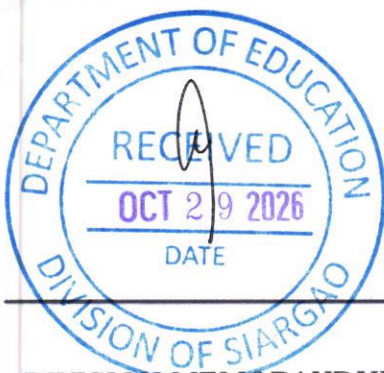
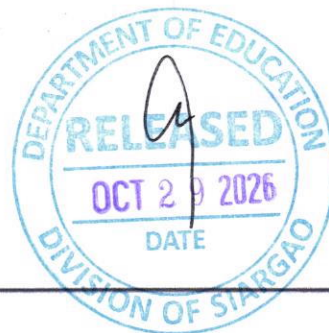




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-330**s, 2026

To: Assistant Schools Division Superintendent
SGOD Chief
All Public School District Supervisors
All SBFP-COS Technical Assistants
All Nurses
All Elementary School Heads
All Other Concerned/This Division

**IMPLEMENTATION OF THE DUTY SCHEDULE OF THE TECHNICAL ASSISTANT
FOR THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

1. Pursuant to the implementation of the School-Based Feeding Program (SBFP) and to ensure the efficient monitoring, coordination, documentation, and reporting of program activities, this Memorandum prescribes the schedule of duty and responsibilities of the Technical Assistant assigned to the School-Based Feeding Program.
2. This memorandum shall apply to all Technical Assistant (TA) designated to assist the Schools Division Office in the implementation, monitoring, and evaluation of the School-Based Feeding Program.
3. The Technical Assistant for SBFP shall observe the following work schedule:

Day	Time	Activity
Every Monday	8:00 AM – 5:00 PM	Performance of Central Kitchen-related tasks, data consolidation, report preparation, coordination with schools, and documentation
Every Tuesday, Wednesday, & Thursday	As scheduled	School visits, monitoring, validation, technical assistance, and field coordination
Every Friday	8:00 AM – 12:00 PM	Performance of Central Kitchen-related tasks, data consolidation, report preparation, coordination with schools, and documentation.
	1:00 PM – 5:00 PM	Performance of Central Kitchen-related tasks, preparation and submission of weekly accomplishment reports, updating and validation of program data, and consolidation of monitoring findings at the Division Office, whenever necessary.





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4. In cases where feeding activities, monitoring visits, trainings, meetings, or other official SBFP-related activities are conducted outside regular office hours, the Technical Assistant may be required to render services beyond the regular schedule subject to existing rules and regulations.
5. The Technical Assistant shall:
 - Assist in the implementation and monitoring of the School-Based Feeding Program in all recipient schools;
 - Consolidate, validate, and maintain SBFP records and databases;
 - Coordinate with school heads, SBFP coordinators, and other stakeholders regarding program requirements and schedules;
 - Prepare, review, and submit reports, accomplishment reports, and supporting documents;
 - Conduct field visits and provide technical assistance to schools regarding SBFP implementation;
 - Document best practices, issues, concerns, and recommendations for program improvement;
 - Assist during program orientations, trainings, meetings, and related activities
 - Perform other tasks related to the School-Based Feeding Program as may be assigned by the Schools Division Superintendent or authorized officials.
6. The Technical Assistant shall ensure that the Daily Tracker is filled out and monthly accomplishment and updates shall be reported to the Division SBFP-TWG for monitoring and evaluation purposes.
7. This memorandum shall take effect immediately upon issuance and shall remain in force until amended.
8. Immediate and wide dissemination of this memorandum is desired.

MANUEL O. CABERTE
Schools Division Superintendent

Reference: A started

Encl's: Number of SBFP Participants

To be indicated in the **PERPETUAL INDEX**

Under the following subjects:

SCHOOL-BASED FEEDING PROGRAM

TECHNICAL ASSISTANTS-COS

DUTY-SCHEDULE

SGOD/SBFP/REL

10/29/26