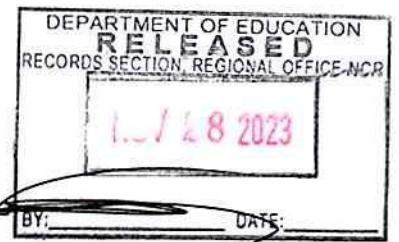




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD No. 1240 S. 2023

**TO :** Schools Division Superintendents  
 Division SBFP Focal Persons  
 All other concerned staff

**FROM :** OFFICE OF THE REGIONAL DIRECTOR

**SUBJECT :** TIMELINE OF ACTIVITIES FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR SY 2024-2025

**DATE :** November 24, 2023

1. The School-Based Feeding Program (SBFP) will scale up its implementation from 120 feeding days to 220 days for nutritious food products/hot meals and milk feeding from 43 days to 55 days for SY 2024-2025.
2. All SBFP Division Focal Persons are hereby informed of the activities and the corresponding timeline for completion for the SBFP SY 2024-2025 Implementation as follows:

Process/Activity	Timeline	Responsible Office
Conduct of Market Survey and Preparation of Cycle Menus	November-December 2023	Regional Office and SDOs
Conduct of Early Procurement Activities	January-April 2024	SDOs/Schools
Conduct of Procurement Process	May-June 2024	SDOs/Schools
Request for NCA from DBM	June 2024	SDOs
Awarding of Contract/NOA/NTP	July 2024	SDOs/Schools
Nutritional Assessment of Learners (Baseline Data)	July-August 2024	SDOs and Schools
Actual Feeding	August 2024- July 2025	Schools
Payment or Liquidation	September 2024- August 2025	SDOs and Schools



Address: Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F007	Rev	00
Effectivity	01.26.23	Page	1 of 1



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3. Immediate dissemination of and compliance with this memorandum is desired.

**JOCELYN DR. ANDAYA**  
Director IV



Address: Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

Doc. Ref. Code	RO-ORD-F007	Rev	00
Effectivity	01.26.23	Page	1 of 1