



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

April 29, 2024

**DIVISION MEMORANDUM**

No. 29, s. 2024

**IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM  
MILK FEEDING COMPONENT (SBFP-MILK) AND NATIONAL FEEDING  
PROGRAM-SOLID FOOD COMPONENT (NFP)**

**To:** Public School District Supervisor/ In- charge  
Public Elementary School Heads/ In- charge  
AO II, PDO I, ADAS III, ADAS II  
School Feeding Core Groups  
School Health and Nutrition Section  
This Division

1. This Division aims for the successful implementation of the SY 2023-2024 School-Based Feeding Program in its entirety – NFP/Milk Feeding Component (SBFP-NFP/Milk) within April to May 2024, and for the National Feeding Program with the remainder of the duration for SY 2023 – 2024 and beyond. As such all members of the District SBFP Focal Person and the Feeding Core Groups of each recipient schools are directed to fully support the program by ensuring that all necessary procedures starting from the delivery, inspection and acceptance, receipt of milk supplies from drop-off schools, up to the actual feeding of the beneficiaries are strictly followed.

2. It is the responsibility of the recipient schools to ensure that their food supply is picked up during the exact time of delivery by the supplier or within one hour to preserve the quality of milk and/or maintain the cold chain, Also, in the exigency of service, recipient schools are directed to report to pick-up their supply during instances where modular distance learning modality is enforced.

3. Immediate distribution to the beneficiaries shall follow receiving the milk or solid food component (E-Nutribun, Carabun, Fortified Rice etc.) supply. For learners in schools, feeding time shall be decided by the School Head with the School Feeding Core Group and PTA according to the needsof



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

the learners and practicability of feeding. The "SBFP Form 3" shall be used to record the distribution of milk in school.

4. **If physical classes are suspended, schools shall strategize schemes for the distribution of the buns and milk packs such as parents of the beneficiaries can pick up the milk supply on designated day and time at the school. The "SBFP- Distribution List" shall be used to record the receipt of the buns and milk packs by the parents. However, for partial suspension of classes only, the food packs must be distributed to the beneficiary while in the school and recorded using SBFP Form 3.**

5. All schools must regularly check the all-food packs during every distribution and ensure that the delivered food packs received by the beneficiaries are in good condition. Food packs that are not in good condition must be separated from the rest of the supplies to be discarded properly following the established protocol. During delivery all food packs should be diligently inspected and checked. Make sure that the packaging is intact, there should be no signs of leakage, signs of pest infestation, and discoloration of the product. Rule of thumb should be – "Do not accept if seal is broken."

6. The recipient schools are strongly reminded to maintain the cold chain of the Pasteurized Milk packs inside the ice boxes and avoid direct exposure to sunlight. Immediately transfer the pasteurized milk packs to the school's freezer for proper storage. The freezer/fridge must be kept clean and only milk products must be stored to avoid strong odors that may affect the taste and smell of the milk. To reiterate only milk products should be stored in the designated milk freezer. During distribution, take the pasteurized milk packs out from the freezer in small batches.

7. Likewise, the Sterilized Milk packs do not need refrigeration but must be kept away from direct sunlight or hot surfaces and stored in a clean area far from other supplies or chemicals that may affect the taste and smell of the milk. However, sterilized milk packs once opened and not fully consumed must be refrigerated immediately to avoid spoilage.

8. As for Solid Foods, keep in the provided storage bins or boxes provided. These should be kept in a dry and well-ventilated environment to control



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

---

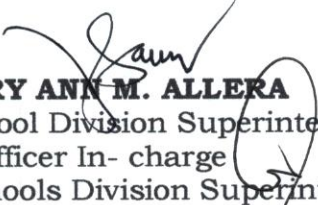
humidity and prevent the growth of molds and bacteria. The storage bins should ideally be off the floor with proper labeling and date.

8. Issues and concerns during the implementation of the program must be reported immediately to their respective District SBFP Focal Person and properly documented using the "SBFP-NFP/Milk Incident Report (IR)" template. A clear scanned copy of the SBFP-NFP/Milk IR must also be submitted to the Division School Health and Nutrition Office within 24 hours from the incident/issue.

10. For proper guidance and information.

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**MARY ANN M. ALLERA**  
Assistant School Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent

ELO/MMA/sgod/mma - emd



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)