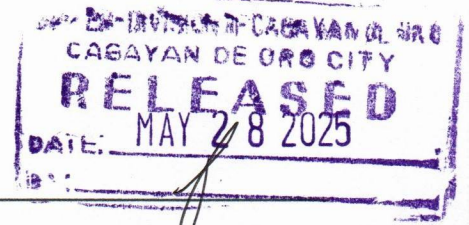




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

27 May 2025

DIVISION MEMORANDUM

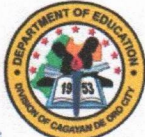
No. 416 s.2025

SCHEDULE OF COORDINATION MEETING AND CONSOLIDATION OF
INSPECTION AND ACCEPTANCE REPORT (IARs) AND DELIVERY RECEIPTS (DRs)
FOR SCHOOL-BASED FEEDING PROGRAM (SBFP) – NUTRITIOUS FOOD
PRODUCTS (NFPs) AND MILK COMPONENTS
FOR SY 2025-2026 IMPLEMENTATION

TO: Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Office of the SDS Personnel
Office of the SGOD Personnel
Division School-Based Feeding Program Focal Persons
Elementary School Heads and Assistant School Heads
Elementary School-Based Feeding Coordinators
Administrative Officer II / School Inspectorate
SBFP Administrative Support II
All Others Concerned

1. The field is hereby informed that the coordination meeting and consolidation activity of Inspection and Acceptance Reports (IARs) and Delivery Receipts (DRs) for both the Nutritious Food Products (NFP) and Milk components under the School-Based Feeding Program (SBFP) for **School Year 2025-2026** will be held as scheduled below:

Date	Time	Venue
August 18-22, 2025		
September 8-12, 2025	8:00 AM	Division Office School Health and Nutrition Unit
October 20-24, 2025	to	
November 17-21, 2025	5:00 PM	
December 15-19, 2025		



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

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2. The activity aims to:
 - a. ensure the timely and accurate submission of IARs and DRs;
 - b. consolidate documents from all recipient schools for proper recording and compliance;
 - c. address implementation challenges and documentation issues;
 - d. strengthen coordination among program implementers at the division and school levels.
3. Expenses incurred relative to the conduct of this meeting be charged against SBFP PSF subject to usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

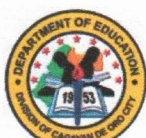
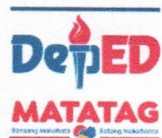
Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

HEALTH EDUCATION

SCHOOL-BASED FEEDING PROGRAM

DM-037-SGOD-SHN-JAA / Schedule of Coordination Meeting and Consolidation of Inspection and Acceptance Report (IARs) and Delivery Receipts (DRs) for School-Based Feeding Program (SBFP) – Nutritious Food Products (NFPs) and Milk Components for SY 2025-2026 Implementation
May 27, 2025



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