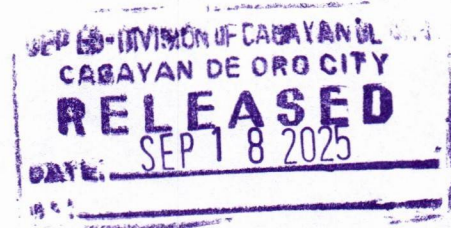




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 September 2025

DIVISION MEMORANDUM
No. 814 s. 2025

**COLLECTION AND CONSOLIDATION OF ALL NUTRITIOUS FOOD PRODUCTS (NFPs)
INSPECTION AND ACCEPTANCE REPORTS (IARs) AND DELIVERY RECEIPTS (DRs)
COVERING WEEK 1 TO WEEK 8 OF THE SCHOOL-BASED FEEDING PROGRAM
(SBFP) SY 2025 -2026**

TO: Assistant School Division Superintendent
Chief, SGOD
Medical Officer
Division School-Based Feeding Coordinators
Division Supply Officer
Administrative Support II
All Others Concern
This Division

1. In line with the proper implementation and monitoring of the School-Based Feeding Program (SBFP), this Office hereby directs the above personnel to facilitate the collection and consolidation of Nutritious Food Products Inspection and Acceptance Reports (IARs) and Delivery Receipts (DRs) from all suppliers covering Week 1 to Week 8 feeding operations on September 22-26, 29 & 30, 2025 at the Division Office.
2. The collected IARs and DRs shall be used for:
 - a. validation of the completeness and timeliness of supplier deliveries;
 - b. supporting documents for financial reporting and liquidation;
 - c. ensuring accountability and transparency in program implementation.
3. The SBFP Division School-Based Feeding Coordinators in coordination with the Administrative Support II, are tasked to review and consolidate the said documents prior to submission to Accounting Office.



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@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1

4. For information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

HEALTH EDUCATION

SCHOOL-BASED FEEDING PROGRAM

DM-073-SGOD-SHN-JAA / collection and consolidation of all nutritious food products (nfps) inspection and acceptance reports (iars) and delivery receipts (drs) covering week 1 to week 8 of the school-based feeding program (Sbf) sy 2025-2026
September 17, 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@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2