



28 JANUARY 2026

DIVISION MEMORANDUM
No. 062 s.2026

**STRICT COMPLIANCE WITH THE PROPER ACCOMPLISHMENT,
MONITORING, AND AVAILABILITY OF SCHOOL-BASED
FEEDING PROGRAM (SBFP) FORMS 1-7**

To: **Public Schools District Supervisors
School Health Section Personnel
All Public Elementary School Administrators
SBFP Implementing Schools
All Others Concerned
This Division**

1. Pursuant to **Republic Act No. 11037** (*Masustansyang Pagkain para sa Batang Pilipino Act*) and **DepEd Order No. 031, s. 2021** (*Operational Guidelines on the Implementation of the School-Based Feeding Program*), all SBFP implementing schools are reminded to **properly accomplish, keep, and make available SBFP Forms 1-7** at all times.
2. To strengthen program monitoring and support schools, **District Nurses** in the respective districts are authorized to **monitor, validate, and provide technical assistance** on the proper accomplishment and maintenance of SBFP Forms 1-7 during regular school visits.
3. Recent monitoring and validation activities revealed instances of incomplete, inaccurate, or unavailable SBFP Forms 1-7 at the school level. These forms are mandatory program documents and serve as primary references for program assessment, validation, and audit by oversight agencies, including the Commission on Audit (COA).
4. In view thereof, all concerned are directed to observe the following:
 - a. SBFP Forms 1-7 shall be completely, accurately, and timely accomplished in accordance with prescribed SBFP guidelines;
 - b. Original copies of SBFP Forms 1-7 shall be kept and maintained at the school, and must be readily available during monitoring, validation, and audit activities conducted by the Division Office, District Nurses, Regional Office, and COA;



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REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

- c. District Nurses shall regularly review and monitor SBFP Forms 1-7, provide on-site technical assistance, and immediately report noted deficiencies, inconsistencies, or non-compliance to the School Head and concerned Division SBFP focal persons;
- d. School Heads shall ensure close coordination with District Nurses and SBFP focal persons to address findings and ensure immediate corrective actions;
- e. All data and entries in the SBFP forms must be consistent, factual, and supported by appropriate source documents, where applicable;
- f. Failure to comply with the provisions of this Memorandum and repeated deficiencies noted during monitoring shall be dealt with in accordance with existing DepEd rules and regulations, without prejudice to other administrative liabilities.
- g. Your cooperation and support are earnestly requested to ensure transparency, accountability, and the smooth implementation of the School-Based Feeding Program for the benefit of our learners.

5. Strict compliance with this Memorandum is hereby enjoined to uphold transparency, accountability, and effective implementation of the School-Based Feeding Program for the benefit of the learners.

6. Immediate and wide dissemination of this Memorandum is desired for the information and strict compliance of all concerned.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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