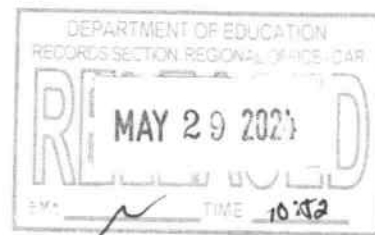




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



28 May 2024

**REGIONAL MEMORANDUM**

No. 335.2024

**ADDITIONAL GUIDELINES FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)  
IMPLEMENTATION FOR SY 2023-2024 AND SY 2024-2025**

To: Assistant Regional Director  
Schools Division Superintendents  
School Health Personnel  
All Others Concerned

1. This office disseminates OM-OUOPS-2024-09-04080 entitled "Additional Guidelines for the School-Based Feeding Program Implementation for SY 2023-2024 and SY 2024-2025".
2. These guidelines provide further directions regarding the implementation of the SBFP focusing on the Milk component particularly on the following:
  - a. suggested delivery schemes to catch up with the missed feeding days;
  - b. suppliers failed to provide the milk requirements or suppliers backing out of their commitment;
  - c. design of milk packaging;
  - d. payment of service fee to DA-NDA or DA-PCC;
  - e. reiteration of OUOPS Memorandum No. 2024-03 dated March 5, 2024 on the mode of procurement of pasteurized or sterilized milk; and
  - f. revised Milk Technical Specifications.
3. A copy of the Memorandum is attached as Annex 1.
4. For concerns and clarifications, please contact Diane B. Joaquin, Nutritionist Dietitian II or through email [diane.joaquin@deped.gov.ph](mailto:diane.joaquin@deped.gov.ph) or mobile number 09564078478.
5. Immediate dissemination and compliance with this Memorandum is desired.

Digitally signed by ESTELA P.  
LEON-CARIÑO EdD, CESO III  
Date: 2024.05.29 10:27:33  
+08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director

Enclosure: as stated

ESSD/GDC/dbj/ Additional SBFP Guidelines for SY 2023-2024 and SY 2024-2025



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DepEd Tayo Cordillera <https://depedcar.ph>



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2024-09-0468\***

**FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

**SUBJECT : ADDITIONAL GUIDELINES FOR THE SCHOOL-BASED  
FEEDING PROGRAM (SBFP) IMPLEMENTATION FOR SY  
2023-2024 AND SY 2024-2025**

**DATE : May 21, 2024**

These additional guidelines provide further directions regarding the implementation of the School-Based Feeding Program (SBFP) for the School Year 2023-2024, particularly focusing on the SBFP Milk Implementation. Building upon OUOPS No. 2023-03-11587 dated 21 December 2023, OUOPS No. 2023-09-01012 dated February 5, 2024, and OUOPS No. 2024-03 dated March 5, 2024, the following updates and instructions are hereby issued:

1. To catch up with the missed feeding days due to the cancellation of classes because of the dangerous level of the heat index, the SDOs and schools shall strategize schemes to deliver the food/milk packs to the beneficiaries such as but not limited to the following:
  - a. non-teaching school personnel may distribute the food/milk from the school to the homes of the beneficiaries by hiring workers or contracting local utility vehicles in the community within reasonable costs chargeable against the school operational expenses or the Schools Division Office (SDO) Program Support Funds (PSF);
  - b. non-teaching school personnel may coordinate with partners such as the barangay, local government units (LGUs), and non-government organizations (NGOs) to distribute the Nutritious Food Products (NFP) and milk packs from the school to the homes of the beneficiaries;

- c. the SDOs are advised to adjust the consumption of NFPs and Milk Packs by the beneficiaries by including class suspensions, holidays, and weekends in the counting of feeding days; and
  - d. for goods distributed to the homes of the beneficiaries, non-teaching personnel shall communicate appropriate storage of distributed food items to encourage compliance with food safety standards and to better ensure beneficiaries fully consume the rationed items to obtain the nutritional benefits of the program.
2. SDOs who experienced failed procurement or suppliers backing out of their commitment may extend the implementation of the SBFP Milk Component to the month of **July 2024** with the following conditions:

- a. the supplied milk recommended is **sterilized** for quality assurance.;
- b. **one-time delivery** of the Milk Supplier to the drop-off points;
- c. **one-time distribution** to the beneficiaries; and
- d. Include learners who will participate in the National Learning Camp.

The SDOs/Schools are permitted to employ temporary laborers, helpers, or assistants for the delivery of food packs at reasonable costs, which will be charged against the school's operational expenses or the SDO-PSF.

In case the NDA- and PCC-assisted suppliers fail to provide the milk requirements, the SDO may procure other milk products using Competitive Bidding or other forms of Negotiated Procurement as per RA 9184.

3. SDOs are encouraged to fully consume FY 2023 Funds until July 2024 and utilize FY 2024 funds for School Year 2024-2025.
4. It has been noted from the National Dairy Authority (NDA) and the Philippine Carabao Center (PCC)-assisted Milk Suppliers and Cooperatives that the specialized milk packaging materials will take three (3) months to be manufactured. Therefore, the SDOs are encouraged to accept any available design of the packaging of the milk with the following conditions:
  - a. the milk supplier must submit a request letter for the use of the packaging materials subject to the approval of the Head of Procuring Entity (HOPE); and
  - b. the milk supplier must provide a copy of the nutritional content of the milk, batch and lot number, and manufacturing and expiration dates to all the schools during the delivery.
5. According to the Operational Memorandum of Agreement (Op-MOA), Article III, 3.1 *"The payment of Service Fee shall be transferred to DA-NDA or DA-PCC on a staggered basis"*. The SDOs are given the option to transfer the payment of the Service Fee to NDA and PCC on a one-time basis only, preferably after NDA and PCC have submitted the required reports.
6. Pursuant to Republic Act No. 11037 or the *"Masustansyang Pagkain para sa Batang Pilipino Act"*, under *"Sec. 12. Procurement of Goods and Services. – The Department of Budget and Management, Government Procurement Policy Board,*

and the Commission on Audit, in consultation with the NGAs, are hereby mandated to specifically establish and promulgate a community-based mode of procurement, liquidation and audit that will ensure the efficient and effective implementation of the Program. *Provided*, that this provision shall apply solely to the implementation of the Program by the NGAs and LGUs concerned.

It is reiterated that as per OUOPS Memorandum No. 2024-03 dated March 5, 2024, the Schools Division Offices (SDOs) are mandated to directly procure pasteurized or sterilized milk from local dairy producers/ cooperatives under the supervision of the National Dairy Authority (NDA) and the Philippine Carabao Center (PCC) through **Negotiated Procurement-Community Participation (NP-CP)**. **Government to Government Procurement** may be considered for procurement of milk from Local Government Units (LGUs) receiving assistance from NDA and PCC, subject to the existing rules and regulations.

7. Due to record high temperatures experienced in the country, milk production and quality are also affected. Hence, the recommended **Milk Technical Specifications** are revised and are attached as Annex A.
8. **NFP Procurement:** SDOs are highly encouraged to commence the procurement of NFPs using FY 2024 Funds for distribution starting August 2024.
9. **Focus on SBFP Implementation:** All SBFP focal persons are urged to prioritize the implementation of the SBFP, particularly emphasizing procurement activities over other programs or projects.
10. **Utilization of Savings/Excess FY 2023 Funds:** All SDOs are encouraged to utilize any savings/excess FY 2023 funds to implement school feeding for all the learners attending the National Learning Camp this July 2024.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Mr. Ferdinand M. Nuñez, or Mr. Ted Pinto, BLSS-SHD, on cell phone number 09165578712, or via email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).

Your attention to these updates is highly appreciated.

## Annex A Revised Milk Technical Specifications

Type of Food	<b>Pasteurized Milk</b>																		
Serving Size	200ml or 1 liter (for decision of the End-user)																		
Flavor	May be flavored or non-flavored (for decision of the End-user)																		
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy, and no sour smell. It should be delivered frozen or with ice.																		
Packaging	<ul style="list-style-type: none"> <li>Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE), Polyethylene Terephthalate (PET) bottles, or gable top</li> <li>Should indicate the Batch and Lot numbers</li> <li>The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.</li> <li>If possible, there must be an imprinted sign per pack which indicates <b>"NOT FOR SALE"</b>.</li> </ul>																		
Expiration	The expiration date should be a week (7 days) from the date of delivery.																		
Nutritional Content	<table border="1"> <thead> <tr> <th>Particulars</th><th>Minimum Amount Per Serving</th></tr> </thead> <tbody> <tr> <td>Energy</td><td><b>140-180 kcal</b></td></tr> <tr> <td>Protein</td><td><b>4-10 g</b></td></tr> <tr> <td>Total Fat</td><td><b>3-7 g</b></td></tr> <tr> <td>Saturated Fat</td><td><b>3-4 g</b></td></tr> <tr> <td>Total Carbohydrates</td><td><b>15-27 g</b></td></tr> <tr> <td>Dietary Fiber</td><td><b>0 g</b></td></tr> <tr> <td>Sugar</td><td><b>15-27 g</b></td></tr> <tr> <td>Calcium</td><td><b>220-480 mg</b></td></tr> </tbody> </table> <p>Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.</p>	Particulars	Minimum Amount Per Serving	Energy	<b>140-180 kcal</b>	Protein	<b>4-10 g</b>	Total Fat	<b>3-7 g</b>	Saturated Fat	<b>3-4 g</b>	Total Carbohydrates	<b>15-27 g</b>	Dietary Fiber	<b>0 g</b>	Sugar	<b>15-27 g</b>	Calcium	<b>220-480 mg</b>
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Calcium	<b>220-480 mg</b>																		
Delivery Schedule	(to be supplied by the End-user)																		
Drop-off Points	(to be supplied by the End-user; one or two drop-off point per school district/SDO)																		

\*Provide samples for sensory evaluation and acceptability test.



Type of Food	<b>Sterilized Milk</b>																		
Serving Size	180-200 ml (for decision of the End-user)																		
Flavor	May be flavored or non-flavored (for decision of the End-user)																		
Quality	Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy, and no sour smell. If in cans, there is no sign of bulging and dent.																		
Packaging	<ul style="list-style-type: none"> <li>Individually packed using retortable can, doy packaging pouches or gable top.</li> <li>Should indicate the Batch and Lot numbers</li> <li>The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.</li> <li>If possible, there must be an imprinted sign per pack which indicates <b>"NOT FOR SALE"</b>.</li> </ul>																		
Expiration	The expiration date should be at least 3-5 months from the date of delivery (for decision of the End-user)																		
Nutritional Content	<table border="1"> <thead> <tr> <th>Particulars</th><th>Minimum Amount Per Serving</th></tr> </thead> <tbody> <tr> <td>Energy</td><td>130-170 kcal</td></tr> <tr> <td>Protein</td><td>4-10 g</td></tr> <tr> <td>Total Fat</td><td>3-7 g</td></tr> <tr> <td>Saturated Fat</td><td>2-4g</td></tr> <tr> <td>Total Carbohydrates</td><td>15-24g</td></tr> <tr> <td>Dietary Fiber</td><td>0-3g</td></tr> <tr> <td>Sugar</td><td>15-24g</td></tr> <tr> <td>Calcium</td><td>220-680mg</td></tr> </tbody> </table> <p>Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off whole numbers, but not lower than the minimum amount as stated above.</p>	Particulars	Minimum Amount Per Serving	Energy	130-170 kcal	Protein	4-10 g	Total Fat	3-7 g	Saturated Fat	2-4g	Total Carbohydrates	15-24g	Dietary Fiber	0-3g	Sugar	15-24g	Calcium	220-680mg
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