



Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 11, 2026

81126410

DIVISION MEMORANDUM

No. 0395 s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 0350 s. 2026
(Implementation of School-Based Feeding Program (SBFP) for SY 2026-2027)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Public Elementary School Heads
All Others Concerned

1. In relation to the implementation of School-Based Feeding Program for SY 2026-2027, LWCES (P) and LWCES (B) shall start the implementation through Catering Services effective August 11, 2026 until December 7, 2026, in accordance with the prescribed cycle menu and SBFP guidelines.
2. The catering service provider shall deliver the prepared meals at the designated schools at 10:00 am and 2:00 pm corresponding to the morning and afternoon class schedule of Kindergarten learners.
3. Each school establish meal distribution schedule aligned with its class schedule, while strictly observing food safety standards and hygiene protocols to ensure the safe and timely distribution of meals to the SBFP beneficiaries. In cases when a beneficiary is absent, the parent/guardian may claim the food share provided they will sign the attendance sheet (SBFP Form 3) to acknowledge receipt.
4. The recipient schools are also requested to observe the following:
 - a. Ensure that the designated receiving and meal distribution areas are clean, organized and free from pests at all times.
 - b. Ensure the presence of the Inspectorate Team or duly authorized representative during the scheduled delivery of meals.
 - c. Inspect delivered meals prior to acceptance including the quantity, packaging, labelling, quality and overall condition of the packed meals.
 - d. Meals that do not meet the required specifications or food safety standards shall not be served and shall be properly documented and reported to the SDO and catering service provider.
 - e. Ensure that accepted meals are distributed promptly and only to the identified SBFP beneficiaries, following the approved feeding schedule.
 - f. Promptly report any food safety concern, delivery discrepancy, shortage, damaged packaging, delayed delivery or other issue affecting the implementation of the SBFP.
5. The school feeding coordinators shall prepare and submit the following documents in three (3) copies to the Health and Nutrition Unit (HNU) every Monday following each delivery week:
 - a. Inspection and Acceptance Report (daily)
 - b. Copy of the Delivery Receipt (daily)
 - c. Documentation of the inspection, acceptance and distribution of meals limited to one (1) page per delivery with brief captions



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9. Schools Heads and the designated school feeding coordinators shall oversee the implementation of the program, maintain complete and accurate documentation and submit the required reports within the prescribed timelines. Likewise, the assigned Health and Nutrition Unit (HNU) personnel shall conduct regular monitoring and technical assistance to ensure compliance with SBFP policies, food safety standards and program implementation guidelines.
10. Enclosed in this memorandum are the following:
- a. Enclosure No. 1 – Supply and Delivery of Food Packs
 - b. Enclosure No. 2 – Approved Cycle Menu
10. For information and guidance of all concerned.


NYMPHA D. GUOMO
Schools Division Superintendent



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SCHOOL-BASED FEEDING PROGRAM SY 2026-2027

A. DISTRIBUTION LIST FOR THE SUPPLY AND DELIVERY OF HOT MEALS

Cluster No.	Drop-Off Points	Total No. of Beneficiaries	Total No. of Feeding Days	Total Quantity (packs)
1	1. LWCES (B)			
	AM	494	75	37,050
	PM	73	75	5,475
	Subtotal	567	75	42,525
	2. LWCES (P)			
	AM	270	75	20,250
	PM	64	75	4,800
	Subtotal	334	75	25,050
	TOTAL	901	75	67,575

Special Instructions:

1. **Daily delivery to schools except Saturdays, Sundays and Holidays at 10:00am and 2:00pm. Should the scheduled delivery coincide with a holiday or unexpected suspension of classes, the end user and supplier must agree on a revised delivery schedule of the missed feeding day.**
2. **The supplier shall provide food-grade reusable two (2) compartment food storage containers.**
3. **The supplier must have an updated Business and Sanitary Permits and all food handlers must have an updated health certificate.**
4. **Meals shall be prepared using fresh, safe and good quality ingredients, palatable and compliant with the approved cycle menu. The use of artificial flavor enhancers is highly discouraged. It is recommended to use iodized salt to support food fortification and improve the micronutrient content of meals.**
5. **Food packs shall be delivered warm or hot to the recipient schools within the agreed schedule of delivery.**
6. **Meal substitutions for beneficiaries with dietary restrictions or food allergens upon request of the implementing schools.**



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B. SCHEDULE OF DELIVERIES OF HOT MEALS

Date of Delivery	Number of Food Packs to be Delivered Daily		Number of Feeding Days	Delivery Schedule at the Drop-Off Points
	LWCES (B)	LWCES (P)		
August 11-14, 2026				Daily except Saturdays, Sundays and Holidays at 10:00 am and 2:00 pm
AM	494	270	4	
PM	73	64	4	
Total	567	334	4	
August 17-20, 2026				
AM	494	270	4	
PM	73	64	4	
Total	567	334	4	
August 24-28, 2026				<i>*Delivery schedule is subject to change in case of inevitable circumstances.</i>
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Sept. 3-4, 2026				
AM	494	270	2	
PM	73	64	2	
Total	567	334	2	
Sept. 7-9, 2026				NO DELIVERIES ON: Aug. 21, 2026 Aug. 31, 2026 Sep. 1 – 2, 2026 Sep. 10 – 11, 2026 Sep. 14 – 15, 2026 Nov. 2, 2026 Nov. 30, 2026
AM	494	270	3	
PM	73	64	3	
Total	567	334	3	
Sept. 16-18, 2026				
AM	494	270	3	
PM	73	64	3	
Total	567	334	3	
Sept. 21-25, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Sept. 28, 2026 to Oct. 2, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Oct. 5-9, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Oct. 12-16, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	



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Date of Delivery	Number of Food Packs to be Delivered Daily		Number of Feeding Days	Delivery Schedule at the Drop-Off Points
	LWCES (B)	LWCES (P)		
Oct. 19-23, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Oct. 26-30, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Nov. 3-6, 2026				
AM	494	270	4	
PM	73	64	4	
Total	567	334	5	
Nov. 9-13, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Nov. 16-20, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Nov. 23-27, 2026				
AM	494	270	5	
PM	73	64	5	
Total	567	334	5	
Dec. 1-4, 2026				
AM	494	270	4	
PM	73	64	4	
Total	567	334	5	
Dec. 7, 2026				
AM	494	270	1	
PM	73	64	1	
Total	567	334	1	
GRAND TOTAL	42,525 packs	25,050 packs	75 days	

Prepared by:

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