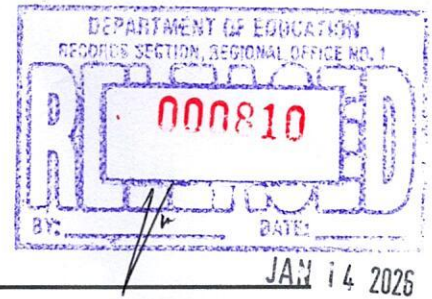




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 49 s. 2026

REQUEST FOR AN INVENTORY AND CAPACITY ASSESSMENT ON SCHOOL-BASED FEEDING PROGRAM RESOURCES

To: Schools Division Superintendents

1. Reference is made to the attached Memorandum from Assistant Secretary for Governance and Operations, Roger B. Masapol, Department of Education Central Office, Meralco Avenue, Pasig City, dated December 22, 2025, relative to the subject stated above.

2. In line with this directive, the Office of the Assistant Secretary for Governance and Operations – Education Governance (OASEG) requests the Schools Division Office (SDO) SBFP Focal Persons to submit updated and comprehensive SBFP Resource Data through the Google Form link:
https://bit.ly/CK_Inventory The submission of the required data shall be on or before January 16, 2026.

3. For concerns and clarifications, SDO SBFP Focal Persons may contact Mr. Mark Jay Gamao via email at mark.gamao@deped.gov.ph. (cc: oaseg@deped.gov.ph) or through Viber at 0945-437-5988. Queries specifically related to the construction of Central Kitchens may be directed to Ar. Camille Ann Raposa via email at camille.raposa@deped.gov.ph.

4. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

Incls: None.

To be included in the Perpetual Index
 Under the following subjects

PROGRAMS
 PROJECTS

ESSD-SQC/mjrsd/ RM 2026
 January 13, 2026




Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
OTHERS CONCERNED

THROUGH:  **MALCOLM S. GARMA**
Undersecretary for Governance and Operations



FROM :  **ROGER B. MASAPOL**
Assistant Secretary for Governance and Operations

SUBJECT : REQUEST FOR AN INVENTORY AND CAPACITY ASSESSMENT
ON SCHOOL-BASED FEEDING PROGRAM RESOURCES

DATE : December 22, 2025

In support of the Department's efforts to strengthen the implementation, operational efficiency, and service delivery of the School-Based Feeding Program (SBFP), the Office of the Assistant Secretary for Governance and Operations – Education Governance (OASEG) requests all Regional Offices (ROs) and Schools Division Offices (SDOs) to submit updated and comprehensive SBFP Resource Data through a thorough inventory and capacity assessment of facilities and support mechanisms related to meal preparation and service.

Specifically, the following data are requested:

1. Inventory and capacity assessment of existing kitchens, manpower, and feeding areas.
2. Identification of schools with operational canteens that may serve as school kitchens or central kitchens.
3. Estimated number of required central kitchens per SDO and proposed strategic locations to ensure full school coverage for hot meals.
4. Recommended feeding modality per school, school cluster, or school district.
5. List of potential partner LGUs, NGOs, and community organizations for kitchen operations and/or meal preparation support.

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Certificate No. 7987 0251

6. Identification of Administrative Officers (AOs), Technical Assistants (TAs), and SBFP core groups in the SDOs and schools who are directly or indirectly involved in the implementation of the SBFP.
7. Number of clustered elementary schools that can be served by an existing or potential central kitchen, including their respective satellite schools.
8. Identification of elementary schools that cannot be clustered with other schools due to geographical constraints or other factors, such as enrollment size.

The SDO SBFP focal persons are requested to complete using the Google form link provided: https://bit.ly/CK_Inventory. These focal persons shall collaborate with EFD engineers to fill out the online forms and conduct ocular visits where necessary. The information collected will be used for strategic planning, contextualized resource mobilization, and the efficient delivery of hot meals and/or nutritional food packs to the learners.

The deadline for the submission of the required data is **January 16, 2026**.

Attached to this memorandum as Annex A is the Selection Criteria/Parameters for Central Kitchen Refurbishment and Establishment.

For any clarifications regarding this request, please contact Mark Jay Gamao via email at mark.gamao@deped.gov.ph (cc oaseg@deped.gov.ph) or via Viber at 09454375988. All queries related to the construction of central kitchens may be directed to Ar. Camille Ann Raposa via email at camille.raposa@deped.gov.ph.

For your appropriate action.