memorandum are still in effect.
5. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

03/ROE7

<sup>1</sup> School-Based Feeding Program Implementation Review and Planning Workshop



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**ANNEX A. REVISED LIST OF PARTICIPANTS FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION REVIEW AND PLANNING WORKSHOP**

OFFICE	MODE	DATE	PARTICIPANTS
<b>Regional Office and Schools Division Office (2pax/SDO)</b>	Live-in	April 23-25, 2025	ESSD Chief Nutritionist-Dietitian II SBFP Technical Assistant 1 One (1) ESSD Secretariat/TWG  One (1) SBFP Focal Person – Regular Component One (1) SBFP Focal Person – Milk Component
<b>Schools Division Offices</b>	Live-out	April 24, 2025  (8:00 AM to 12:00 PM)	One (1) Schools Division Superintendent or Assistant Schools Division Superintendent

**ANNEX B. REVISED PROGRAM OF ACTIVITIES FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION REVIEW AND PLANNING WORKSHOP**

DAY 1		
8:00 AM – 9:00 AM	Arrival, Registration, and Settling In	ESSD TWG
9:00 AM – 9:30 AM	Opening Program	ESSD TWG
9:30 AM – 10:30 AM	SBFP Implementation Guidelines and Arrangements for FY 2025	Angeline Ebajo SBFP – TA I
10:30 AM – 11:00 AM	Financial Report on the Obligation and Utilization of Funds	RO Finance Division Representative
11:00 AM – 12:00 PM	Presentation of Accomplishment Report for SY 2025-2026 (per SDO)	SBFP Division Focal Persons
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 5:00 PM	Accomplishment Report Presentation, Open Forum, and Group Discussion <ul style="list-style-type: none"> <li>Continuation of Accomplishment Report SY 2025-2026</li> <li>Challenges and Best Practices in SBFP Implementation</li> <li>Lessons Learned and Key Takeaways</li> </ul>	SBFP Division Focal Persons  ESSD TWG

<b>DAY 2</b>		
<i>Note: Identified one (1) SDS/ASDS per SDO shall attend Day 2 (April 24, 2025) AM session from 8:00 AM to 12:00 PM only.</i>		
8:00 AM – 8:30 AM	Arrival, Registration, and Settling In	ESSD TWG
8:30 AM – 9:00 AM	Recap of Day 1 and Setting of Day 2 Objectives	SDO Participants
9:00 AM – 10:00 AM	Presentation of Suppliers	SBFP Suppliers
10:00 AM – 12:00 PM	Milk and Nutritious Food Products Exhibit	SBFP Suppliers SDO Participants
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 1:30 PM	Overview of Nutrition Guidelines and Cycle Menu Creation	Johnalen Aira S. Soberano ND II, ESSD
1:30 PM - 4:00 PM	Workshop 1: Cycle Menu Development	SBFP Division Focal Persons
4:00 PM – 5:00 PM	Presentation, Vetting, and Discussion of Cycle Menu Outputs	SBFP Division Focal Persons
<b>DAY 3</b>		
8:00 AM – 8:30 AM	Recap of Day 2 and Setting of Day 3 Objectives	SDO Participants
8:30 AM – 9:00 AM	Workshop Mechanics: SBFP Implementation Plan for FY 2025	Johnalen Aira S. Soberano ND II, ESSD
9:00 AM -12:00 PM	Workshop 2: SBFP Implementation Plan Development	SBFP Division Focal Persons
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 4:30 PM	Presentation of Workshop 2 Outputs	SBFP Division Focal Persons
4:30 PM – 5:00 PM	Closing Program and Awarding of Certificates	ESSD TWG





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28 February 2025

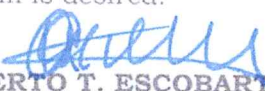
**Regional Memorandum**  
No. 151 s. 2025

**CONDUCT OF THE SCHOOL-BASED FEEDING PROGRAM  
(SBFP) IMPLEMENTATION REVIEW AND  
PLANNING WORKSHOP**

To **Schools Division Superintendents**

1. Relative to OUOPS No. 2023-03-11587<sup>1</sup>, this Office, through the Education Support Services Division, hereby announces the conduct of the School-Based Feeding Program (SBFP) Implementation Review and Planning Workshop on April 23-25, 2025, at a venue to be announced on a separate issuance.
2. This activity aims to present the accomplishments, challenges, and best practices of the Division Offices for the SY 2024-2025 implementation, finalize the Cycle Menu for SY 2025-2026, and prepare the Implementation Plan for SY 2025-2026.
3. The list of participants from the Regional Office and Schools Division Offices (SDOs) is detailed in **Annex A**. Participants are required to bring their laptops for workshop activities and shall register online via the following link: [tinyurl.com/SBFPRRegistration2025](https://tinyurl.com/SBFPRRegistration2025).
4. Additionally, Division SBFP focal persons are requested to prepare their SBFP Accomplishment Report for SY 2024-2025 using the prescribed template, accessible through the link: [tinyurl.com/SBFPAccomplishmentReport2024](https://tinyurl.com/SBFPAccomplishmentReport2024).
5. The program of activities is provided in **Annex B**.
6. Travel and related expenses for this activity shall be charged against SBFP – Program Support Funds or local funds, subject to the usual accounting and auditing rules and regulations.
7. 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](mailto:essd.calabarzon@deped.gov.ph).
8. Immediate dissemination of this Memorandum is desired.

03/ROE7

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

<sup>1</sup> Advisory for the Implementation of School-Based Feeding Program (SBFP) SY 2024-2025



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**ANNEX A. LIST OF PARTICIPANTS FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION REVIEW AND PLANNING WORKSHOP**

OFFICE	PARTICIPANTS
<b>Regional Office</b>	ESSD Chief Nutritionist-Dietitian II SBFP Technical Assistant 1 One (1) ESSD Secretariat/TWG
<b>Schools Division Offices (2pax per SDO)</b>	One (1) SBFP Focal Person – Regular Component One (1) SBFP Focal Person – Milk Component

**ANNEX B. PROGRAM OF ACTIVITIES FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION REVIEW AND PLANNING WORKSHOP**

DAY 1		
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9:30 AM – 10:30 AM	SBFP Implementation Guidelines and Arrangements for FY 2025	Angeline Ebajo SBFP – TA I
10:30 AM – 11:00 AM	Financial Report on the Obligation and Utilization of Funds	RO Finance Division Representative
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12:00 PM – 1:00 PM	Lunch	
1:00 PM – 5:00 PM	Accomplishment Report Presentation, Open Forum, and Group Discussion <ul style="list-style-type: none"> <li>Continuation of Accomplishment Report SY 2025-2026</li> <li>Challenges and Best Practices in SBFP Implementation</li> <li>Lessons Learned and Key Takeaways</li> </ul>	SBFP Division Focal Persons  ESSD TWG

<b>DAY 2</b>		
8:00 AM – 8:30 AM	Recap of Day 1 and Setting of Day 2 Objectives	SDO Participants
8:30 AM – 9:00 AM	Overview of Nutrition Guidelines and Cycle Menu Creation	Johnalen Aira S. Soberano ND II, ESSD
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