



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 327, s. 2025

AUG 13 2025

SUBMISSION OF OPERATIONAL EXPENSES REIMBURSEMENT FOR SCHOOL-BASED FEEDING PROGRAM (SBFP) DURING NATIONAL LEARNING CAMP AND OTHER SIMILAR AND/OR ALTERNATIVE PROGRAMS FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Principals
All Others Concerned

1. In reference to DepEd Order No. 31, s. 2021 titled **"Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP)"**, school heads are responsible for the liquidation and/or reimbursement of funds incurred during the implementation of School-Based Feeding Program (SBFP).
2. The implementation of SBFP requires procurement of supplies, hiring of helpers, transportation costs from the drop-off point to their respective schools, and other related expenses. Hence, the three pesos operational expenses from Nutritious Food Packs (NFP) shall be used.
3. In this regard, school heads are directed to reimburse their actual operational expenses related to SBFP implementation. They are required to submit to the Division Office through the School Health and Nutrition Unit the complete documentary requirements for reimbursement of operational expenses incurred during the implementation of SBFP from June 30 to July 18, 2025 on or before **August 26, 2025** to track the utilization of SBFP funds for CY 2025 which will be used for other SBFP allowable activities.
4. The following are the documentary requirements to be submitted as supporting documents for reimbursement:
 - a. Approved Work and Financial Plan (WFP),
 - b. Reimbursement Expense Receipt (RER) per delivery of supplies, and
 - c. Other documents required by the Accounting and Budget Unit, such as Payroll for payment of honoraria for helpers, Purchase Request for procurement of SBFP related supplies, if any.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

5. Immediate dissemination and compliance to this Memorandum is directed.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encs:

As stated

Reference

As stated

To be indicated in the Perpetual Index

Under the following subjects:

PROGRAMS SBFP

SCHOOL NUTRITION

S09/MLDJG

August 12, 2025