Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
028566
BY: DATE: OCT 2 6 2025

REGIONAL MEMORANDUM
No. 1414 s. 2026

CONSULTATION WORKSHOP WITH FINANCE ON SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTATION AND ORIENTATION ON THE SBFP GUIDELINES ON PROCUREMENT USING NEGOTIATED PROCUREMENT-SAGIP SAKA (NP-SS)

To: Schools Division Superintendents

1. This refers to the attached Advisory dated October 15, 2026, issued by Director Miguel Angelo S. Mantaring, Director IV, BLSS, DepED Central Office, regarding the above-mentioned subject, for information and guidance.

2. The Consultation Workshop with Finance on SBFP Implementation and Orientation on the SBFP Guidelines on Procurement using Negotiated Procurement-Sagip Saka (NP-SS) shall be conducted on **November 10–12, 2026 in Malay Aklan, Region VI**. The participants shall consist of three (3) representatives from the Regional Office and **three (3) representatives** from each Schools Division Office (SDO), specifically **Finance Personnel, the SBFP Focal Person** and a **representative from the BAC**. All participants are expected to arrive at the venue before 7:00 AM on November 10, 2026 in time for the Opening program.

3. All concerned participants shall accomplish the online registration form through **https://tinyurl.com/ConsultationWorkshopFinance** on or before **November 3, 2026, 2026.** Online registration is mandatory for the issuance of the a Certificate of Appearance and Certificate of Participation. Furthermore, participants shall accomplish the required pre-work activities using the template accessible through **https://tinyurl.com/ConsultationFinance-Template** and submit the accomplished outputs on or before **October 30, 2026.**

4. Travel and other allowable expenses relative to the activity shall be charged against the SBFP Program Support Funds or local funds, subject to existing accounting and auditing rules and regulations.

5. For information, guidance and compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encls.: As Stated

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

HEALTH EDUCATION PROGRAMS

ESSD-SQC/mar/RM New
October 21, 2026

DepEd RO1 Documan
ESSD260997

Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

ADVISORY
October 15, 2026

This has reference to OUGOPS Memorandum No. 2026-02791 regarding the **Consultation Workshop with Finance on School-Based Feeding Program (SBFP) Implementation and Orientation on the SBFP Guidelines on Procurement using Negotiated Procurement–Sagip Saka (NP-SS)**, initially scheduled on **October 14–16, 2026**. The activity has been rescheduled to **November 10–12, 2026** within **Malay, Aklan, Region VI**.

Please be informed and reminded of the following:

1. **Online Registration -** The participants for this activity shall consist of three (3) representatives from each Regional Office (RO), namely: one (1) Finance personnel, one (1) SBFP Focal Person, and one (1) Technical Assistant. Likewise, each Schools Division Office (SDO) shall designate three (3) representatives composed of one (1) Finance personnel, one (1) SBFP Focal Person, and one (1) BAC representative.

2. All identified participants are requested to complete the online registration **on or before November 3, 2026 (Tuesday)** through the following link: https://tinyurl.com/ConsultationWorkshopFinance

3. **Travel Expenses -** Participants' travel expenses shall be charged against the available local funds and/or School-Based Feeding Program (SBFP) – Program Support Funds, subject to the usual accounting and auditing rules and regulations.

4. **Arrival and Opening Program -** Participants are expected to arrive at the venue before 7:00am on November 10, 2026 (Day 1) and may proceed directly to the registration area. Those who need to travel on **November 9** due to availability of flights, are requested to charge their per diem and board and lodging expenses against local funds.

5. **Accommodation and Meals -** The following accommodation and meal arrangements shall apply:
   - Check-in: November 10, 2026 (Day 1)
   - Check-out: November 12, 2026 (Day 3)

6. **Participation and Certification -** Participants are expected to attend the entire duration of the activity and accomplish the online evaluation form to be disseminated at the end of the program. Completion of the activity requirements shall serve as the basis for the issuance of the Certificate of Appearance and Participation.

7. For reference, please refer to the attached tentative Indicative Program of Activities.

8. **Items to Bring -** Participants are advised to bring the following:

- Laptop
- Extension cord
- Backup internet connection
- Obligation and Disbursement of FY 2025 Continuing Funds and FY 2026 Current Funds
- Reports/Support Documents
    - Status of Payments and/or Liquidation reports (if applicable) for FY 2025 and 2026 Funds
    - Status of Funds for the FY 2026 2nd Tranche

All Regional Offices (ROs) are requested to lead the preparatory activities, including the review and completion of the **pre-work template**, which covers the following: (a) Obligation and Disbursement of FY 2025 Continuing Funds and FY 2026 Current Funds; (b) Status of Payments and/or Liquidation Reports for FY 2025 and FY 2026 Funds, if applicable; (c) Status of Funds for the FY 2026 2nd Tranche; and (d) Questions and Answers for Finance.

The **pre-work template** may be accessed through https://tinyurl.com/ConsultationFinance-Template. The completed template shall be submitted on or before **October 30, 2026**.

For all your finance-related questions, concerns, or clarifications in advance through the provided link https://forms.gle/7nzUVm8nWWp9GvKK7.

9. **Health and Safety Reminders** - Participants who are not feeling well are discouraged from attending the activity. Participants are likewise encouraged to bring their own face masks and hand sanitizers, as needed, and to observe appropriate health and safety measures throughout the activity.

For questions and concerns, please contact Ms. Magdalene Portia T. Cariaga, Supervising Health Program Officer, and/or Ms. Christine Isabel B. Buenvenida, Nutritionist-Dietitian III, or Ms. Hazel Joy V. Catacutan, Technical Assistant II, Nutrition and Hygiene Unit/SBFP Team, BLSS-SHD, through email at sbfp@deped.gov.ph.

DR. MIGUEL ANGELO S. MANTARING
Director IV

INDICATIVE PROGRAM OF ACTIVITIES

Day 1: November 10, 2026

Time	Activity	In-Charge
7:00am-9:00am	Arrival & Settling-in Registration	Secretariat
9:00am-11:00am	**Opening Program** • Introduction of ParticipantsWelcome Message • Inspirational Message	Mei-Ling V. Duhig, HEPO III SDS Feliciano C. Buenafe Jr, Dr. Miguel Angelo S. Mantaring, Director IV, BLSS Asec. Roger B. Masapol Assistant Secretary for Governance and Operations – Education Governance and Support Services
11:00am-12:00pm	Mechanics of the Workshop and Breakout Session	Hazel Joy V. Catacutan, TA II
12:00pm-1:00pm	*Lunch Break*	
1:00-3:00pm	**Budget Process and Fund Utilization** • Budget process and cycle • Appropriation, allotment, obligation, and fund availability • Allowable expenditures and cost parameters relevant to SBFP o Contract of Service (COS) / personnel-related engagements o Communication expenses o Travel expenses o Supplies and materials o Other applicable MOOE expenditures	Finance Service – Budget Division
3:00-4:00pm	**Accounting, Disbursement, and Payment Processes** • Accounting and transaction processing • Documentary requirements and submission of supporting documents • Disbursement and supplier payment processing • Common accounting deficiencies and processing delays	Finance Service – Accounting Division
4:00-6:00pm	**Presentation of EPMO Monitoring Tools and Dashboards**	Education Programs Management Office

Time	Activity	In-Charge
	• Overview of monitoring tools and dashboards • Financial performance and fund utilization monitoring	

Day 2: November 11, 2026

Time	Activity	In-Charge
8:00-8:15am	Preliminaries and Breakout Session	BLSS-SHD-NHU
8:15am – 10:00am	**Synthesis of Regional Pre-Work Submissions and Identification of Emerging Bottlenecks and Challenges (BCCs)** • Consolidated findings from regional submissions on financial accomplishments, BCCs, and best practices • Identification of recurring and region-specific issues • Initial identification of emerging BCCs per RO	Education Programs Management Office
10:00-10:15am	*Health Break*	
10:15-12:00pm	Presentation and Discussion of Emerging BCCs and Recommended Actions by the Concerned ROs	ROs / Field Offices
12:00-1:00pm	*Lunch Break*	
1:00pm-2:00pm	Continuation of Presentation and Discussion of Emerging BCCs and Recommended Actions by the Concerned ROs	ROs / Field Offices
2:00-3:00pm	Plenary Consultation on Priority BCCs and Recommended Actions	Education Programs Management Office
3:00-4:00pm	Sharing of Best Practices in SBFP Implementation	ROs
4:00-4:30pm	Synthesis of Agreements and Recommended Actions	Education Programs Management Office
4:30-5:30pm	Closing of Day 2	BLSS-SHD-NHU

Day 3: November 12, 2026

Time	Activity	In-Charge
08:00–08:45am	Preliminaries and Breakout Session	Secretariat
08:45–09:45am	Overview of the Sagip Saka Act and Policy Framework for NP-SS	Mr. Rogelio Jon Labrador DA, GPPB Accredited Trainer

09:45–10:00am	*Health Break*	
10:00–11:10am	Government Procurement Framework and NP-SSA Procurement Procedures Step-by-Step Walkthrough of the NP-SS Procurement Process for SBFP (Procurement Process)	Mr. Rogelio Jon Labrador DA, GPPB Accredited Trainer
11:10–11:50am	FFEDIS Orientation and Demonstration: Identifying and Engaging Eligible Farmers and Fisherfolk Enterprises	Ms. Christine Baldelomar DA AMAS
11:50–12:00pm	Open Forum	DA and GPPB
12:00–01:00pm	*Lunch Break*	
01:00–2:40pm	Integrating NP-SS into the School-Based Feeding Program: Policy Direction and Implementation Framework (Procurement Planning)	DepEd
2:40–3:00pm	Financial Management, Documentation Requirements, and Compliance Considerations under NP-SS (Payment Process)	Education Programs Management Office
3:00–3:15pm	Health Break	
3:15 – 4:00pm	Automated Recipe Template and SBFP Dashboard	GIZ
4:00pm–4:40	Open Forum and Clarification Session Common Implementation Issues, Frequently Asked Questions, and Good Practices in NP-SSA Implementation	DA and BLSS-SHD-NHU
4:40–4:55pm	Presentation on the Linkages and Support structure between DepEd and DA	WFP Facilitators
4:55–6:30pm	Closing Remarks and Next Steps	BLSS-SHD-NHU