



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD -2025- 0169

To: Assistant Schools Division Superintendent
Chief of Education Supervisor, CID
Public Schools District Supervisors
Elementary, and Integrated School Heads
All Others Concerned

Subject: **Guidance for the Utilization of School-Based Feeding Program
Nutritious Food Packs (NFP) and or Hot Meals Component
Operational Expense Allocation**

Date: May 19, 2025

1. Per DepEd order no. 31 series of 2021 Operational expense allocation for School-Based Feeding Program (SBFP) Nutritious Food Packs (NFP) and or Hot Meals Component is P3.00 per beneficiary per day. This shall be utilized primarily for the feeding operations in schools implementing SBFP.
2. Payment of travel during the hauling of Food Commodities from Drop Off School shall be reimbursed with the following attachment:
 - a. CONRR -for travel cost of P300.00 and below
 - b. RER - for travel cost of P301.00 - P1,000.00
 - c. Acknowledgement Receipt - above P1,000.00
 - d. Picture of the Milk supply transported with geotagged photos in the drop off school and the recipient school
3. Attachment to the payment of hired labor for food distribution:
 - A. Daily Time Record (DTR)
 - B. Payroll
 - C. BIR Form 2307
 - D. Accomplishment report with picture
 - E. Contract
 - F. Government primary identification card
4. Required documents for the procurement of supplies, materials and or equipment:
 - A. Request for Cash Advance
 - B. WFP, APP, PPMP
 - C. Purchase Request



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5. Everyone is enjoined to continually support and recognize the value of equality and diversity as well as ensure STRICT adherence to the health and safety protocols in all undertakings relevant to the activity.
6. Please be guided accordingly.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent




ROSALINDA N. DIONIO
Administrative Office V 

SGOD-SHS/mta

FN: Utilization of SBFP NFP/Hot Meas Component Operational Expense

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