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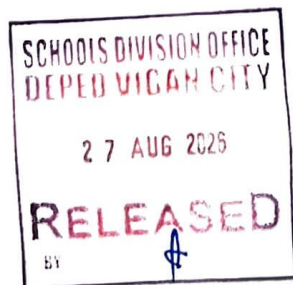
Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

27 AUG 2026

DIVISION MEMORANDUMNo. 690, s. 2026**UPDATES ON THE DIVISION MEMORANDUM NO. 661, S. 2026**

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

1. This is in reference to *Division Memorandum No. 661, s. 2026* titled, **"Updates to the Division Memorandum 521 s. 2026 Implementation of the School Based Feeding Program SY 2026-2027"**, this Office issues the updates in the composition of the Division Inspectorate Team, Delivery Team and Monitoring Team for the School-Based Feeding Program.
2. Attached is the updated list of personnel comprising the respective teams for reference.
3. Schools are expected to ensure availability of personnel to receive, inspect and assist during SBFP deliveries.
4. All other provisions stipulated in the previous Division Memorandum No. 661 s. 2026 shall remain in effect.
5. For immediate information and compliance of all concerns.



[Signature]
VILMA D. EDA, CESO V/6
Schools Division Superintendent



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DIVISION INSPECTION TEAM FOR THE SCHOOL BASED FEEDING PROGRAM
SDO Inspectorate Team per Division Memorandum 632 s. 2026

SDO Inspectorate Team per Division Memorandum 002 of 12

Name of Personnel	Position	Schedule of Inspection at Central Kitchens every 6:00 AM	ROLES AND RESPONSIBILITIES
Mary Joy P. Suero/ Jinky Alejo	AO V-Budget Officer	Tuesday	Conduct inspection during delivery of NFPs, Milk and supplies for Central Kitchen Operations
Supply Office Representative	Supply Office	Wednesday	
Reyna Tajon/ Mary Joy Que	Administrative Assistant III	Thursday	
Arlyn D. Batulan, MD	Provisional Member Medical Officer III		
Zyra Mae G. Sol, DMD	Provisional Member Dentist II		

Additional Support Staff

Name of Personnel	Position	Schedule of Inspection at Central Kitchens every 6:00 AM	ROLES/ RESPONSIBILITY
Florabel Rafanan	SBFP COS Administrative Support II	Tuesday	Assist during Inspection of NFPs, Milk Component and supplies for Central Kitchen Operations *Food Safety Compliance Officers – ensure food safety compliance is observed
Maria Korynne P. Taborda	Nurse II		
Laurie Angela M. Agati	Nurse II	Wednesday	





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Cherry Lyn P. Marcos	SBFP COS Technical Assistant I		
Reymalin Llanes	AO IV- Procurement Unit	Tuesday- Thursday	
Representative from Accounting Office		Tuesday- Thursday	

*** Inspection at the central kitchens for weekly deliveries of operational supplies is conducted every Monday.**

**** Inspection for NFPs at the SDO is conducted every last week of the month and for Milk component to be announced later.**

DELIVERY TEAM FOR SCHOOL-BASED FEEDING PROGRAM

Supply Office Representatives	ROLES/RESPONSIBILI LITY	SCHEDULE
Supply Representative	Distribute and deliver NFPs, Milk and Hot Meals to schools	Weekly Hot meals- Tuesday, Wednesday, & Thursday (Fridays as needed or during catch up for hotmeals) For NFPs -every last week of the month
SHNS Personnel	ROLES/RESPONSIBILI LITY	SCHEDULE
Arlyn D. Batulan, MD	Assist in the delivery of NFPs, Milk and Hot meals to schools	Weekly Hot meals- Tuesday, Wednesday, & Thursday (Fridays as needed or during catch up for hotmeals) For NFPs -every last week of the month
Zyra Mae G. Sol, DMD		
Laurie Angela M. Agati		
Maria Korynne P. Taborda		
Cherry Lyn P. Marcos		
Florabel P. Rafanan		
Drivers/Alternate Drivers	ROLES/RESPONSIBILI LITY	SCHEDULE
Herman Arruejo, Robert Pastor, Dennis Suero and Ted Cliexzle Aurellado	To assist and serve as drivers during deliveries and monitoring activities.	Weekly Hot meals- Tuesday, Wednesday, & Thursday (Fridays as needed or during catch up for hotmeals) For NFPs -every last week of the mont





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DIVISION SBFP MONITORING AND TECHNICAL ASSISTANCE TEAM

Name of Personnel	Position	ROLES/ RESPONSIBILITY	SCHEDULE
Arlyn D. Batulan, MD	Medical Officer III	Conduct monitoring and technical assistance in implementing SBFP	Nutritious Food Products- Hot meals and Milk- <i>Tuesday-Friday</i>
Zyra Mae G. Sol, DMD	Dentist II- Division WINS Program Focal		
Laurie Angela M. Agati	Nurse II- Division SBFP Focal		
Maria Korynne P. Taborda	Nurse II- Division SBFP Alternate Focal		
Cherry Lyn P. Marcos	COS Technical Assistant II		
Florabel Rafanan	COS Administrative Support II		

Prepared by:

Arlyn D. Batulan
ARLYN D. BATULAN, MD
Medical Officer III

Noted by:

Daisy A. Ancheta
DAISY A. ANCHETA
Administrative Officer V

Recommending Approval:

Rodrigo Q. Reyes, Jr.
RODRIGO Q. REYES, JR.
Chief Education Supervisor-SGOD

Approved:

Vilma D. EDA
VILMA D. EDA, CESO V
Schools Division Superintendent





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DIVISION MEMORANDUM
 No. 661, s. 2026

18 AUG 2026

UPDATES TO DIVISION MEMORANDUM NO. 521, S. 2026
"IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM SY 2026-2027"

To: Assistant Schools Division Superintendent
 Chief Education Supervisor SGOD
 Public Elementary, Secondary and Integrated School Heads
 School-Based Feeding Program Focal Persons
 All Others Concerned

1. In reference to Division Memorandum No. 521, s. 2026, titled "Implementation of the School-Based Feeding Program SY 2026-2027," this division issues the following updates and additional arrangements for the implementation, monitoring, inspection, delivery and reporting of the School-Based Feeding Program (SBFP).
2. A Monthly SBFP Kumustahan every last Friday of the month at 10:00 AM-11:30 AM with School Heads and School SBFP Focal Persons shall be conducted through Microsoft Teams. The meeting shall serve as a venue for brief program updates, discussion of implementation concerns, feedback and other matters requiring coordination or technical assistance. Link will be sent through the online group chats.
3. All schools shall accomplish the online SBFP Incident, Concerns and Feedback Form. One consolidated online form shall be used for reporting SBFP-related incidents, concerns, implementation issues, requests for technical assistance, and feedback.
 Online Form Link: [SBFP Incident/Concern/Feedback Online Reporting Form – Fill out form](#)
4. All Public Elementary and Secondary schools shall also submit the following using the attached updated templates:
 - a. Updates on the number of beneficiaries per school – Attachment 1
 - b. List of Severely Wasted and Wasted learners who are not accommodated under the current SBFP allocation for FY 2026.- Attachment 2
5. For Severely Wasted and Wasted learners who are not accommodated under the FY 2026 SBFP, concerned schools shall prepare a School Action Plan indicating the interventions to be undertaken by the school.
6. The updated beneficiary reports and School Action Plans shall be submitted on or before August 20, 2026.

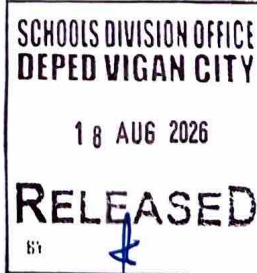




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7. The composition of personnel supporting the SBFP inspection and delivery are likewise updated to include monitoring & technical assistance operations, inclusion of updated regular Division Inspectorate Team, Administrative Officer II in schools as Additional Support Staffs, detailed rotation and assignment of personnel involved shall be reflected in Attachment 3 – Division Inspectorate, Delivery, Monitoring and Technical Assistance Team.
8. Personnel who are required to render authorized services beyond their regular working hours may be granted the appropriate Compensatory Overtime Credits (COC)/Compensatory Time-Off (CTO) in accordance with existing government rules and regulations.
9. This Memorandum, together with the updated composition of personnel supporting the SBFP inspection, delivery, monitoring and technical assistance activities, shall serve as Locator Slip/authority for concerned SDO personnel.
10. All other provisions of Division Memorandum No. 521, s. 2026 not affected by these updates shall remain in effect.
11. Immediate dissemination of and compliance with this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



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Lama/08/13/2026



UPDATES ON THE NUMBER OF BENEFICIARIES PER SCHOOL FOR THE SCHOOL-BASED FEEDING PROGRAM SY: 2026-2027

SCHOOL NAME:		Breakdown of SBFP Beneficiaries						Update as of July 9 to Present									
Grade Level	Sex	All Learners	Severely Wasted	Wasted	Normal	Over weight	Obese	# of Transferred In	# of Transferred Out	Updated Total Enrollment	Severely Wasted	Wasted	Normal	Over weight	Obese	TOTAL	
KINDER	Male																
	Female																
Grade 1	Male																
	Female																
Grade 2	Male																
	Female																
Grade 3	Male																
	Female																
Grade 4	Male																
	Female																
Grade 5	Male																
	Female																
Grade 6	Male																
	Female																
TOTAL	Male																
	Female																
GRAND TOTAL																	

Prepared by:

 SBFP School Focal Person

Certified Correct:

 School Principal

Attachment 2

List of Grade 2-6, Grade 7 to 12 and ALS learners not Accommodated in the SBFP SY 2026-2027

No.	Name of Learner	Age	Sex	Date Enrolled/ Transferred In (If Applicable)	Indicate Nutritional Status (Severely Wasted/ Wasted)	Pregnant (check if applicable)	Nursing Mother (with 0- 12month old child/ren) (check if applicable)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

SBFP School Focal Person

Certified Correct:

School Principal



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ATTACHMENT 3

**DIVISION INSPECTORATE, DELIVERY, MONITORING
& TECHNICAL ASSISTANCE TEAM**

HOTMEALS

SDO Inspection Team *

Name of Personnel	Position	ROLES/ RESPONSIBILITY	SCHEDULE **
Giro Anthony P. Flandez	ADA VI	Conduct inspection during delivery of goods, commodities, supplies for Central Kitchens.	Tuesday
Mary Joy P. Suero/ Jinky Alejo	AO V Budget Officer		Wednesday
Arlyn D. Batulan, MD	Medical Officer III		Thursday
Zyra Mae G. Sol, DMD	Dentist II		
Reyna Tajon	ADAs III		

**Based on Division Memorandum 632 s. 2026*

***Delivery of suppliers will be Tuesday, Wednesday & Thursday at 6:00 am*

Schedule of Additional Support Staff in the Inspection

Name of Personnel	Position	ROLES/RESPONSIBILITY	SCHEDULE**
Florabel Rafanan	COS Administrative Support II	Assist during inspection.	Tuesday
Maria Korynne P. Taborda	Nurse II		Wednesday
Laurie Angela M. Agati	Nurse II		
Cherry Lyn P. Marcos	COS Technical Assistant II		





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ATTACHMENT 3

Nutritious Food Products and Milk Component

Name of Personnel	Position	ROLES/ RESPONSIBILITY	SCHEDULE
Giro Anthony P. Flandez	ADA VI	Conduct inspection during delivery of NFPs	Nutritious Food Products- Once a month, during the last week of every month Milk Component- To be announced later
Reyna Tajon	ADAS III		
Arlyn D. Batulan, MD	Medical Officer III		
Zyra Mae G. Sol, DMD	Dentist II		
Mary Joy P. Suero/ Jinky Alejo	AO V Budget Officer		

Schedule of Additional Support Staff in the Inspection

Name of Personnel	Position	ROLES/ RESPONSIBILITY	SCHEDULE
Florabel Rafanan	COS Administrative Support II	Assist during inspection.	Nutritious Food Products- Once a month, during the last week of every month Milk Component- To be announced later
Maria Korynne P. Taborda	Nurse II		
Laurie Angela M. Agati	Nurse II		
Cherry Lyn P. Marcos	COS Technical Assistant II		
School Administrative Officer II Except ISNHS		Assist during inspection and Counting of allocation per school.	





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DIVISION SBFP MONITORING and TECHNICAL ASSISTANCE TEAM

Name of Personnel	Position	ROLES/RESPONSIBILITY	SCHEDULE
Arlyn D. Batulan, MD Zyra Mae G. Sol, DMD	Medical Officer III Dentist II- Division WINS Program Focal	Conduct Monitoring and technical assistance	Nutritious Food Products- Hot meals and Milk- <i>Tuesday-Friday</i>
Laurie Angela M. Agati	Nurse II- Division SBFP Focal		
Maria Korynne P. Taborda	Nurse II- Division SBFP Alternate Focal		
Cherry Lyn P. Marcos	COS Technical Assistant II		
Florabel Rafanan	COS Administrative Support II		





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ATTACHMENT 3

DELIVERY TEAM

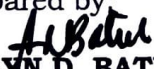
(refer to distribution schedules and Hot Meals (every Tuesdays, Wednesdays and Thursdays starting July 21 to November 24, 2026)

Supply Office Representatives	Distribute and deliver NFPs, Milk and Hot meals to schools	Tuesday, Wednesday, Thursday
Giro Anthony P. Flandez		
Christian B. Alejo		

SHNS Personnel	Assist in the delivery of NFPs, Milk and Hot meals to schools	Tuesday, Wednesday, Thursday
Arlyn D. Batulan, MD		
Zyra Mae G. Sol, DMD		
Laurie Angela M. Agati		
Maria Korynne P. Taborda		
Cherry Lyn P. Marcos		
Florabel P. Rafanan		

Drivers	To serve as drivers of vehicles for the delivery of hot meals, milk and NFPs and monitoring of implementation.	Tuesday, Wednesday, Thursday
Herman Arruejo/ Robert Pastor		
Dennis Suero/ Ted Cliexzle Aurellado		

Prepared by:


ARLYN D. BATULAN, MD
Medical Officer III

Recommending Approval:


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

Approved:

VILMA D. EDA, CESO V
Schools Division Superintendent

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School Health and Nutrition Unit
WEEKLY SBFP SCHOOL DISTRIBUTION MONITORING TOOL
School Year 2026–2027

References: DepEd Order No. 13, s. 2026; Division Memorandum No. 521, s. 2026

School:		Date:	
School Head:		SBFP Focal:	
Approved Ben.:		Present:	
		Monitor:	

Component: ☐ Hot Meals ☐ NFP ☐ Milk ☐ CK Delivery ☐ CK Assignment: ☐ VCS ☐ Nagsangalan ES ☐ N/A

A. HOT MEALS / NUTRITIOUS FOOD PRODUCTS (NFP)

No.	Monitoring Indicator	Status	Remarks / Finding
1	Feeding was conducted on the scheduled day and followed the approved Vigan City cycle menu.	☐ Y ☐ N ☐ N/A	
2	Meal/NFP actually served matched the scheduled item; any substitution was documented/authorized.	☐ Y ☐ N ☐ N/A	
3	Quantity received/available was sufficient for intended beneficiaries; any variance was documented.	☐ Y ☐ N ☐ N/A	
4	Containers/packaging were intact, clean, covered/sealed, and food/product condition was acceptable.	☐ Y ☐ N ☐ N/A	
5	No visible spoilage, contamination, damage, leakage, or expiration concern was observed.	☐ Y ☐ N ☐ N/A	
6	Receipt was acknowledged by designated school personnel; quantity and arrival time were checked.	☐ Y ☐ N ☐ N/A	
7	Actual beneficiaries served were recorded against the approved beneficiary list.	☐ Y ☐ N ☐ N/A	
8	Learners received the prescribed serving; distribution was orderly, supervised, and timely.	☐ Y ☐ N ☐ N/A	
9	Handwashing, clean feeding area, clean utensils, and protection from contamination were observed.	☐ Y ☐ N ☐ N/A	
10	Absences, unserved meals/NFP, shortages/excess, wastage, and significant complaints were accounted for.	☐ Y ☐ N ☐ N/A	

Hot Meals / NFP Reconciliation

Approved Bens	Received / Available	Actual Served	Absent	Balance / Unserved	Short / Excess

B. MILK FEEDING DISTRIBUTION

No.	Monitoring Indicator	Status	Remarks / Finding
1	Milk feeding was conducted according to the approved schedule.	☐ Y ☐ N ☐ N/A	
2	Quantity received/available matched the school allocation or variance was documented.	☐ Y ☐ N ☐ N/A	
3	Packages were intact/sealed; no leakage, swelling, damage, spoilage, or expiry concern was noted.	☐ Y ☐ N ☐ N/A	
4	Milk was stored according to product requirements and protected from heat/direct sunlight.	☐ Y ☐ N ☐ N/A	
5	FEFO/FIFO or appropriate stock rotation was observed.	☐ Y ☐ N ☐ N/A	
6	Milk was distributed only to identified beneficiaries using the prescribed serving.	☐ Y ☐ N ☐ N/A	
7	Actual beneficiaries served, milk used, and remaining balance were recorded and reconciled.	☐ Y ☐ N ☐ N/A	
8	Handwashing and supervised consumption were observed; no unsafe product was served.	☐ Y ☐ N ☐ N/A	
9	Complaints/adverse reactions, damaged stocks, and empty packaging/waste were properly handled/documentated.	☐ Y ☐ N ☐ N/A	

Milk Reconciliation

Approved Ben.	Stock Before	Actual Served	Milk Used	Balance	Damaged / Rejected

C. CENTRAL KITCHEN MEAL DELIVERY / SCHOOL RECEIPT

No.	Monitoring Indicator	Status	Remarks / Finding
1	Meals came from the school's assigned Central Kitchen (VCS or Nagsangalan ES).	☐ Y ☐ N ☐ N/A	
2	Delivery arrived within the expected period and without unnecessary delay.	☐ Y ☐ N ☐ N/A	
3	Transport area and food containers were clean, appropriate, covered/sealed, and protected from contamination.	☐ Y ☐ N ☐ N/A	
4	Designated school personnel checked meal quantity and condition upon receipt.	☐ Y ☐ N ☐ N/A	
5	Actual quantity received matched the expected school allocation or variance was documented.	☐ Y ☐ N ☐ N/A	
6	Food condition upon arrival was acceptable for immediate serving.	☐ Y ☐ N ☐ N/A	
7	Meals were promptly distributed; food remained covered until serving and correct portions were provided.	☐ Y ☐ N ☐ N/A	
8	Meals received, served, unserved/excess, and damaged/unfit portions were fully reconciled.	☐ Y ☐ N ☐ N/A	
9	Delivery discrepancy or food quality/safety concern was immediately communicated to CK/Division SBFP team.	☐ Y ☐ N ☐ N/A	

CK Delivery Reconciliation

Expected Meals	Actual Received	Actual Served	Unserved / Excess	Damaged / Unfit	Time Arrived



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WEEKLY SBFP SCHOOL DISTRIBUTION MONITORING TOOL – continued

D. RECORDS VALIDATION / ACCOUNTABILITY

No.	Monitoring Indicator	Status	Remarks / Finding
1	Updated beneficiary masterlist is available and consistent with approved allocation.	☐ Y ☐ N ☐ N/A	
2	Daily feeding attendance / actual beneficiaries served is updated.	☐ Y ☐ N ☐ N/A	
3	Delivery/receiving records for hot meals/NFP/milk are properly accomplished and available.	☐ Y ☐ N ☐ N/A	
4	NFP/milk inventory or stock balance is updated, where applicable.	☐ Y ☐ N ☐ N/A	
5	Feeding days conducted and missed/cancelled days are recorded with reasons.	☐ Y ☐ N ☐ N/A	
6	Shortages, excess, damaged products, unserved meals, or wastage are documented.	☐ Y ☐ N ☐ N/A	
7	Food safety complaints/incidents and previous monitoring findings have documented action/follow-up.	☐ Y ☐ N ☐ N/A	

E. WEEKLY IMPLEMENTATION STATUS

Component	Expected Days	Actual Days	Missed	Reason / Remarks
Hot Meals				
NFP				
Milk				

F. FINDINGS / TECHNICAL ASSISTANCE / CORRECTIVE ACTION

Finding / Concern	Immediate Action / TA	Responsible Person / Office	Follow-up Date

G. OVERALL ASSESSMENT

☐ Compliant ☐ Compliant with Minor Findings ☐ For TA / Follow-up ☐ For Immediate Corrective Action

Good Practice / Positive Observation	Key Issue / Follow-up Needed

SIGNATURES

Division SBFP Monitoring Personnel
School Health and Nutrition Unit
Date: _____

School SBFP Focal Person
Date: _____

School Head / Authorized Representative
Date: _____