



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

**Office of the Schools
Division Superintendent**

November 13, 2024

DIVISION MEMORANDUM
No. 565, s. 2024

**DOWNLOADING OF FUNDS FOR CONDUCT OF SCHOOL BASED FEEDING
PROGRAM MILK COMPONENT FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chief - CID
Chief - SGOD
Education Program Supervisors
Public Schools District Supervisors
School Principal/Head
Administrative Officers II
District Bookkeepers
All Other Concerned

1. In support to the Implementation of the School-Based Feeding Program with Milk Feeding Component Implementation for FY 2024, and in reference to Memorandum OUOPS No. 2023-03-11587 – Advisory for the Implementation of School-Based Feeding Program (SBFP) SY 2024-2025, dated December 21, 2023, and Region VII Memorandum No. 019, s. 2024 – Advisory for the Implementation of School-Based Feeding Program (SBFP) SY 2024-2025 dated January 4, 2024, this office announces the release of the budget for the of **SBFP Milk Component** for FY 2024.
2. The designated School Heads are responsible for preparing the PPMP and WFP documents. These documents must be submitted to the assigned District Bookkeepers and Administrative Officers II, who will consolidate them into the required payroll format. Once consolidated, the PPMP and WFP reports should be submitted to the PSDS for approval before being uploaded to the link <https://shorturl.at/40Tej>. The deadline for submitting data to this link is November 22, 2024. School Heads are advised to keep a copy of the approved documents that have been submitted to the Bookkeepers/Administrative Officers II.



3. The SBFP Milk Component FY 2024 will be implemented over a period of Fifty-five (55) days, recommended to begin, if possible, on November 2024. The budget allocated is One Peso (Php 1.00) per beneficiary learner.
4. For the Operational Guidelines on implementing the School-Based Feeding Program, please refer to DepEd Order No. 23, s. 2020
5. Please be reminded that the fund will not be downloaded unless the accountable officer has liquidated previously downloaded SBFP funds-milk component and has updated their **fidelity bond**. The deadline for submission of the liquidation report shall be **on or before the 30th day after the end of the program implementation**. Copies of the following documents are to be attached to the liquidation reports:
 - a. Approved PPMP;
 - b. Approved WFP;Bookkeepers are required to retain a school copy of all the liquidation report documents and their attachments.
6. At the time of the scheduled delivery, the Designated Drop-Off Points Administrative Officer II and two members of the Inspectorate Committee must be present. The Inspection and Acceptance Report must be signed, and one copy should be sent to the Supplier as an attachment to their billing, along with the Delivery Receipts. Designated Drop-Off Points must also retain a copy of the said IAR for future reference.



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7. Immediate and wide dissemination of this memorandum is hereby directed.


CASIANA P. CABERTE PhD, CESO VI
OIC-Schools Division Superintendent 

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