



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

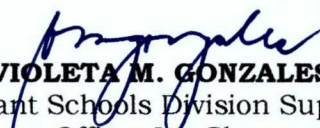
JUN 23 2026

MEMORANDUM

**CAPACITY ENHANCEMENT FOR SCHOOL-BASED FEEDING
PROGRAM IMPLEMENTERS SY 2026 - 2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads / OICs
All Others Concerned

1. To ensure a strategic and well-coordinated rollout of the Division's nutritional interventions, the School Health and Nutrition Unit will spearhead a Capacity Enhancement activity focused on the School-Based Feeding Program (SBFP) implementation. This session is scheduled on **July 01, 2026**, from 8:00 am to 5:00 pm at the 4th Floor, SDO Muntinlupa, Tunasan, Muntinlupa City.
2. The session will cover the institutional guidelines on the implementation of the SBFP for SY 2026-2027, the presentation of the approved cycle menu, schedules of delivery, and other pertinent operational details. Furthermore, the agenda includes critical SBFP updates on the financial status report for SY 2025-2026, alongside the presentation of operational expenses per school and the work financial plan as per budget allocation.
3. Attached to this Memorandum are the List of Participants and Activity Matrix, for reference.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In -Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

NUTRITION LEARNERS SCHOOLS
RJLW/ CAPACITY ENHANCEMENT FOR SCHOOL-BASED FEEDING PROGRAM SY 2026 – 2027
250 / June 22, 2026

UN-2026-250



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

5600-200

TECHNICAL WORKING GROUP
Schools Division Superintendent
Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Division Planning Officer
Division Accountant
Division Budget Officer
Division Dentist
Division Nurses
Division SBFP Focal Person
Division SBFP Alternate Focal Person
Technical Assistants I

PARTICIPANTS
Public Elementary School Heads / OICs
Public Elementary School Administrative Officers
Public Elementary School Nurses

**CAPACITY ENCHANCEMENT FOR SCHOOL-BASED FEEDING PROGRAM
(SBFP) SY 2026-2027**

July 1, 2026, SDO Muntinlupa, 4th floor Activity Center,

Time	Activity	Person-In-Charge
8:00 – 8:15 a.m.	Registration	Secretariat
	Opening Program	AVP
	Attendance Check	PMT
8:16 – 8:25 a.m.	Statement of Purpose	Mrs. Ma. Regaele A. Olarte Chief, Education Supervisor- SGOD
8:26 – 8:45 a.m.	Message	Dr. Violeta M. Gonzales, CESO VI Schools Division Superintendent
8:46 – 9 :30 a.m.	Institutional Guidelines on the Implementation of the School-Based Feeding Program SY 2025-2026	Mrs. Amor M. Cascalla RN Division SBFP Alternate Focal Person Mrs. Ma. Teresa S. Indap RN Division SBFP Focal Person
9:31 – 9:45 a.m.	Mid-Morning Break	
9:46 - 11:30 a.m.	Presentation of the Approved Cycle Menu, Schedule of deliveries of Nutri Food Pack (NFP) & Allocation of Hot Meals- Ingredients/schools	Ms. Rea Joy L. Wakat RND TA - SBFP
11:31 – 12:00 n.n.	Question and Answer	
12:00 – 1:00 p.m.	Midday Break	
1:01 – 1:15 p.m.	Energizer	
1:16 – 2:16 p.m.	SBFP Updates on the Financial Status Report for SY 2025-2026	Ms. Karina S. Medina Division Accountant

2:17 – 2:30 p.m.	Refreshment Break	
2:31 – 3:30 p.m.	<p>Presentation of the Budget Allocation and Operational Expenses (OE) of SBFP per school</p> <p>Work Financial Plan as per budget allocation (with due date)</p>	<p>Mrs. Ma. Teresa S. Indap RN Division SBFP Focal Person</p>
3:31 – 5:00 p.m.	<p>Question & answer</p> <p>Ways Forward</p> <p>Distribution of Certificates</p>	

Ms. Marife S. Go-TA for WinS
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Prepared by:


MA. TERESA S. INDAP RN
Division SBFP Focal Person/Nurse In-Charge