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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 18, 2025

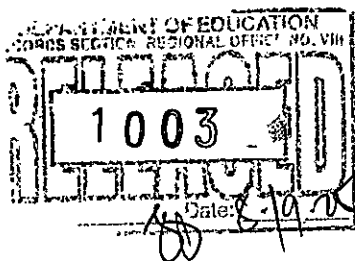
REGIONAL MEMORANDUM

No. **1003** s. 2025

ORIENTATION FOR TECHNICAL ASSISTANTS AND ADMINISTRATIVE SUPPORTS OF SCHOOL-BASED FEEDING PROGRAM

To: Schools Division Superintendents
SBFP Technical Assistants
SBFP Administrative Support
All Others Concerned

1. This Office, through Education Support Services Division – School Health and Nutrition Unit (ESSD-SHNU), shall conduct an activity titled Orientation for Technical Assistants and Administrative Supports of School-Based Feeding Program on September 10-11, 2025 at NEAP R8 Training Hall.
2. This activity aims to:
 - a. equip technical assistants and administrative support staff with a clear understanding of the School-Based Feeding Program’s objectives, processes, and guideline; and
 - b. clarify roles and responsibilities in supporting the efficient and timely implementation of the SBFP;
3. The participants of the activity are the SBFP Technical Assistants, SBFP Administrative Supports and the Region SHNU personnel.
4. Expenses incurred during the conduct of this activity, such as materials, food and accommodation for the participants, shall be charged against the Programs Support Funds of SBFP. The first meal will be lunch, and the last meal will also be lunch. Transportation and other incidental expenses shall be charged against their respective local funds/SBFP funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



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Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:
TECHNICAL ASSISTANT SBFP

ESSD-SHNU-ALSL