



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

**Office of the Schools Division
Superintendent**

May 12 ,2026

Division Memorandum
MLC-2026- **53**

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

**SUBJECT: SCHOOL BASED PROGRAM (SBFP) TECHNICAL WORKING
GROUP TERMINAL PROGRAM EVALUATION AND UTILIZATION REVIEW
SCHOOL YEAR 2025-2026**

1. In line with the implementation and continuous improvement of the School-Based Feeding Program (SBFP), this Office announces the conduct of the SBFP Technical Working Group Terminal Program Evaluation and Utilization Review for School Year 2025–2026 on May 19–21, 2026 at Bluewater Resort, Danao, Panglao, Bohol.
2. The activity is a three-day division undertaking aimed at validating, polishing, and finalizing program reports prior to submission to the Regional Office.
3. Specifically, the activity aims to:
 - a. Review and finalize key SBFP reports and documents, including the Bohol Division Consolidated Endline Nutritional Status Report and the Division Consolidated Program Terminal Report (PTR);



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- b. Ensure the accuracy, completeness, and compliance of submitted reports with existing standards and guidelines;
 - c. Review the utilization of SBFP 2025 funds, including remaining balances, unused funds, savings, and billings, to ensure proper financial management and accountability;
 - d. Conduct planning workshops for the implementation of SBFP 2026, including the preparation of the Work and Financial Plan (WFP) ,Project Procurement Management Plan (PPMP), budget proposals, cycle menus, and beneficiary extraction and validation; and
 - e. Review existing systems and processes and clarify the roles and responsibilities of the SBFP Technical Working Group and Contract of Service personnel to improve efficiency and program delivery.
4. Participants are required to bring their laptops during the activity.
 5. This memorandum serves as TRAVEL ORDER. Travel and Incidental expenses shall be charge from MOOE or local funds subject to usual accounting and auditing rules and regulations
 6. Immediate dissemination of this memorandum is desired.

SDS/SGOD/SHS



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