



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. **0428**, s. 2023

**ORIENTATION OF DISTRICT BOOKKEEPERS AND CENTRAL SCHOOL PRINCIPALS  
ON THE UPDATED SBFP OPERATIONAL GUIDELINES FOR FY 2023**

To: Public Schools District Supervisors/Acting Public Schools District Supervisors  
Central Elementary School Principals  
District Bookkeepers  
Division Health Personnel  
All Others Concerned

1. Regional Memorandum No. 0331, s. 2023 or the “Advisory for the Implementation of the School-Based Feeding Program (SBFP) SY 2023-2024” prescribed for the implementation of the SBFP in School Year 2023-2024.
2. In line with this, the Orientation of District Bookkeepers and Central School Principals on the Updated SBFP Operational Guidelines for FY 2023 will be conducted in 3 batches on **September 26-28, 2023**, from **8 AM to 5 PM** at **Panda Tea Garden Suites, Tagbilaran City** to facilitate the program planning and initiation for this school year.
3. The following participants per district are enjoined to attend the one (1) day activity:
  - a. Central Elementary School Principal (drop-off point)
  - b. 1 District Bookkeeper (drop-off point)
  - c. Division Health Personnel assigned to the district
4. A schedule of participating districts is attached for reference. In case a participant will not be able to attend, a qualified representative may be sent in his/her place.
5. Furthermore, all district drop-off points are instructed to prepare the list of consignees and school inspection team with corresponding signature specimens (see attachment) and the participants are to **bring a laptop** and the said accomplished form during the activity.



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6. This memorandum will serve as a travel order and traveling expenses incurred by the personnel may be charged to the division funds or the school MOOE as applicable and subject to the usual accounting and auditing rules and regulations.

7. For the dissemination and compliance of all concerned.

  
**EVANGEL M. LUMINARIAS Ph.D., CESO V**  
Schools Division Superintendent 

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<b>BATCH 1 (SEPTEMBER 26, 2023)</b>	<b>BATCH 2 (SEPTEMBER 27, 2023)</b>	<b>BATCH 3 (SEPTEMBER 28, 2023)</b>
1. Ubay II	1. Antequera	1. Bien Unido
2. Anda	2. Maribojoc	2. Ubay I
3. Jagna	3. Sikatuna	3. Ubay III
4. Garcia Hernandez	4. Corella	4. Alicia
5. Valencia	5. San Isidro	5. Mabini
6. Dimiao	6. Baclayon	6. Candijay
7. Lila	7. Getafe I	7. Guindulman
8. Loay	8. Getafe II	8. Duero
9. Loboc	9. Buenavista I	9. Trinidad I
10. Sevilla	10. Buenavista II	10. Trinidad II
11. Balilihan	11. Inabanga North	11. San Miguel
12. Cortes	12. Inabanga South	12. Dagohoy
13. Dauis	13. Catigbian	13. Pilar
14. Carmen I	14. Danao	14. Sierra Bullones
15. Carmen II	15. Tubigon East	15. Sagbayan
16. Carmen III	16. Tubigon West	16. Pres. Carlos P. Garcia
17. Bilar	17. Loon North	17. Talibon I
18. Batuan	18. Loon South	18. Talibon II
19. Clarin	19. Calape	
20. Albuquerque	20. Panglao	



DEPARTMENT OF EDUCATION  
Region VII Central Visayas



REGION/DIVISION/DISTRICT: \_\_\_\_\_  
 NAME OF SCHOOL: \_\_\_\_\_  
 SCHOOL ID NO.: \_\_\_\_\_

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT

**LIST OF AUTHORIZED CONSIGNEES FOR DISTRICT DROP-OFF POINTS (SY 2023-2024)**

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1 (School Head)				
2 (School Feeding Coordinator)				
3 (School Property Custodian)				
4 (Alternate Signatory 1)				
5 (Alternate Signatory 2)				

**SCHOOL INSPECTION TEAM FOR DISTRICT DROP-OFF POINTS (SY 2023-2024)**

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1				
2				
3				
4				
5				

**Note: Only authorized consignees are allowed to receive the goods.**