



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

05 Feb 2024

DIVISION MEMORANDUM  
SGOD No. **015** s. 2024

SUBMISSION OF WORK AND FINANCIAL PLAN (WFP) FOR DOWNLOADING OF  
SCHOOL-BASED FEEDING PROGRAM (SBFP) OPERATIONAL EXPENSES

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary School Heads  
All Others Concerned

1. In reference to DepED Order No. 31, s. 2021 titled **Operational Guidelines on the Implementation of School-Based Feeding Program**, schools are directed to implement the School-Based Feeding Program to address hunger and encourage learners to enroll, contribute to the improvement of their nutritional status, provide nourishment for their growth and development, help boost their immune system, and improve their health and nutrition values.
2. To achieve its goals and ensure efficient and timely distribution of Nutritious Food Products (NFP) and Milk, the Operational Expenses, which can be used in transportation expenses, will be downloaded to the school and liquidated subject to the usual accounting and auditing rules and procedures.
3. Anent this, the schoolheads are directed to submit a **Work and Financial Plan (WFP)** reflecting the actual cost of transportation of NFP and Milk from the Dropping Point to their respective school. The following shall be considered in identifying the actual cost of transportation:
  - a. weekly cost of hauling of NFP for 24 weeks; and
  - b. weekly cost of hauling of Milk for 8 weeks.
4. For the WFP Template, all personnel concerned are advised to refer to the enclosure to this memorandum.
5. Accomplished WFP shall be submitted to their respective Nurse for checking, consolidation and submission to the Division Office on or before **February 9, 2024**.
6. For more information, personnel concerned are advised to refer to Division Memorandum SGOD No. 008, s. 2024.
7. For clarifications, they may contact the Nurse assigned in the District.



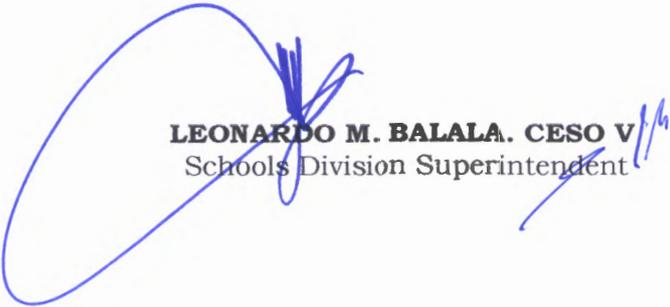
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8. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: DO 31, S. 2021  
To be indicated in the Perpetual Index  
under the following subjects:

HEALTH EDUCATION

NUTRITION EDUCATION

AOF/DM-submission of work and financial plan for downloading of school-based  
feeding program operational expenses  
0000/February 05, 2024



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**SCHOOLS DIVISION OF SOUTH COTABATO**

**WORK AND FINANCIAL PLAN**  
**SCHOOL-BASED FEEDING PROGRAM (SBFP)**  
**SY 2023-2024**

Region: REGION XII  
 Division: SOUTH COTABATO  
 District:  
 Name of School:  
 BEIS School ID:

Objectives: To rehabilitate at least 70% of the beneficiaries to normal nutritional status  
 Ensure 85-100% attendance among target beneficiaries  
 To improve the children's health and nutrition values and behavior

PROGRAM/ACTIVITY/PROJECT	Performance Indicator/Unit of Measure	Target Beneficiaries SY 2023-2024							Financial Requirements for SY 2023-2024					Responsibility Center	Source of Fund	Remarks
		Kinder	SW	W	SB	4th Quarter	TOTAL	FY 2023	TOTAL TARGET	Cost Assumption	FY 2023 1st-2nd QTR	TOTAL	FY 2023			
<b>GAS/STO/Project</b>																
<b>1. Procurement of Food Commodities for School-Based Feeding Beneficiaries for Nutritious Food Products (Enriched Bread / Nutriban &amp; Fruits)</b>																
	No. of SBFP beneficiaries fed															Schools Division of South Cotabato
<i>(See attached lists of schools with estimated amount and Cycle Menu)</i>																
	Kinder					0	0	0	0							
	Grade 1					0	0	0	0							
	Grade 2					0	0	0	0							
	Grade 3					0	0	0	0							
	Grade 4					0	0	0	0							
	Grade 5					0	0	0	0							
	Grade 6					0	0	0	0							
	<b>Total No. of Beneficiaries</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>II. Other Operating Expenses</b>																
1. Transportation Expenses	Nutritious Food Products (no. of deliveries x actual fare)												0			Sub-ARO No. DepEd- 12-23-070
	Milk (no. of deliveries x actual fare)												0			Sub-ARO No. DepEd- 12-23-070
<b>GRAND TOTAL</b>																

Prepared by:

Requested By:

Recommending Approval

Approved by:

SBFP Coordinator

Principal / School Head

**CRISTOPHER T. FRUSA**  
Chief - SGOD

**LEONARDO M. DALALA, CESO V**  
Schools Division Superintendent



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