



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

30 JAN 2026

DIVISION MEMORANDUM
NO. 057 s. 2026

**RECONSTITUTION OF DIVISION SCHOOL-BASED FEEDING PROGRAM (SBFP)
TECHNICAL WORKING GROUP**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to Deped Order No. 031 s. 2021, entitled Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP) for SY 2025-2026, this Office hereby reconstitutes the **Division School-Based Feeding Program (SBFP) Technical Working Group**.
2. The reconstituted SBFP Technical Working Group is as follows:

Designation	Name	Position
Chairperson	Roel F. Bemejo	Schools Division Superintendent
Co-Chairpersons	Luz U. Banson	Assistant Schools Division Superintendent
	Edna B. Azcarraga	EPS/ OIC Chief Education Supervisor SGOD
Members	Ma. Sharon S. Barrientos	Administrative Officer V for administrative service/ Team Leader Inspectorate Team
	Cecil Joy D. Diocson	Administrative Office V for Finance
	Denmark L. Llanera, CPA	Accountant III
	Fe D. Bañez	PSDS
	Lalain Delos Santos	PSDS
	Judith Tu	PSDS
	Calin Bernales	PSDS
	Zaldy Caalam	PSDS
	Reynaldo Azcarraga	PSDS
	Angel Payo, Jr.	PSDS
	Ma. Theresa Villagrancia	PSDS
Glenda Gervero	OIC- PSDS	



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	Raul Jimenez	OIC-PSDS
	Ronald Dile	SEPS M & E
	Mary Grace Atinon	EPS M & E
	Alvin M. Braulio	Division SBFP NFP Focal Person
	Monna Liza L. Eribal	Division SBFP MFP & CK Focal Person
	Candelaria Talabucon	NURSE II
	Joanne J. Dequiña	NURSE II
	Rolendy De Pedro	NURSE II
	Rene Hortillas, Jr	NURSE II
	Rechie V. Bayhon	NURSE II
	Andy Van Albert C. Artates	NURSE II
	Dr. Lourdelyn R. Fuentes	DENTIST II
	Dr. Symon M. Moises	DENTIST II
	Greg B. Bataican	DENTAL AIDE
	Romeo V. Isiderio	DENTAL AIDE
	Emma Joy Santiago	TA I SBFP
	Feane Gail De La Cruz	TA I SBFP
	Maxie Millian B. Legaspi	TA I SBFP
	Angel Hope Ortega	AS II SBFP

3. The task and function of SBFP Technical working group are the following:
(Based on Deped Order No. 31 s. 2021)
- Forge partnerships with LGUs and/or NGOs/CSOs in areas where there are LGUs and/or NGOs/CSOs that are willing to partner for the SBFP.
 - Orient the District Supervisors, School Heads, feeding coordinators, and Monitoring and Evaluation Personnel in the School Governance and Operations Division (SGOD) on the program and its implementing guidelines.
 - Submit to the Regional Office the list of recipient schools that will implement the program together with its identified target beneficiaries.
 - Undertake the procurement process and prepare, among others, Program Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Resolution to Award (RTA), Milk Supply Map, OpMOA & PO for Milk, Cycle Menu and Technical Specifications for nutritious food products, Drop-off points and Delivery Schedule.



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- e. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the NDA/PCC and schools.
 - f. Designate permanent program focal persons from the School Governance and Operations Division (SGOD), preferably from among the health personnel, to ensure that implementation of the SBFP is administered properly. It is recommended that the designated focal persons be allowed to focus solely on the management and implementation of SBFP and not be given additional assignments or tasks not related to SBFP. Current additional tasks assigned to the focal persons shall be relieved.
 - g. Ensure the timely release of funds to NDA/PCC and schools, and prompt payment to the suppliers.
 - h. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
 - i. Provide updated Monthly Progress Monitoring Reports.
 - j. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.
 - k. Consolidate terminal reports from the schools with analysis and recommendations and submit to DepEd RO.
 - l. Ensure that SBFP beneficiaries are provided with examination, oral health assessment and preventive practicable.
4. Immediate dissemination and compliance of this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

School	Feeding	Program
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