



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



Office of the Schools Division Superintendent

20 May 2026

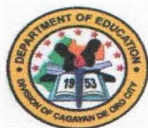
DIVISION MEMORANDUM

No. 485 s. 2026

**REITERATION ON THE SUBMISSION OF WEEKLY DISTRIBUTION LISTS WITH
COMPLETE SIGNATURES OF BENEFICIARIES FOR ALL NUTRITIOUS FOOD
PRODUCTS/COMMODITIES UNDER THE SCHOOL-BASED FEEDING
PROGRAM (SBFP)**

TO: Assistant Schools Division Superintendent
Chiefs and Assistant Chiefs, CID and SGOD
Medical Officer III
All Elementary School Heads and SBFP Coordinators
Division SBFP Focal Persons
SBFP Technical Assistants I and Administrative Support II
School Health Personnel
All Others Concerned
This Division

1. In line with the proper monitoring, documentation, and liquidation requirements of the School-Based Feeding Program (SBFP), this Office reiterates the strict submission of weekly distribution lists with complete signatures of beneficiaries for all nutritious food products/commodities distributed under the program.
2. All Feeding Coordinators are directed to ensure that the distribution lists are properly prepared, duly signed and contain the complete signatures of beneficiaries. The same shall be noted by the School Principal to certify the authenticity and accuracy of the reported distributions.
3. Further, all concerned are reminded that incomplete documents, unsigned forms and unverified distribution lists shall not be accepted for monitoring and liquidation purposes.
4. The required documents must be submitted within this week, specifically on May 21 and May 23, 2026, to the Division Clinic to provide ample time for the SBFP Division Focal Persons to review and submit the same to the Accounting Office for further audit.



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5. For information, guidance 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-158-SGOD-SHN-CRC / reiteration on the submission of weekly distribution lists with complete signatures of beneficiaries for all nutritious food products/commodities under the school-based feeding program (sbfp)
May 20, 2026



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