



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

DIVISION MEMORANDUM

No. 304, s. 2025

Needs Assessment on the Utilization of Operational Expenses for School-Based Feeding Program (SBFP) Implementing Schools

To: School Heads of SBFP-Implementing Schools
 (Public Elementary Schools)
 SBFP School Coordinators
 All Others Concerned

1. In line with **DepEd Order No. 31, s. 2021** titled "*Operational Guidelines on the Implementation of the School-Based Feeding Program*", this division shall conduct a **Needs Assessment** to determine the required operational support of all SBFP-implementing schools for the SY 2025-2026.
2. All SBFP School Coordinators, with the guidance of their respective School Heads (if different individuals), are directed to accomplish the SBFP Operational Needs Assessment Form through this link: <https://forms.office.com/r/g9kbZ61bZ3>. This online form must be accomplished on or before May 30, 2025.
3. The results of this activity will be used to guide the allocation and utilization of SBFP operational funds for this school year and to provide technical assistance to schools.
4. For questions or clarifications, you may contact the SBFP Division Focal Person at 09165138277.
5. Immediate and strict compliance is directed.



VILMA D. EDA, CESO V
 Schools Division Superintendent



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 Lama/05-26-2025



School-Based Feeding Program Operational Needs Assessment Form

* Required

1. School Name *

Enter your answer

2. SBFP Coordinator *

Enter your answer

3. Date Accomplished *

Please input date (M/d/yyyy)



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School-Based Feeding Program Operational Needs Assessment Form

* Required

Operational Needs



4. Facilities and Equipment (Available or Not Available) *

	Available	Not Available
Refrigerator	<input type="radio"/>	<input type="radio"/>
Coolers	<input type="radio"/>	<input type="radio"/>
Food Transport Containers (Storage Boxes)	<input type="radio"/>	<input type="radio"/>
Preparation table	<input type="radio"/>	<input type="radio"/>
Stove	<input type="radio"/>	<input type="radio"/>
Rice Cooker	<input type="radio"/>	<input type="radio"/>
Gas Tank	<input type="radio"/>	<input type="radio"/>
Kitchen Utensils	<input type="radio"/>	<input type="radio"/>
Trash Bins	<input type="radio"/>	<input type="radio"/>
Wok/Skillet/ Pan or similar item	<input type="radio"/>	<input type="radio"/>
Pot/Casserole/P ressure Cooker or similar item	<input type="radio"/>	<input type="radio"/>

	Available	Not Available
Food Thermometer	<input type="radio"/>	<input type="radio"/>
Wall Clock for Kitchen/Feeding Area	<input type="radio"/>	<input type="radio"/>
Digital Weighing Scale	<input type="radio"/>	<input type="radio"/>

5. Logistics and Support Items (Needed or Not) *

	YES	NO
Support for transport of food items from pick up point to school	<input type="radio"/>	<input type="radio"/>
Multivitamins for beneficiaries	<input type="radio"/>	<input type="radio"/>
PPE for feeding TWG (Gloves, Masks, Hairnets, Aprons)	<input type="radio"/>	<input type="radio"/>
Hygiene kits for beneficiaries (toothbrush, toothpaste)	<input type="radio"/>	<input type="radio"/>
Capacity building for foodhandlers and SBFP coordinators (SBFP Policies and guidelines, Food Safety)	<input type="radio"/>	<input type="radio"/>

6. Number of Beneficiaries from the previous School Year *