



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



February 03, 2025

**REGIONAL MEMORANDUM**

No. 114, s. 2025

**To: Schools Division Superintendents**  
Schools Division SBFP Focal Persons  
All Other Concerned Staff

**CONDUCT OF THE SCHOOL-BASED FEEDING PROGRAM NUTRITIOUS  
FOOD PRODUCTS AND MILK SUPPLIERS EXPO AND MAPPING FY 2025**

1. Attached is the OUOPS Memorandum No. 2024-08-00520 relative to the abovementioned subject, contents of which are self-explanatory, for appropriate action.
2. In relation to this, **two (2)** representatives from each Schools Division Offices (SDOs) are requested to attend the activity on **February 10-14, 2025** at the **DepEd Ecotech, Cebu City**.
3. SDO SBFP Focal Persons are requested to bring a laptop along with the following data using the templates in this link <https://tinyurl.com/FY2025PresentationTemplate>:
  - Draft Cycle Menu for FY 2025
  - Milk Recommendations for FY 2025
  - Regular and Milk Component Requirements for FY 2025
4. All confirmed participants are requested to register online through <https://tinyurl.com/2025SBFPSupplierExpoNCR>. Further, travel expenses are requested to be charged against the SBFP-PSF or local funds.
5. Immediate dissemination of and compliance with this memorandum is desired.

  
**JOCELYN DR ANDAYA**

Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2025-~~16~~-00570**

**TO :** REGIONAL DIRECTORS  
 Region I – XII, Caraga, NCR, and CAR

**FROM :** MALCOLM S. GARMA *ff*  
 Assistant Secretary, Officer-In-Charge  
 Office of the Undersecretary for Operations

**SUBJECT :** CONDUCT OF THE SCHOOL-BASED FEEDING PROGRAM  
 NUTRITIOUS FOOD PRODUCTS AND MILK SUPPLIERS' EXPO  
 AND MAPPING FY 2025

**DATE :** January 23, 2025

The Office of the Undersecretary and Assistant Secretary for Operations through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) will conduct the School-Based Feeding Program (SBFP) Nutritious Food Products (NFP) and Milk Suppliers' Expo and Mapping for Fiscal Year (FY) 2025 on the following date and venue:

| Date                 | Venue                    |
|----------------------|--------------------------|
| February 10-14, 2025 | DepEd Ecotech, Cebu City |

The SBFP Nutritious Food Products and Milk Suppliers' Expo and Mapping for FY 2025 is a strategy by BLSS-SHD to determine the available NFP and Milk Supply per School Division Office (SDO) and is designed to link suppliers of the SBFP with the Regional and Schools Division Focal Persons to discuss DepEd requirements, product specifications, and implementation issues and concerns. The activity also aims to harness the suppliers' commitment and support to SBFP by providing an avenue to engage with other local suppliers, strengthen existing partnerships, and forge new ones for the successful implementation of the SBFP. Specifically, the activity aims to:

1. present the Schools Division Cycle Menu, Technical Specifications, Milk Recommendations, Delivery Schedule, Drop-off points, Contract Amounts, and other specific requirements by the ROs/SDOs;
2. present and showcase the NFP and Milk SBFP products from partners/cooperatives from all regions;
3. finalize the SBFP NFP and Milk Supply Map for SY 2025-2026;



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| Effectivity    | 03.23.23 | Page | 1 of 2 |



4. solicit and increase commitment from the partners of the Regular and Milk Component; and
5. discuss the follow through activities after the suppliers' expo and mapping.

We kindly request all participants to take note of the following important information:

1. Participants in this event includes **two (2)** representatives from the Regional Office (RO): (Regional SBFP Focal Person and Technical Assistant I); and **two (2)** representatives from the Schools Division Offices (SDOs): Focal Person for SBFP Regular Component and Milk. Travel expenses are requested to be charged against the SBFP-PSF or local funds.
2. For the Regional Office (RO), kindly submit a list of confirmed representatives from the RO and each SDO, by February 7, 2025, through email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph)
3. For Schools Division Offices (SDO) SBFP focal persons, kindly inform your SBFP Milk and NFP Suppliers/Cooperatives who are interested in joining the Suppliers' Expo and Supply Mapping. Please inform the respective suppliers/cooperatives that the meals will only be provided on February 11-13, 2025.
4. RO and SDO SBFP focal persons are requested to bring the following reports/data during the activity. Each region and division office are also advised to bring a laptop for the supply mapping activities. The templates can be accessed through this link <https://tinyurl.com/FY2025PresentationTemplate>
  - Draft Cycle Menu for FY 2025
  - Milk Recommendations for FY 2025
  - Regular and Milk Component Requirements for FY 2025
5. All SBFP focal person participants and interested SBFP NFP and Milk Suppliers are requested to register online through their respective links:

|  |   |
|--|---|
| <b>For SBFP RO and SDO Focal Persons:</b>        | <a href="https://forms.office.com/r/qNYSRykEbt">https://forms.office.com/r/qNYSRykEbt</a> |
| <b>For LUZON SBFP NFP and Milk Suppliers:</b>    | <a href="https://forms.office.com/r/wATV4nJOfP">https://forms.office.com/r/wATV4nJOfP</a> |
| <b>For VISAYAS SBFP NFP and Milk Suppliers:</b>  | <a href="https://forms.office.com/r/eqFaPriD65">https://forms.office.com/r/eqFaPriD65</a> |
| <b>For MINDANAO SBFP NFP and Milk Suppliers:</b> | <a href="https://forms.office.com/r/bFktbMzNiw">https://forms.office.com/r/bFktbMzNiw</a> |

6. Registration at the venue will commence at 11:00 AM on the day of arrival, with lunch being provided. We kindly urge all participants to arrive before the Opening Program begins at 3:30 PM.

For further details, please contact Mr. Ted C. Pinto and/or Ms. Jessa B. Magana, Technical Assistants II on 8632-9935 or email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph) .