



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

**Office of the Schools Division
Superintendent**

12 SEP 2023

Division Memorandum
No. 641 s. 2023

**SUBMISSION OF SCHOOL-BASED FEEDING PROGRAM FORM 4: LIST OF
CONSIGNEES 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
District SBFP Coordinators
All Nurses
All Other Concerned

1. This Office through the School Health Section is hereby requesting all Public Schools Districts Supervisors and School Heads of public elementary schools of this Division to submit an accomplished hard copy of the **School-Based Feeding Program (SBFP) Form 4: List of Authorized Consignees at the Drop-off Point** in four (4) all original copies.
2. Please be reminded that all signatories should affix three (3) live signatures parallel to their names as consignees.
3. Further, all signatories of the SBFP Form 4 should include a photocopy of any government issued ID bearing their signature and affix three (3) specimen signatures in the document, respectively.
4. Enclosed is the template of SBFP Form 4.
5. The deadline will be on or before September 20, 2023.
6. Widest dissemination and compliance of this Memorandum are desired.

By the Authority of the Schools Division Superintendent


NILITA L. RAGAY, EdD

OIC- Office of the Assistant Schools Division Superintendent
Office-In-Charge

NCO/JMA-MKP/SGOD/RBP/KLBC/fm3
September 5, 2023



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Republic of the Philippines
 Department of Education
 Region VII Central Visayas
 Schools Division of Negros Oriental

REGION/DIVISION/DISTRICT: _____
 NAME OF SCHOOL: _____
 SCHOOL ID NO.: _____

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT

LIST OF AUTHORIZED CONSIGNEES (SY 2023-2024)

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1 (DISTRICT BOOKEEPER)				* * *
2 (DISTRICT SBFP COORDINATOR)				* * *
3 (DESIGNATED BY THE SCHOOL e.g. BAC chair/Administrative Officer/PTA Officer)				* * *

SCHOOL INSPECTION TEAM (SY 2023-2024)

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1 (SCHOOL HEAD)				* * *
2 (DISTRICT PROPERTY CUSTODIAN)				* * *
3 (SCHOOL FEEDING TEACHER)				* * *

Note: Only authorized consignees are allowed to receive the goods.