



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

**Office of the Schools
Division Superintendent**

September 3, 2025

DIVISION MEMORANDUM

No. 601, s. 2025

**DOWNLOADING OF OPERATIONAL FUNDS FOR IMPLEMENTATION OF
SCHOOL-BASED FEEDING PROGRAM FOR FOOD AND MILK FEEDING
COMPONENTS FOR SY 2025-2026**

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 SY 2025-2026, and in reference to DepEd Memorandum OM-OUOPS-2024-09-10424, Regional Memorandum No. 0216 s. 2025 – 1st Advisory for the Implementation of School-Based Feeding Program (SBFP) FY 2025, dated March 4, 2025, Regional Memorandum no. 0289 s. 2025- 2nd Advisory for the Implementation of the School Based Feeding Program (SBFP) FY 2025, dated March 7, 2025, Regional Memorandum No. 0531 s. 2025 – Third (3rd) Advisory for the Implementation of the School-Based Feeding Program (SBFP) FY 2025, dated June 5, 2025, Regional Memorandum No. 0721 s. 2025 – Fourth (4th) Advisory for the Implementation of the School-Based Feeding Program (SBFP) Fy 2025, this office announces the download of the operational funds for SBFP for FY 2025. Refer to the link <https://tinyurl.com/SBFP2025Recipients> for the complete list of beneficiary schools.
2. As discussed during the Orientation Seminar per DM No. 560, s 2025, the designated School Heads shall prepare the PPMP (*Prepared by: School Head; Noted by: AO2; Approved by: PSDS*) and WFP (*Prepared by: School Head; Funds Available: Senior Bookkeeper & AO2; Approved by: PSDS*), which must be submitted to the respective Senior Bookkeeper and Administrative Officer II for review and validation, and subsequently endorsed to the PSDS for approval. All operational expenses must comply with the provisions of DepEd Order No. 31, s. 2021. The aforementioned documents, together with the Certificate of Conduct of the SBFP Orientation (Annex A), Attendance, MOVs must be uploaded to the google drive link - <https://tinyurl.com/SBFP2025> Each district to create one folder with the contents format - SchoolName_DocumentName. The School Heads and Senior Bookkeepers are advised to retain a copy of the approved documents for liquidation attachment.



DepEd Tayo Bohol Division

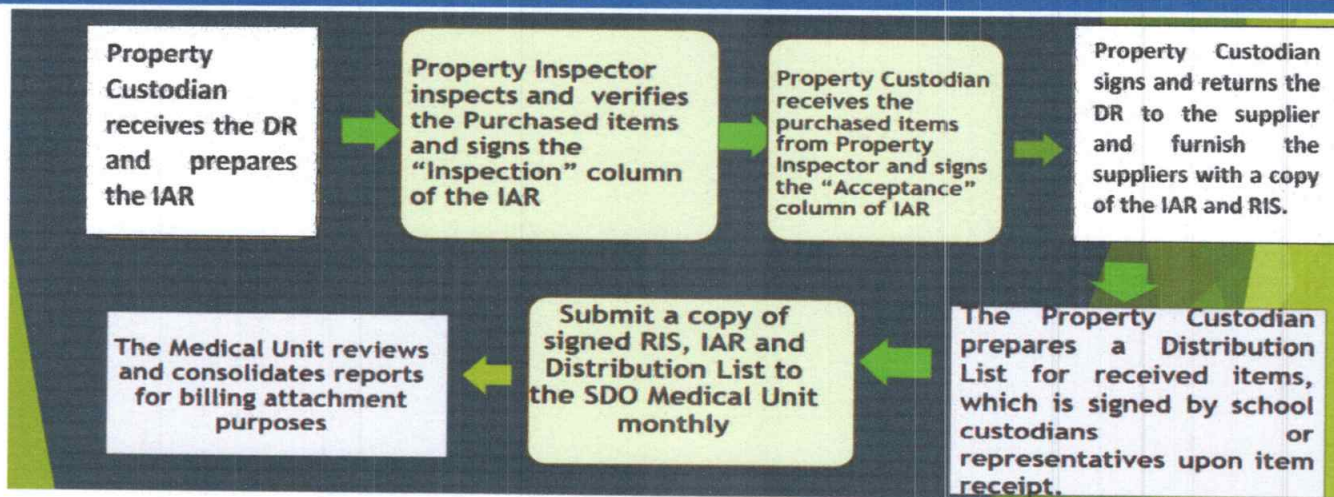
Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
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www.depedbohol.org



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3. Target SBFP implementation was last September 1, 2025, with the Food component running for 120 days and the milk component 15 days. For the delivery process of the food component please refer to flow below:

PROCEDURES IN THE RECORDING OF RECEIPT, INSPECTION AND ACCEPTANCE PURCHASE SBFP FOOD AND MILK SUPPLIES



Drop off points property custodian/personnel in-charge shall:

1. Shall inspect, validates and receive delivered items;
 2. Signs the Inspection and Acceptance Report (IAR), Request Issue Slip (RIS), and Delivery Receipt and provide the supplier a copy of these forms;
 3. Prepare Distribution List for every delivery for distribution to the schools;
 4. Furnish the Medical Unit copies of the IAR, RIS and Distribution List, monthly.
4. All payments made must be deducted with the applicable Withholding Taxes and liquidated and submitted monthly on or before the 5th of the month, deadline for the submission for the last liquidation will be on March 31, 2026. Liquidation attachments shall be as follows:

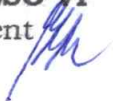
- PPMP and WFP
- Purchase Request (PR)
- Request for Quotation(RFQ)
- Abstract of Quotation (AOQ)
- Resolution to award (RTA)
- Notice of Award (NOA)
- Notice to Proceed (NTP) for procurement of Services
- Purchase Order (PO)/Contract – should indicate the terms of delivery
- Invoice(should indicate the date received)
- Inspection and Acceptance Report (IAR)
- Requisition and Issuance Slip (RIS) or Inventory Custodian Slip
- Report of Supplies and Materials (RSMI) or Report of Semi-Expendable Property Issued (RSPI)
- Disbursement Voucher (DV)
- Proof of Payment (Official Receipt/Collection Receipt/Acknowledgement Receipt/Payment Receipt)



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Bookkeepers are required to retain a school copy of all the liquidation report documents and their attachments.

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


FAY C. LUAREZ EdD PhD TM CESO VI
Schools Division Superintendent 



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(Letterhead of District)

Date

CERTIFICATION OF CONDUCT

To: **FAY C. LUAREZ EdD PhDTM CESO VI**
 Schools Division Superintendent
 Schools Division of Bohol

This is to certify that the _____ (Title of Activity) _____ was conducted

Details of the Activity:

- Date: _____
- Venue: _____

Supporting Documents (Means of Verification) submitted:

- Signed Attendance Sheet
- Photographic Documentation

Above supporting documents are compiled and shared via Google Drive folder link:
 _ (Google Drive Link) _

We affirm that the workshop was conducted in full compliance DepEd and COA regulations, and that the foregoing information and attached MOVs are true and accurate event.

Certified by:

[Name of District Supervisor]

District Supervisor
 [District Name]

[Name of Facilitating School Head]

School Principal / SIC
 [School - District Name]

[Name Of Administrative Officer II]

Administrative Officer II
 (District Name)

[Name of Senior Bookkeeper]

Senior Bookkeeper
 (District Name)



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