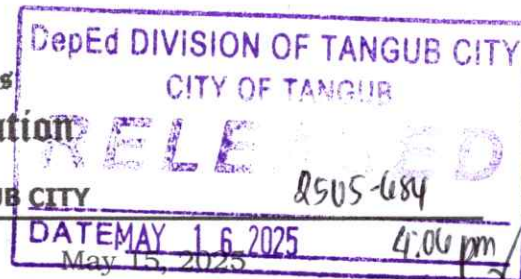




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



**DIVISION MEMORANDUM**

No. 171 , s. 2025

**DIVISION DOWNLOADING OF FUNDS FOR FY 2025 OF SCHOOL BASED FEEDING PROGRAM OPERATIONAL EXPENSES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
School Health and Nutrition Personnel  
Elementary School Heads  
All Others Concerned  
This Division

1. In compliance with DepEd Order No. 31, s. 2021 re: Operational Guidelines on the Implementation of the School Based Feeding Program (SBFP). The feeding shall begin simultaneously across all elementary schools of Tangub City Division on 2<sup>nd</sup> week of July 2025 until 120days of feeding completed.
2. The budget for the SBFP Operational Expenses shall be downloaded by the SDO to the elementary recipient schools. The school administrators are enjoined to prepared and submit approved Budgetary Plan for the downloading of SBFP operational expenses on or before July 4,2025.
3. School Operating Budget (SOB), Monthly Disbursement Program (MDP), Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP) and Annual Improvement Plan (AIP) shall be checked and verified by the SBFP Division Focal Person/ Alternate Focal Person. And Funds availability shall be signed by the Division Budget Officer.
4. This Office hereby set the suggested items allowed under the said fund per existing guidelines.
  - a. Procurement of drinking water
  - b. Reasonable transportation expenses (freight and handling) in claiming the supply at designated drop-off-school.
  - c. Communication – related expenses
    - i. Allowed for designated school feeding coordinator/ focal person to properly coordinate the weekly delivery and timely pick up of commodities.
  - d. purchase of basic eating/cooking utensils, trays, crates, dish rack, LPG, dishwashing soaps
  - e. common office supplies:
    - i. essential supplies and materials need for preparation of reports
    - ii. require procuring File Box for the efficient collection and management of SBFP records and related documents. Attached is the “SBFP Data File Bank” system guide.



Address: Anecito Siete St. Mantic, Tangub City  
Telephone No: (088) 530 – 5988  
Email: tangub.city@deped.gov.ph  
Website: www.tangub.deped.gov.ph

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**SCHOOLS DIVISION OF TANGUB CITY**

5. All supplies and materials purchased, and delivered shall comply with pertinent procurement, accounting and auditing rules and regulations.
6. See Enclosed 1,2 for the budget allocation per school and Enclosure No. 3 for SBFP Data File Bank.
7. Liquidation of funds for the Operational Expenses:
  - i. For common office supplies and others purchased and delivered, must be liquidated immediately.
  - ii. For transportation expenses (freight and handling) of commodities must be liquidated before the last date of delivery of feeding.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent 

Encl: As stated  
Reference: DepEd No.031, s.2021  
To be indicated in the Perpetual Index  
under the following subjects  
PROGRAMS  
SAU/WTM



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**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

(Enclosure No. 1 to Division Memorandum No. 171 s. 2025)

**SBFP FY 20025 – Operating Expenses Budget allocation per school**

No.	Name of School Administrator	Name of School	Budget Allocation
1	JUNNIFER GUTANG	Tangub City CS	16,000.00
2	TITCHE NEE ROLOMA	Baluc ES	16,000.00
3	JUANILDA L. TORRES	Katagan ES	16,000.00
4	ARLYN U. CUAMBOT	Kimat ES	16,000.00
5	LOROMER T. CARPIO	Kauswagan ES	16,000.00
6	EDGARDO G. MALAUBANG JR.	Lumban ES	16,000.00
7	JELLY A. ANTIPUESTO	Sto.Nino ES	16,000.00
8	IVY T. LAGAT	San Apolinario ES	16,000.00
9	SUSAN A. LIBONFACIL	Sta. Cruz ES	16,000.00
10	ANNALYN G. QUIAP	Sta. Maria CS	16,000.00
11	JOHNY R. CANDALEZA	Capalaran ES	16,000.00
12	REMILIO P. TANO	Capalaran West ES	16,000.00
13	RALPH REY SULTAN	Villaba ES	16,000.00
14	CHRISTINE G. TORTOGO	Banglay ES	16,000.00
15	LEMUEL D. BURLAT	Hoyohoy ES	16,000.00
16	CHERRYNITO MONSUBRE	Salimpuno ES	16,000.00
17	FE T. ABELLA	Tituron ES	16,000.00
18	DIOSDADA C. TROMPETA	Maloro IS	16,000.00
19	MARGIE E. MAGLANGIT	Minsubong ES	16,000.00
20	CHRISTOPHER M. TRONIADO	IDT ES	16,000.00
21	NILDIE A. MALABOSA	Bitoon PS	16,000.00
22	ANABELLE H. CONOL	Silanga ES	16,000.00
23	SEGUNDO S. DATOY	Manga ES	16,000.00
24	BERNADITH M. LUCRESIO	Bongabong ES	16,000.00
25	ARNOLD V. CAÑAS	Brgy.Tres ES	16,000.00
26	LIGAYA M. CABALAN	Polao IS	16,000.00
27	ROLAND S. GOMEZ	Maquilao IS	16,000.00
28	ELIZABETH S. VIRTUDAZO	Garang ES	16,000.00
29	JOMAR L. REYES	Prenza ES	16,000.00
30	RITCHE S. MENDOZA	Vidasto Carillo Mem. ES	16,000.00
31	MARLON C. SALVADOR	Taguite ES	16,000.00
32	ANA MICHELLE C. GAMO	San Antonio ES	16,000.00
33	STEPHEN F. HONCULADA	Labuyo ES	16,000.00
34	JOSE GLENN B. PAYOT	Lorenzo Tan Mem.CS	16,000.00
35	MARYLYN C. BANAWAN	Aquino ES	16,000.00
36	CARLOS F. SINGGIT	Pangabuan Beach ES	16,000.00
37	JOSELITO B. ROSALIJS	Bintana IS	16,000.00
38	HONEY LEE R. TUAL	Guinalaban ES	16,000.00
39	RICHEL B. ONGCOL	Pangabuan IS	16,000.00
40	DELIO A. FUENTES	Bocator ES	16,000.00
41	LEAH FE T. ORDENIZA	Tumatyag PS	16,000.00
42	MELINDA M. LUMPAYAO	Balatacan ES	16,000.00



Republic of the Philippines  
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**SCHOOLS DIVISION OF TANGUB CITY**

(Enclosure No. 2 to Division Memorandum No. 111 s. 2025)

**SBFP FY 2025 – Operating Expenses Budget allocation per school**

No.	Name of School Administrator	Name of School	Budget Allocation
43	CHARENCE A YACK	Balatacan Beach ES	16,000.00
44	NAOMIE C. TORILLO	Silangit ES	16,000.00
45	DORRIS D. JORNALES	San Vicente ES	16,000.00
46	ROBERTA P. SINGGIT	Panalsalan ES	16,000.00
47	JAMES MICHAEL M. TRONIADO	Guinabot ES	16,000.00
48	RONALD L. LOMPAYAO	Tugas ES	16,000.00
49	NONITO BANAWAN	Sumirap CS	16,000.00
50	MAYETH P. REMULTA	Sicot ES	16,000.00
51	BENJAMIN D. BERENGUEL JR.	Paiton ES	16,000.00
52	JOSEPH H. MALALIS	Owayan ES	16,000.00
53	MAE JURADO	Matugnao ES	16,000.00
54	CRISTOPHER C. MACALISANG	Simasay ES	16,000.00
55	RONEL MAGINDO	Kampit ES	16,000.00





Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

(Enclosure No. 3 to Division Memorandum No. 171 s. 2025)

**SBFP DATA FILE BANK**

(These must be always made available and regularly updated in the schools)

**FILE BOX A: SBFP IMPLEMENTATION RECORDS**

*(Files in this box will be complied at the end of feeding to be submitted)*

1. Approved School SBFP Action Plan (approved by PSDS)
2. Approved SBFP School Core Group (approved by School Head)
3. Copy of Feeding Cycle Menu (Division)
4. SBFP Form 1 – Master list of Beneficiaries (printed in landscape)
5. SBFP Form 2 – Summary of Beneficiaries (printed in landscape)
6. SBFP Form 3 (Record of Daily Attendance) – Nutritious Food Products (NFP)
7. SBFP Form 3 (Record of Daily Attendance) –Milk Component
8. SBFP Form 5 – SBFP Milk Component List of Beneficiaries
9. SBFP Milk Distribution List of Beneficiaries (Record of Daily Feeding) - *if utilized*
10. SBFP Form 4 – List of Authorized Consignees and SIT for Milk (*Drop-Off Schools Only*)
11. SBFP Form 6 – Record of Deliveries (*Drop-Off Schools Only*)
12. Picture Album/Folder of all relevant activities (Photo Documentation)
13. Others

**FILE BOX B: FINANCIAL REPORTS**

1. Approved APP/PPMP/WFP, as applicable
2. PROCUREMENT Documents (PR, RFQ, PO among others)
3. LIQUIDATION Reports
4. Copy of Inspection and Acceptance Report (IAR)
5. PICTURE album/Folder of all items/services procured (Photo Documentation)
6. Others

**FILE BOX C: COMPLIMENTARY REPORTS**

1. School's Nutritional Status Report
2. SBFP School Orientation/ Meeting with parents, PTCA, barangay officials, and other stakeholders – attendance, minutes and photo documentation
3. Copy of SBFP Form 8 – Parent's Consent for Milk
4. SBFP Partnership (Linkages) Records
5. Gulayan sa Paaralan (GPP) Records
6. Deworming Records of Beneficiaries (if supported by LGU/partners)
7. Iron Supplemental Records of Beneficiaries (if supported by LGU/partners)
8. Canteen Records (Feeding Proceeds)
9. SBFP Documents of Previous Year (Previous years SBFP Implementation Reports/PTR)
10. SBFP Liquidation Reports/records of previous years – *if applicable*
11. Others