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

DIVISION MEMORANDUM

No. 533, s. 2026

13 JUL 2026

**UPDATES ON THE DIVISION IMPLEMENTATION OF THE SCHOOL-BASED
FEEDING PROGRAM SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. This is in reference to *Division Memorandum No. 521, s. 2026* titled, "**Division Implementation of the School-Based Feeding Program School Year 2026-2027**", this office issues the updated composition of the Division Inspectorate team and Delivery Team for the School-Based Feeding Program.
2. The update aims to ensure the timely delivery, quality inspection, proper acceptance and documentation of food commodities for the implementation of the program.
3. See attached Annex A for the composition of Division Inspectorate Delivery Team.
4. All other provisions stipulated in the previous Memoranda shall remain in effect.
5. This memorandum shall serve as the locator slip for the concerned personnel required to assist in the inspection and delivery.
6. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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ANNEX A

DIVISION INSPECTORATE TEAM
(NUTRITIOUS FOOD PRODUCTS, HOTMEALS & MILK)

SDO Inspection Team

NAME	POSITION	ROLES/RESPONSIBILITY
Mary Joy P. Suero	Team Leader Budget Officer III	Oversee the inspection of delivery of NFP, Hot meals and Milk.
Reyna T. Tajon	Member Administrative Assistant III	Check and verify the quality and quantity of delivery of NFP, Hot Meals and Milk against the Purchase Order (PO).
Giro Anthony P. Flandez	Member Administrative Aide VI-Supply	
Dr. Arlyn D. Batulan	Provisional Member Medical Officer III	
Maria Bernadette R. Sarmiento	Administrative Officer IV-Supply	Acceptance of delivery - NFPs, hot meals and milk from the suppliers.
COA Representative		Witness the delivery of NFPs, hot meals and milk from the suppliers

Additional Support Staff

NAME	POSITION	ROLES/RESPONSIBILITY
Dr. Zyra Mae G. Sol, Dentist II Laurie Angela M. Agati, Nurse II-Division SBFP Focal Maria Korynne P. Taborda, Nurse II Cherry Lyn P. Marcos, COS-Technical Assistant III SHNS COS Admin Support	SHNS Personnel	Assist in counting, sorting of food packs and checking their quality and compliance with food safety standards according to the required number of beneficiaries per school prior to distribution.
Reymalin Llanes	Procurement Unit Personnel	Assist in checking the quality and quantity of delivery of NFP, Hot Meals and Milk.
Raymart Quedado	PDO II-DRRM	Assist in counting and sorting of the delivered NFPs, hot meals and milk according to the required number of beneficiaries per school prior to distribution.
Bennevic Tabisula	PDO I	
Mark Linn Ricotoso	PDO I	
Clarence Pe Benito	PDO 1	
Adelmar Paeta	PDO 1	
Alma Inamorata Nebab	PDO 1	

DELIVERY TEAM FOR NFP

(refer to distribution schedules) and Hot Meals (every Tuesdays, Wednesdays and Thursdays starting July 21 to November 24, 2026)

Team A (for Nagsangalan ES Central Kitchen) NES, RPES, RES, CAMIS CCES, CAPES, SJES, TES, SPBES, BMSW, VNHSE	Team B (for Vigan Central School Central Kitchen) VCS, APES, PIS, MES, GovE, BPES, JSES, BMSE, ISNHS, VNHSW	ROLES/RESPONSIBILITIES
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SDO Vehicle Driver: Herman Arruejo Alternate Driver: Robert Pastor	SDO Vehicle Driver: Dennis Suero Alternate Driver: Ted Cliexzle Aurellado	Serves as the designated driver for the delivery team and ensures assigned SDO vehicles are fueled and ready for the safe and timely distribution of SBFP commodities.
One (1) Personnel from Supply Office Representative	Maria Korynne P. Taborda	Supervise the delivery of NFPs, hot meals and milk to schools.
Laurie Angela M. Agati/ New Employee Administrative Support II- SBFP	Cherry Lyn P. Marcos	Assist in the delivery NFPs, hot meals and milk to schools. .
PDO Representatives Adelmar Paeta	PDO Representatives Bennevic Tabisula	Assist in the delivery NFPs, hot meals and milk to schools
Field Representatives from School • School Heads- Oversees the school SBFP implementation, ensures proper storage and food safety measures are observed at all times • School SBFP Focal Persons and Alternates – Receives the food items ensuring proper storage and proper food handling measures are observed. • Utility Workers – Assist in the safe carrying, receiving and handling of food items.		Assist in unloading and the distribution of NFPs and hot meals to learner-beneficiaries in schools.

** All schools shall be ready to receive the delivered food and shall designate receiving personnel to assist in carrying, receiving, and inspecting the delivered items.*

Prepared by:


ARLYN D. BATULAN, MD
Medical Officer III

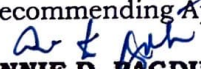
Reviewed by:


DAISY A. ANCHETA
Administrative Officer V

Noted by:


RODRIGO Q. REYES, JR.
Chief Education Supervisor-SGOD

Recommending Approval:


ANNIE D. PAGDILAO, EdD, CESO VI
Assistant Schools Division Superintendent

Approved:

VILMA D. EDA, CESO V
Schools Division Superintendent

