



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

January 15, 2024

REGION MEMORANDUM  
ESSD-2024-006

**ADVISORY FOR THE IMPLEMENTATION OF SCHOOL-BASED FEEDING  
PROGRAM (SBFP) SY 2024-25**

To: Schools Division Superintendents

1. The Institutional Guidelines for SBFP is still for finalization due to the needed revisions on the procurement of milk in compliance with Government Policy Procurement Board (GPPB) Resolution 07-2022 titled “Approving the Guidelines on the Engagement of Procurement Agent and Related Amendments to Sections 7.3.3.A, 11.2.2.E and 47.1 of the 2016 Revised Implementing Rules and Regulations of RA #9184.”

2. The said GPPB Resolution specifies conditions when a government office can engage the services of a Procurement Agent, which is the case between DepEd and the National Dairy Authority (NDA) and Philippine Carabao Center (PCC). Major revisions in the guidelines are imperative to comply with the said policy. Thus, the following are the directions for the implementation of the FY 2023 Milk Funds and for the early and efficient implementation for FY 2024:

A. FY 2023 Milk Funds

1. In compliance with GPPB Resolution No. 07-2022, DepEd through the Schools Division Offices (SDOs) shall directly procure pasteurized or sterilized milk from the local dairy producers/ cooperatives through Negotiated Procurement-Community Participation (NP-CP).

2. Attached in this Memo is the final Milk Supply Map which is an output of the activities conducted in April-May and July 2023. This document indicates the partner-agency who shall supply the milk and the type of milk to be procured.

3. The SDO Milk Focal Person shall prepare the Authority to Procure pasteurized and/or sterilized milk from the local dairy producer/cooperative under the specific partner-agency (based from the Milk Supply Map) to include details on the approximate quantity of milk packs, number of beneficiaries, number of feeding days, delivery schedule, drop-off points, list of consignees and the allotted funds for the program.

4. The SDO Milk Focal Person shall write NDA and/or PCC to provide certification on the possible local dairy producer/ cooperative who can qualify to provide the milk requirements of the particular SDO. This is to comply with the requirements of NP-CP that a regulatory body(NDA/PCC) shall certify that the said local dairy producer/cooperative is an organized Community of Social Group(CSG).

5. After NDA/PCC has issued a certification of the possible local dairy producer/cooperative who can qualify to provide the milk requirements, the SDO shall undertake the procurement of pasteurized and/or sterilized milk



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using NP-CP in January-February 2024. A template for the contract and terms and conditions shall be issued in January 2024 as reference of the SDOs.

6. The SDOs shall also prepare and sign the Operating MOA (OpMOA) between the SDO and NDA/PCC. The said OpMOA define the policy and general framework of cooperation and coordination between DepEd and NDA/PCC for market scoping, quality assurance, supervision, monitoring and evaluation. For this function, the SDO shall pay NDA/PCC the amount equivalent to one and a half percent (1.5%) of the contract amount for pasteurized and/or sterilized milk. The details of payment are specified in the OpMOA to be issued in January 2024.

7. Milk distribution is expected to commence in March to June 2024.

8. SDOs are encouraged to ensure timely and staggered payment of milk.

B. FY 2024 Funds for Hot Meals (HM, Nutritious Food Products (NFP) and Program Support Funds (PSF)

1. The target beneficiaries for FY 2024 for Region XII is 99,854 severely wasted and wasted Kinder to Grade 6, the Regular Component (HM and/or NFP) will cover 220 feeding days (200 school days + 20 days in learning camp) and 55 days for the milk component. Funds for the regular and milk components is for direct release to the ROs, while PSF for FY 2024 funds will be downloaded by BLSS-SHD by February 2024;

2. Regional Offices and School Division Offices (SDOs) SBFP Focal Persons and all involved in the implementation of SBFP are requested to **start the preparatory activities and procurement process of NFPs by January 2024 and ensure that funds are obligated by April 2024 while the procurement process for pasteurized/ sterilized is scheduled in April-May 2024;**

3. For the Regular Component (HM/NFP), the budget cost per day is at P22.00 or P110 for five (5) days. However, if the market survey of some food commodities is below P22, the anticipated excess budget can be used as additional budget for other days or as additional funds for hot meals, as long as the total amount for the week will not exceed P110.00.

4. The use of Program Support Funds (PSF) should include the nutritional analysis to be requested from DOST-FNRI Regional Offices of FDA accredited laboratories. The need for nutritional analysis (carbohydrates and energy) of other NFPs and Milk shall be decided by the SDO.

5. DO No. 31, s. 2021, DO No. 38, s 2022 and DO No. 10 s. 2022 shall be used until the new issuance of SBFP guidelines is signed by the Vice-President and Secretary Sara Z. Duterte.

6. Serving of NFP and Milk shall be school-based only. Distribution to the homes of the learners will only be allowed in cases of community quarantines.

7. For the NFP component, attached is the new technical specifications.

8. It is reiterated that hot meals shall be allowed only in areas without community quarantine imposed, areas with central kitchens and in schools with support of a volunteer group or hired helpers to ensure that teachers will not participate in the preparation and cooking of meals; this also needs the approval of the Regional Director and to attached is a certification by the Schools Division Superintendent that teachers were not involved in the



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procurement, preparation and cooking of hot meals and that there are dedicated manpower/volunteer for the said activities. Iron Fortified Rice (IFR) is the preferred rice for the hot meals as far as practicable.

9. For combination of HM and NFP, SDOs may implement HM continuously for a number of days for efficient fund management and liquidation, to be followed by continuous implementation of NFP for the remaining feeding days.

10. Serving of Iron-Fortified Rice (IFR) is encouraged for once a week, the use of IFR is in compliance with RA 8976, "The Philippine Food Fortification Act of 2000." (Serving of IFR is a commitment of the Philippines to the United Nations' School Meals Coalition). The procured IFR can also be used to serve with viands for hot meals.

11. For pure NFP, Enhanced nutribun/Karabun (milky bun) shall be served two (2) times a week. However, in areas where supply and delivery are a challenge, it can be served only once a week.

12. All central kitchens shall serve pure hot meals or combination of HM and NFP.

13. The following items to be served to the beneficiaries shall comply with the following revised levels of nutrients:

Nutrients	Revised Allowable Amounts
Added sugar	<10-30 grams
Saturated Fat	0-7 grams
Sodium	<120-200 mg

The revision in the level of nutrients for the food items served in the SBFP was done in consideration of the need to increase the caloric intakes of the undernourished beneficiaries. Also increasing the levels of sugar, fat and sodium may possibly result in the improvement of the palatability of foods to be served, therefore influencing better consumption of items by the beneficiaries.

14. The SDO has the option to retain or to re-allocate the Schools Operational Expenses (3.00 for HM/NFP and 1.00 for milk) in consideration of the varying needs of the schools (e.g. geographic location, enrolment, etc).

3. The Schools Division Superintendent shall designate the members of the SDO SBFP Technical Working Group and SBFP Focal person for the regular component (HM/NFP) and another for the milk component and should remain designated for at least three (3) years beginning 2024 until the termination of the head of office.

4. Attached are the following documents for ready reference:
- Breakdown of Allocation for FY 2024
  - Technical Specification for Nutritious Food Products (NFP)
  - FY 2024 Implementation Timeline
  - Final Milk Supply Map for FY 2023

5. For further details Ms Magdalene Portia T. Cariaga, Ms Mei-Ling V. Duhig, Mr. Ferdinand M. Nunez, BLSS-SHD or Ma. Lourdes A. Ines of ESSD-SHS may be contacted or emailed at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).



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6. Immediate dissemination of this memorandum and compliance are desired.

  
**CARLITO D. ROCAFORT**  
Director IV

*Enclosure: as stated*

*Reference: OUOPS No 2023-03-11587 Memorandum*

*Allotment: None*

*To be indicated in the Perpetual Index under the following subject:*

*SCHOOL HEALTH*

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MLAI/ESSD SHS/RM- ADVISORY FOR THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP) SY  
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