



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JAN 15 2026

REGIONAL MEMORANDUM

No. 041, s. 2026

**REQUEST FOR AN INVENTORY AND CAPACITY ASSESSMENT ON
SCHOOL-BASED FEEDING PROGRAM RESOURCES**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum dated December 22, 2025, from Hon. Roger B. Masapol, *Assistant Secretary for Governance and Operations* regarding the **Request for an Inventory and Capacity Assessment on School-Based Feeding Program Resources**, which is self explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As stated

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

HEALTH EDUCATION	POLICY
ORIENTATION	PROGRAMS

MJM/ESSD/DEPEDNIR/Request for an Inventory and Capacity Assessment on School-Based Feeding Program Resources
/January 15, 2026



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Republika ng Pilipinas
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
OTHERS CONCERNED

THROUGH:  **MALCOLM S. GARMA**
Undersecretary for Governance and Operations



FROM :  **ROGER B. MASAPOL**
Assistant Secretary for Governance and Operations

SUBJECT : REQUEST FOR AN INVENTORY AND CAPACITY ASSESSMENT
ON SCHOOL-BASED FEEDING PROGRAM RESOURCES

DATE : December 22, 2025

In support of the Department's efforts to strengthen the implementation, operational efficiency, and service delivery of the School-Based Feeding Program (SBFP), the Office of the Assistant Secretary for Governance and Operations – Education Governance (OASEG) requests all Regional Offices (ROs) and Schools Division Offices (SDOs) to submit updated and comprehensive SBFP Resource Data through a thorough inventory and capacity assessment of facilities and support mechanisms related to meal preparation and service.

Specifically, the following data are requested:

1. Inventory and capacity assessment of existing kitchens, manpower, and feeding areas.
2. Identification of schools with operational canteens that may serve as school kitchens or central kitchens.
3. Estimated number of required central kitchens per SDO and proposed strategic locations to ensure full school coverage for hot meals.
4. Recommended feeding modality per school, school cluster, or school district.
5. List of potential partner LGUs, NGOs, and community organizations for kitchen operations and/or meal preparation support.

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6. Identification of Administrative Officers (AOs), Technical Assistants (TAs), and SBFP core groups in the SDOs and schools who are directly or indirectly involved in the implementation of the SBFP.
7. Number of clustered elementary schools that can be served by an existing or potential central kitchen, including their respective satellite schools.
8. Identification of elementary schools that cannot be clustered with other schools due to geographical constraints or other factors, such as enrollment size.

The SDO SBFP focal persons are requested to complete using the Google form link provided: **https://bit.ly/CK_Inventory**. These focal persons shall collaborate with EFD engineers to fill out the online forms and conduct ocular visits where necessary. The information collected will be used for strategic planning, contextualized resource mobilization, and the efficient delivery of hot meals and/or nutritional food packs to the learners.

The deadline for the submission of the required data is **January 16, 2026**.

Attached to this memorandum as Annex A is the Selection Criteria/Parameters for Central Kitchen Refurbishment and Establishment.

For any clarifications regarding this request, please contact Mark Jay Gamao via email at mark.gamao@deped.gov.ph (cc oaseg@deped.gov.ph) or via Viber at 09454375988. All queries related to the construction of central kitchens may be directed to Ar. Camille Ann Raposa via email at camille.raposa@deped.gov.ph.

For your appropriate action.