



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

IMPLEMENTATION OF THE MILK FEEDING PROGRAM (MFP) IN MUNTINLUPA CITY: COURTESY VISITS, PROGRAM COMMENCEMENT, AND GUIDELINES

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

1. Relative to the implementation of the **Milk Feeding Program (MFP)**, in partnership with the Department of Agriculture – National Dairy Authority (DA-NDA), this Division informs all concerned of the schedule for courtesy visits and the official commencement of Milk Feeding in all public elementary schools in Districts 1 and 2.
2. The following are the operational schedules:
 - **Courtesy Visits: October 16 and 23, 2026** — Designated National Dairy Authority Administrative Assistant VI (AA VI) personnel shall visit all public elementary schools to coordinate with School Heads and Milk Feeding Program Focal Persons and familiarize themselves with the designated milk delivery and drop-off locations.
 - **Program Commencement: October 29, 2026** — Milk Feeding shall officially commence on this date, with subsequent deliveries scheduled every **Thursday**.
3. During delivery, the National Dairy Authority Administrative Assistant VI personnel shall present the official National Dairy Authority Acknowledgement Receipt (AR) Form in four (4) copies for signature by the authorized school representative. The distribution of signed copies shall:
 - **For representatives with a DepEd ID:** Present one (1) photocopy of DepEd-issued ID bearing three (3) specimen signatures.
 - **For representatives without DepEd ID:** Present one (1) photocopy of any valid government-issued ID with three (3) specimen signatures, together with an Authorization Letter signed by the School Head and a photocopy of the School Head's DepEd-issued ID bearing three (3) specimen signatures.
4. School Milk Feeding Program Focal Persons and designated personnel shall strictly observe the following Do's and Don'ts as attached for reference and guidance



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5. Attached are the:

- Copies of the Department of Agriculture – National Dairy Authority Communication Letter:
- List of All Elementary Schools (Drop-off Points)
- Sample National Dairy Authority Acknowledgement Receipt Form, and
- Milk Food Safety Guide for reference and guidance of all concerned.

6. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:

MA. REGAELE A. CLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects

NUTRITION

LEARNERS

SCHOOLS

RJLW/ IMPLEMENTATION OF THE MILK FEEDING PROGRAM (MFP) IN MUNTINLUPA CITY: COURTESY VISITS, PROGRAM COMMENCEMENT, AND GUIDELINES

443 /October 14, 2026

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Republic of the Philippines
Department of Agriculture
NATIONAL DAIRY AUTHORITY
National Dairy Farmers Livelihood Center

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09 October 2026

DR. VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
Schools Division Office of Muntinlupa City
Department of Education
Muntinlupa City

**Subject: Milk Feeding Program (MFP) Implementation in Muntinlupa City:
Commencement, Courtesy Visits, Documentation, and Program
Guidelines**

Dear Schools Division Superintendent Gonzales:

Warm greetings!

The National Dairy Authority (NDA) wishes to inform your office that the implementation of the Milk Feeding Program (MFP) in Muntinlupa City is scheduled to commence on **October 29, 2026, with milk deliveries to be conducted every Thursday** thereafter.

In preparation for the program's implementation, the NDA respectfully requests permission for its assigned Administrative Assistant VI (AA VI) personnel to conduct courtesy visits to the participating schools on **October 16 and 23, 2026**. These visits aim to facilitate initial coordination with the respective School Heads and MFP Focals, establish communication with school personnel, and familiarize the assigned AA VI personnel with the participating schools and their respective locations to ensure smooth coordination during delivery and implementation.

During the actual implementation beginning October 29, 2026, the assigned AA VI personnel shall bring and prepare the NDA Acknowledgment Receipt (AR) Forms to document and certify the receipt of milk deliveries by the participating schools. The forms shall be accomplished in **four (4) copies** duly signed by the authorized school consignee, with **one (1) copy to be provided to the school for its records**. For documentation and validation purposes, the following supporting documents shall be required :

1. **If the consignee presents a valid DepEd-issued ID:** A photocopy of the ID bearing three (3) specimen signatures.
2. **If the consignee has no DepEd-issued ID:** A photocopy of any valid government-issued ID bearing three (3) specimen signatures, together with an authorization letter duly signed by the School Head and a photocopy of the School Head's DepEd-issued ID bearing three (3) specimen signatures.

A copy of the NDA AR Form is attached to this letter **for reference purposes only**. The AA VI personnel will bring the necessary forms during the actual delivery and implementation of the program.

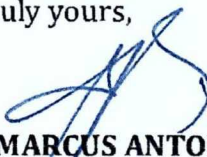


Furthermore, we are attaching the requested **Dos and Don'ts for the Milk Feeding Program** as a reference for the Schools Division Office in conducting orientations for participating schools and concerned personnel.

We respectfully seek your support and endorsement of these activities to ensure proper coordination and the smooth implementation of the Milk Feeding Program in Muntinlupa City.

Thank you for your continued support and cooperation.

Very truly yours,


 **ATTY. MARCUS ANTONIUS T. ANDAYA**
Administrator

MILK FEEDING PROGRAM

FOOD SAFETY GUIDE



DO'S



Store at 4°C.



Store immediately in the lower or back section of the refrigerator, where temperature is stable.



Once opened, consume within 2-3 days.



Consume only 200 mL per day.



DON'TS



Do not leave milk at room temperature.



Do not put the milk in the fridge door.



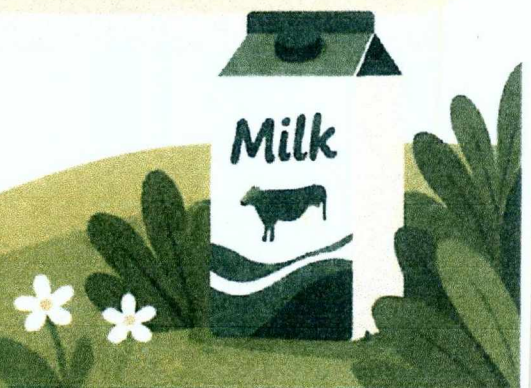
Do not consume after the expiration date.



Do not consume the entire milk pack at once.



Do not leave milk out of the refrigerator for an extended period. Return it to the refrigerator immediately after use.





Department of Education
National Dairy Authority

ACKNOWLEDGEMENT RECEIPT (AR)

AR No.: _____

DELIVERY DETAILS

Supplier: _____
PO No.: _____
Delivery Date: _____
Schools Division Office (SDO): _____
Drop-off Point: _____

Description of Milk (Pasteurized, Sterilized, Flavored, Powdered/Commercial)	Pack Size	Quantity Received
TOTAL QUANTITY RECEIVED		

I hereby acknowledge that I have **received the milk products indicated above** for the implementation of the **Milk Feeding Program**.

Upon receipt, I have checked and acknowledge that:

- ☐ The **quantity received corresponds to the quantity delivered** indicated above;
- ☐ The milk products received are of the **correct type, pack size, and specification** as indicated in the applicable delivery documents; and
- ☐ The milk products received are in **apparently good condition upon receipt**, with no visible signs of damage, leakage, contamination, spoilage, deterioration, or other apparent defects.

Post-acceptance quality concerns shall be reported and addressed in accordance with **Section 11 of DA-DepEd JAO No. 01, s. 2026**, including the conduct of **Root Cause Analysis (RCA)** jointly by the SDO and NDA pursuant to **Section 14**, as applicable. This AR does not preclude the reporting, validation, or investigation of quality-related concerns discovered after acceptance.

ISSUED BY:

RECEIVED BY:

Signature GEONNA MARICE D. SANTOS	Signature
Name PDO IV	Name
Position/Designation	Position/Designation
Date & Time Received	Date & Time Received

NOTE: This AR shall be accomplished upon actual delivery and receipt of the milk products. The original copy shall be retained for payment/accounting documentation, while copies shall be provided to the concerned recipient and supplier, as applicable.

SAMPLE ONLY



Schools Division Offices (SDOs)	No. of Drop- off Points (NEW)	Drop-off Points	Total SBFP Beneficiaries	AA VI	Truck	Truck for 2nd to 5th delivery	Total per cluster	Batch Number	Supplier Clustering	# of DDP	Delivery Day Day 1 - Mon Day 2 - Tues Day 3 - Wed Day 4 - Thurs	Person Assignment
Muntinlupa City	20	DISTRICT 1										
		1. Victoria Homes Elementary School	730	FAM	9							
		2. Tunasan Elementary School	993		8							
		3. Poblacon Elementary School	1530	LAS	9							
		4. Itas Elementary School	699		8							
		5. Muntinlupa Elementary School	1153	AFF	8							
		6. Putatan Elementary School	798		7							
		7. Lakeview Integrated School	935	MME	7							
		8. Soldier's Hills Elementary School	827		6							
		9. F. De Mesa Elementary School	664		6							
		10. Bayanan Elementary School - Main	1074	JMC	5							
		DISTRICT 2										
		Bayanan Elementary School Unit I	1076		5							
		Alabang Elementary School - Main	1348	RAM	1							
		Filinvest Alabang Elementary School	543	MSA	1							
		Cupang Elementary School - Main	924		3							
		Cupang Elementary School - Annex	376	IVE	4							
		Bull Elementary School	723		3							
		Bagong Slang Elementary School	688	TSM	4							
		Sucal Elementary School - Zone 3	938		2							
		Sucal Elementary School - Zone 4	328	ACC	2							
		Sucal Elementary School - Zone 4	328		2							
							16655	Batch 2	HMI	20	Day 4	10