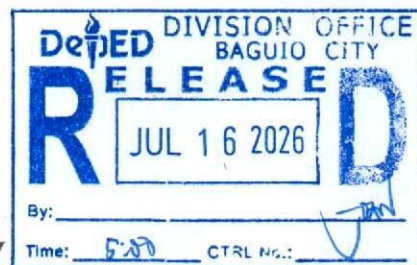




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



July 16, 2026

DIVISION MEMORANDUM

No. 461-2026

**CONDUCT OF ORIENTATION ON THE IMPLEMENTATION OF THE
SCHOOL BASED FEEDING PROGRAM**

To: All Public Schools District Supervisors
Public Elementary School Heads
Secondary School Heads
School Health and Nutrition Personnel
Program Development Officer
Administrative Officer
Other Concerned

1. The Department of Education issued an Institutional Guidelines, DepEd Order No. 13, s. 2026, on the Implementation of the SBFP in compliance with the provision of Republic Act (RA) No. 11037 or the "Masustansyang Pagkain Para sa Batang Pilipino Act", the Primary statutory basis for the implementation of SBFP.
2. The School Based Feeding Program (SBFP) serves as a strategic intervention for learners in basic education. It is designed to enhanced nutritional well-being while contributing to improved educational performance.
3. This orientation aims to:
 - Disseminate updated SBFP policies, eligibility criteria, and menu standards
 - Clarify roles and responsibilities of School Heads, coordinators and support staff
 - Provide Guidance o procurement, storage, preparation, and serving of meals
 - Review health and safety protocols, including food handling and sanitation
 - Explain documentation, reporting and liquidation requirements
 - Address concerns and queries on program implementation
4. Participants of the training are:

Participants	No. of pax
1. Public School District Supervisors	10
2. Elementary and Secondary School Heads	68
3. Bids and Awards Committee (BAC)	5
4. Administrative Officers (School Based)	68
5. School Management Monitoring and Evaluation (SMME-Division Office)	1
6. Project Development Officers (PDO-School Based)	11
7. Medical Officers	4



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@depd.gov.ph



DepEd Tayo Baguio City



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8. Nurses	15
9. Dentist	6
10. Technical Assistant and Administrative Support	3
11. TWG	3

5. Schedule of the training will be on July 22, 2026 from 7:30AM to 4:00PM at Baguio City PFVR Gymnasium, No. 82 Military Cutt Off, Baguio City.
6. The training matrix in Enclosure no. 1
7. For concerns and queries, you may contact Cynthia S. Cadawan, Nurse II, at 09976330750 or email at cynthia.cadawan@deped.gov.ph
9. Immediate and wide dissemination of this memorandum is desired

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1: MATRIX OF ACTIVITY

**SCHOOL BASED FEEDING PROGRAM ORIENTATION
SY 2026 – 2027**

DATE/TIME	ACTIVITY	OBJECTIVE	RESPONSIBLE PERSON
JULY 22, 2026			
7:30 – 8:00	Registration and attendance of participants	Confirm attendance and distribution of training materials	TWG
8:01 – 8:30	Preliminaries National Anthem Prayer Baguio Hym Welcome Remarks Message Statement of Purpose	Set an atmosphere and introduction of the activity	Master of Ceremonies Niño M. Tibangay Soraya T. Faculo PhD, CESO V Cynthia S. Cadawan
8:30 – 9:30	Overview of SBFP SY2026- 2027 - DO 13 s. 2026 - Objectives, coverage, target beneficiaries	Discussion of Program policy and Scope	SBFP Focal
9:30 - 10:00	Identification of beneficiaries - Nutritional Status - Master list	Presentation of eligible beneficiaries	SBFP Focal
10:00 – 10:15	Health Break (AM Snacks)		
10:15 – 11:00	Presentation and Discussion of Cycle Menu	For guidance in the implementation of feeding days	SBFP Focal
11:00 – 12:00	Food Safety: things to consider in the implementation of hot meals	Information dissemination on safety protocols	FSCO Focal
12:00 – 1:00	Lunch Break		
1:00 – 1:45	Forms, Reports, Documentation	Discussed forms to use and time of submission	SBFP focal
1:45 – 2:30	Operation & Management -Procurement of Hot Meals -Downloading of funds to schools for Hot Meals	Ensure safe, compliant implementation	Budget/Accountant
2:30 – 3:00	Monitoring, Evaluation & Sustainability	Track impact and long-term impact	SNME
3:00 – 3:15	Health Break (PM Snacks)		
3:15 – 3:45	Open Forum - Question and Answer	Answer queries and concerns	Resource Speakers
3:45 – 4:00	Closing -Synthesis - wrap up		MOIC
4:00 – 5:00	Own Offices/Station to prepare needed documents as discussed in the orientation		