



Republic of the Philippines  
**Department of Education**  
 REGION I



MAR 17 2025

**REGIONAL MEMORANDUM**

No. 408 s. 2025

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

To: Schools Division Superintendents

1. This refers to the attached Memorandum OM-OUPS-2025-08-01750 from the Officer-In-Charge, Office of the Undersecretary for Operations, Malcolm S. Garma, Department of Education, Central Office, Meralco Avenue, Pasig City, on the above mentioned subject dated March 11, 2025 for information and guidance.


2. To ensure that the outputs, outcomes, and impacts of the program are properly measured and documented, the following regular reports on SBFP and its complementary program must be submitted according to the schedule below:

Data and or Reporting Form	Schedule
Status of Procurement and Implementation for SBFP to be requested from the SDO Focal Persons	Every 1 <sup>st</sup> week of the month
Status of Payments to Suppliers to be requested from the SDO-TA for SBFP	Every 2 <sup>nd</sup> week of the month
Monthly Progress Report	Before the 15 <sup>th</sup> day of the month and validation of the data is every 3 <sup>rd</sup> week of the month
Fund Utilization Report, Nutritional Assessment and other data to be requested from the SDO Focal Persons	Every 4 <sup>th</sup> week of the month

3. Please submit the following data by March 31, 2024:  
 a. SY 2023-2024 SBFP Form 1 (Masterlist of Beneficiaries);  
 b. SY 2023-2024 SBFP Form 2 (SBFP Summary of Beneficiaries);  
 c. To measure the impact of universal feeding on kindergarten learners, all pilot schools are requested to submit Form 7 (School Program Terminal Report) to the SDO a week after the close of the SY, by April 15, 2025.  
 d. All SDOs must submit the Program Terminal Report by June 30, 2025.

4. Immediate compliance of this memorandum is requested.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONELL**  
 Chief Administrative Officer  
 Administrative Division

Incls.: As Stated.

To be included in the Perpetual Index under the following subjects:

PROGRAMS      REPORTS

ESSD-SQC/mar/Regional Memo 2025



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2025-08-438**

**FOR : REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : MALCOLM S. GARMA**  
 Assistant Secretary, **Officer-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:

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

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

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



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2025-04-075**

**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**

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requested to submit the following on or before March 31, 2025 via [sbfp.milk@deped.gov.ph](mailto: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](mailto: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](mailto:sbfp@deped.gov.ph) or telephone at (02) 8632-9935.

Thank you.



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Thank you.



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6. Nutritional Status Before and After Feeding - BMI

RO	Sex	Severely Wasted			Wasted			Before Feeding Normal			Overweight			Deterp			Severely Wasted			Wasted			3rd Grade Normal			Overweight			Deterp					
		No.	%		No.	%		No.	%		No.	%		No.	%		No.	%		No.	%		No.	%		No.	%		No.	%				
Grader	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grader	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 1	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 1	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 1	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 2	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 2	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 2	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 3	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 3	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 3	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 4	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 4	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 4	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 5	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 5	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 5	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 6	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 6	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Grade 6	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
SPEC	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
SPEC	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
SPEC	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Multi-grade	Tota	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Multi-grade	F	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Multi-grade	M	0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0		0	0	
GRAND TOTAL	Tota	0	0		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.	%
Kindergarten	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 1	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 2	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 3	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 4	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 5	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade 6	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPED	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multigrade	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



3 Percentage Attendance			MONTHS											
SDA	Sex		0	1	2	3	4	5	6	7	8	9	10	
Grafik 1	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Grafik 2	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Grafik 3	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Grafik 4	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Grafik 5	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Grafik 6	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
SPEK	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
Maklagrafi	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	M	Total	0	0	0	0	0	0	0	0	0	0	0	
	F	Total	0	0	0	0	0	0	0	0	0	0	0	
		Total	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
<b>Nutritious Food Products</b>	
	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%)
<b>Total:</b>			

**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.)*

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**E. PROPOSED PLAN OF ACTION AND RECOMMENDATIONS**

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**F. PHOTOS (Before, During and After)**

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Prepared by:	Noted:
_____ School Feeding Focal Person Date: _____	_____ Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

08-01700

**ROUTING SLIP**

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

Sender: **Ellafher Ramos**  
 Subject: **Permission and Updating of Data and School-Based Feeding Program (SBFP) Reporting Forms**  
 Document Code: **CO-BLSS1-2025-03-1762**  
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 Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

DATE (y-m-d)	FROM (Please indicate Name, Position and Office)	FOR (Please indicate Name, Position and Office)	NOTES / RECOMMENDATION / INSTRUCTION	RECEIVED BY (Please indicate Name, Office, Date and Time)
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25-3-11	BLSS-01	OACOPS	For Approval	Din 3/12/25 8:30 AM
3/13/25	OACOPS-LES	OACOPS	for approval of UMS/OMS	<b>DEPARTMENT OF EDUCATION</b> <b>OFFICE OF THE UNDERSECRETARY FOR OPERATIONS</b> <b>RECEIVED</b> BY: _____ TIME: _____ DOC. # _____
		SHD	UAC/OMS	
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D3934