



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

March 07, 2025

REGIONAL MEMORANDUM

No. 243, s. 2025

To: Schools Division Superintendents
 Schools Division SBFP Focal Persons
 All Others Concerned

**SUBMISSION OF SCHOOL BASED FEEDING PROGRAM (SBFP)
 CYCLE MENU, NUTRITIONAL STATUS REPORTS, AND
 PROGRAM TERMINAL REPORTS FOR FY 2025**

1. DepEd NCR continues its commitment to create evidence-based policies and ensure a learner-centered environment through the implementation of the School-Based Feeding Program (SBFP) for FY 2025. Nutrition-related data are not only essential in the successful implementation and enhancement of DepEd programs, but also to other government agencies and non-government organizations for the formulation of different policies and programs that will benefit our learners.
2. In view of this, the following documents are requested to be submitted in hard copies to the Regional Office and in soft copies through the links below:

Name of Document	Deadline of Submission	Templates and Submission Link
SBFP Cycle Menu for FY 2025	March 14, 2025	Template: https://tinyurl.com/2025CycleMenuTemplate Submission Link: https://tinyurl.com/NCRCycleMenu2025
SBFP Program Terminal Reports for SY 2024-2025	June 30, 2025	Template: https://tinyurl.com/SBFP-PTR2025 Submission Link: https://tinyurl.com/NCR-SBFPFY2025-PTR
Nutritional Status (NS) Endline Report for SBFP Beneficiaries SY 2024-2025	July 11, 2025	Template: https://tinyurl.com/SBFPEndlineTemplate Submission Link: https://tinyurl.com/2025-SBFP-EndlineNS



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NS of Elementary and Secondary Students for SY 2024-2025 Endline Report.	July 11, 2025	Template: https://tinyurl.com/TemplateEndlineNSAllLearners Submission Link: https://tinyurl.com/2025NS-AllLearners-Endline
NS of Elementary and Secondary Students for SY 2025-2026 Baseline Report.	July 11, 2025	Template: https://tinyurl.com/TemplateBaselineNSAllLearners Submission Link: https://tinyurl.com/2025-NS-AllLearners-Baseline

- To reiterate, schools shall submit their data in soft copy format, and Schools Division Offices shall submit their consolidated data in both hard and soft copy formats, to the Regional Office.
- For clarifications, please contact Dr. Connie P. Gepanayao, MD, FPPS, Medical Officer IV/Head of SHNU or Ms. Jennifer V. Belleza, Nutritionist-Dietitian II at email address hnu.ncr@deped.gov.ph.
- 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