



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

Division Memorandum
No. 209 s. 2023

23 MAR 2023

SUBMISSION OF SBFP FORMS FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Senior Education Program specialists/Education Program Specialists
Public Schools District Supervisor/District-in-Charge
Public Elementary School Heads
All Other Concerned

1. This Office through the School Health Section informs all School heads of public elementary schools to submit an accomplished hard copy of the following SBFP Forms:

Form 1: Master List of Beneficiaries

Form 2: Summary of Beneficiaries

Form 4: List of Authorized Consignees at the Drop-off Point

2. For the Form 4, please include a photocopy of any government issued ID bearing your signature and affix three (3) specimen signatures.

3. The District SBFP Coordinator shall compile the said reports in one (1) expandable folder and submit to their respective **District Nurse**.

4. The deadline will be on or before March 31, 2023.

5. Widest dissemination and compliance of this Memorandum are desired.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

3/22/23

SPP/JMA-MKP/SGOD/RBF/KLBC/ROM/ssd
March 21, 2023



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