



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

Office of the Schools
Division Superintendent

April 2, 2024

DIVISION MEMORANDUM
No. **158**, s. 2024

SUBMISSION OF THE PROGRAM TERMINAL REPORT AND UPDATED LIST OF CONSIGNEES FOR THE SCHOOL-BASED FEEDING PROGRAM

To: Public Schools District Supervisors/Acting Public Schools District Supervisors
School Heads
Non-teaching Personnel
All Others Concerned


1. The School-Based Feeding Program Regular Component in the form of the distribution of Nutritious Food Products (NFP) commenced in the last quarter of FY 2023 to feed beneficiaries for 87 days for School Year 2023-2024.
2. In this regard, the said 87 days of the NFP are expected to conclude in April 2024.
3. Hence, all SBFP implementing schools are expected to accomplish and submit their **Program Terminal Report** of the 87 days NFP distribution and consequently initiate the liquidation of funds.
4. Furthermore, due to the recent movement of School Heads and other non-teaching personnel, all **District Drop-off Points** are also to accomplish and submit their **Updated List of Consignees** for the Milk Feeding Program.
5. The Program Terminal Report and Updated List of Consignees must be accomplished on or before **April 30, 2024**, and the Excel and scanned copies of the said forms must be submitted through the link using the Microsoft Office 365 online platform: <https://forms.office.com/r/nVntUF6NaG>.
6. Templates of the forms are enclosed in the attachments and may also be downloaded at <https://tinyurl.com/ym6tn794>.
7. For the information, dissemination, and compliance of all concerned.


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pg. 1