



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON

Capital Compound, Sorsogon City, Philippines 4700



DIVISION MEMORANDUM

No. 6 s. 2019

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY SCHOOL HEADS
SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL
All Concerned**

FROM: LOIDA N. NIDEA, CESO V
Schools Division Superintendent

DATE: January 8, 2019

**SUBJECT: SUBMISSION OF SCHOOL- BASED FEEDING PROGRAM (SBFP) SY 2018- 2019 PROGRAM
TERMINAL REPORT**

1. Relative to the termination of the 120 days feeding cycle of School- Based Feeding Program (SBFP) SY 2018- 2019, all beneficiary schools are hereby requested to submit the SBFP Program Terminal Report (PTR) on January 10, 2019.
2. Reports to be submitted are the following
 - a. First 3 pages of the latest SBFP Liquidation Report
 - b. SBFP Form 4 Record of Daily Feeding (Attendance Day 1- Day 120)
 - c. SBFP Form 5 Program terminal Report
 - d. SBFP Form 6 Consolidated Program Terminal Report
 - d.1. Program Accomplishment
 - d.2. Consolidated Nutritional Status
 - d.3. Percentage of Attendance
 - d.4. Procurement Process
 - d.5. Personnel Involved
 - d.6. Issues and Concerns
 - d.7. Best Practices
 - e. Narrative and Photo Documentations
3. For information, guidance and strict compliance.