



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 252, s. 2025

TO: Public Elementary School Heads
 All others concerned

Submission of School-Based Feeding Program (SBFP) Program Terminal Report and School Forms

1. In compliance with **DepEd Order No. 31, s. 2021** titled “*Operational Guidelines on the Implementation of the School-Based Feeding Program*”, this Office reiterates the submission of the **Program Terminal Reports (PTR)** in connection with the completed implementation of SBFP for School Year 2024–2025.
2. As stipulated under **Section VIII (Reporting and Monitoring), Sub-section C, Paragraph 3** of the said Order: “The Program Terminal Report shall be submitted to the Schools Division Office not later than thirty (30) days after the last day of feeding.”
3. In line with this provision, all SBFP-implementing schools are **directed to submit their duly accomplished PTRs on or before May 19, 2025**. The report shall include, the SBFP Forms 1A, 1B, 2, 3, 4, 5 and 6.
4. Reports must be submitted in both **hard** and **soft copies** to the SBFP Division Focal Person through the following email: laurieangela.agati@deped.gov.ph.
5. Soft copies of the templates can be downloaded thru the link – <https://bit.ly/SBFPforms>. For queries or clarifications, you may contact the SBFP Division Focal Person through this number 09165138277.
6. For information, guidance and compliance.



VILMA D. EDA, CESO V
 Schools Division Superintendent

