



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

**Office of the Schools Division
Superintendent**

March 9, 2026

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From:  **FAY C. LUAREZ EdD PhD, TM, CESO VI**
Schools Division Superintendent

**SUBJECT: REPORTING SCHEDULE OF SBFP FOCAL PERSON, ALTERNATE
FOCAL PERSON, AND TWG AT THE SCHOOLS DIVISION OFFICE**

1. In order to facilitate the efficient processing of matters related to the implementation of the School-Based Feeding Program (SBFP), all concerned personnel are hereby informed of their reporting schedule at the Schools Division Office.
2. SBFP Focal Person and Alternate Focal Person shall report to the Schools Division Office three (3) times a week, while members of the SBFP Technical Working Group (TWG) shall report two (2) times a week. This schedule aims to ensure the timely coordination, monitoring, and processing of SBFP-related concerns, reports, and other program requirements.
3. All concerned personnel are advised to strictly follow the assigned reporting schedule to ensure the smooth implementation and management of the SBFP.
4. This Memorandum serves as **TRAVEL ORDER**. Travel and other incidental expenses shall be charged from SBFP Program Support Funds/MOOE/Local Funds subject to usual accounting and auditing rules and regulations.
5. For dissemination and compliance.



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