



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

Office of the Schools Division
Superintendent

June 15, 2026

DIVISION MEMORANDUM
No. **374**, s. 2026

DOWNLOADING OF OPERATIONAL FUNDS FOR IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR FOOD AND MILK COMPONENTS FROM CONTINUING FUND FOR SY 2025-2026 SECONDARY BENEFICIARIES

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisor
School Principal/Heads
Administrative Officers
District Bookkeepers
All others 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, Division Memorandum 076 s. 2026.
2. This office announces the download of the operational funds for SBFP Secondary Beneficiaries for FY 2025 continuing fund. Refer to the link provided for the complete list of beneficiary schools.

<https://tinyurl.com/LOT1SECBENS>

<https://tinyurl.com/LOT2SECBENS>

<https://tinyurl.com/LOT3SECBENS>

<https://tinyurl.com/LOT4SECBENS>

<https://tinyurl.com/MILKSECBENS>

<https://tinyurl.com/PASTEURIZEDMILKISLANDSCHOOLS>

3. As 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



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with the provisions of DepEd Order No. 31, s. 2021. The School Heads and Senior Bookkeepers are advised to retain a copy of the approved documents for liquidation attachment.

4. The Operational Expenses to be downloaded covers the following:

FOOD & MILK COMPONENT	NO. OF FEEDING DAYS	BENEFICIARIES	COVERAGE IMPLMENTATION
Pasteurized & Sterilized Milk	15 days	Secondary Beneficiaries Severely Wasted & Wasted Grade 4 to Grade 6 SY 2025-2026	February 9-March 13, 2026
Pasteurized Milk	21 days	Secondary Beneficiaries Severely Stunted & Stunted Grade 1 to Grade 6 SY 2025-2026 Island Schools Only	June 22-July 12, 2026
Nutritious Food Products	20 days	Secondary Beneficiaries Severely Stunted & Stunted Grade 1 to Grade 6 SY 2025-2026	March 4-5, 2026 (2 days) June 1-9, 2026 (Double Feeding 9 days x 2 feeding days AM and PM= 18 days)



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For the delivery process of the food & milk component, please refer to the flowchart below.



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.

5. All payments made to procured materials 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 July 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)

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

5. Unexpected balance will be reported to the Schools Annex G on or before December 20 of the current year.
6. Immediate and wide dissemination of this memorandum is hereby directed.


FAY C. LUAREZ, EdD, PhD TM, CESO V
 Schools Division Superintendent



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