



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM
ESSD – 2026 – 0940

To: Schools Division Superintendents) Division of Bayugan City
All Others Concerned) Division of Butuan City
) Division of Siargao
) Division of Surigao del Norte
) Division of Surigao del Sur

PARTICIPATION IN THE NATIONAL ORIENTATION OF CENTRAL KITCHENS
AND HOME-GROWN SCHOOL FEEDING SITES ON THE NEGOTIATED
PROCUREMENT – SAGIP SAKA (NP-SS) GUIDELINES FOR
THE SCHOOL BASED FEEDING PROGRAM (SBFP)

1. The Department of Education (DepEd), through the Bureau of Learner Support Services–Nutrition and Hygiene Unit (BLSS-NHU), in partnership with the World Food Programme (WFP), will conduct a **National Orientation on Central Kitchens and Home-Grown School Feeding Sites on the Negotiated Procurement–Sagip Saka (NP-SS) Guidelines for the School-Based Feeding Program (SBFP)** on September 16–18, 2026, at Citadines Bacolod City Hotel.

2. **Objective.** This activity aims to:
- understand** the legal and policy framework governing NP-SS;
 - describe** the procurement procedures and key requirements under NP-SS;
 - clarify** the roles and responsibilities of SBFP and BAC Officers in implementing NP-SS;
 - understand** financial management, documentation, and compliance requirements;
 - navigate and utilize** FFEDIS for identifying eligible Farmers and Fisherfolk Enterprises;
 - recognize** common implementation challenges & practical mitigation measures; and
 - utilize** NP-SS reference materials and tools to support future implementation within their respective Schools Division Offices (SDOs).

3. **Participants.** All key personnel involved in the planning, implementation, procurement, and financial management of the SBFP from Regional Office (RO) and select SDOs. Participation is limited to the prescribed number of participants as indicated in Enclosure No. 1. Participants are advised to bring their own laptops, extension cords, and internet back-up. The Indicative Program of Activities is likewise provided in Enclosure No. 3.

4. **Administrative Arrangements.** Participants are expected to arrive at 3:00 p.m. on September 16, 2026, and may proceed to the registration area, opening program will begin at 8:00 a.m. on September 17, 2026. Participants may check-in on September 16 (Day 1) at 3:00 p.m. and are expected to check-out by September



18 (Day 3) before 12:00 n.n. The first meal to be served is dinner on September 16 (Day 1), and the last meal is breakfast on September 18 (Day 3).

5. **Confirmation.** All designated personnel shall confirm through this link: <https://tinyurl.com/NatOrientationNPSSVisMin> before the scheduled date.

6. **Fund Sources.** Expenses incurred by participants shall be charged against the downloaded funds (as indicated in Enclosure No. 3). If deemed necessary, it may also be charged to SBFP Program Support Funds (PSF) or local funds, subject to existing accounting and auditing rules and regulations.

7. **Health and Safety.** All participants should bring face masks and hand sanitizers to comply with health standards. Unwell participants are discouraged from attending the activity.

8. For inquiries, please contact Ms. Melody Lou B. Villaplaza-SBFP TA II of the Education Support Service Division at melodylou.villaplaza@gmail.com or 09705364602.

9. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

MLBV/ESSD/RM- Participation in the National Orientation of Central.....
14962/September 10, 2026



(Enclosure No. 1 to Regional Memorandum No.0940 s. 2026)

TARGET AND NUMBER OF PARTICIPANTS

Station	Name of School/CK /HGSF site	RO SBFP Focal	SDO SBFP Focal	SDO BAC	School BAC	SDO Finance (Accountant or Budget Officer)
Regional Office		1				
Butuan City	Libertad Central Elementary School		1		1	1
Siargao	Pilar Elementary School		1		1	1
	Burgos Central Elementary School					
	Don Enrique Navarro Memorial School (DENMS)					
	Dapa Central Elementary School					
	General Luna Central Elementary School					
	Sayak Elementary School					
	Numancia Central Elementary School					
	San Benito Central Elementary School					
	San Isidro Central Elementary School					
	Sapao Central Elementary School					
	Socorro Central Elementary School					
	Nueva Estrella Central Elementary School					
Surigao del Norte	Placer West Central Elementary School		1		1	1
	Malimono Central Elementary School					
	Alegria Central Elementary School					
	Anao-Aon Central Elementary School					
	Bacuag Central Elementary School					



	Claver Central Elementary School					
	Gigaquit Central Elementary School					
	Mainit Central Elementary School					
	Tubod Central Elementary School					
	Taganaan Central Elementary School					
	Sison Central Elementary School					
Surigao del Sur	Quezon Integrated School		1	1		1
Bayugan City	Incoming CKs		1	1		1



(Enclosure No. 2 to Regional Memorandum No.0940 s. 2026)

INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity	Person-in-Charge
Day 1 - Ingress		
3:00 p.m.	Registration and Check-in	DepEd / WFP
6:00 – 7:00 p.m.	Dinner	Live-in Participants
Day 2 – Program Proper		
08:00 – 08:30	Registration	Secretariat
08:30 – 08:45	Opening Program and Workshop Objectives	DepEd / WFP
08:45 – 10:00	Overview of the Sagip Saka Act and Policy Framework for NP-SS	DA Accredited Trainer
10:00 – 10:15	Health Break	
10:15 – 11:30	Government Procurement Framework and NP-SSA Procurement Procedures	GPPB Accredited Trainer
11:30 – 12:00	Open Forum	DA and GPPB
12:00 – 13:00	Lunch Break	
13:00 – 13:20	Integrating NP-SS into the School-Based Feeding Program: Policy Direction and Implementation Framework (Procurement Planning)	DepEd
13:20 – 14:10	Step-by-Step Walkthrough of the NP-SS Procurement Process for SBFP (Procurement Process)	GPPB Resource Person
14:10 – 14:50	Financial Management, Documentation Requirements, and Compliance Considerations under NP-SS (Payment Process)	DepEd Finance Representative
14:50 – 15:05	Health Break	
15:05 – 15:50	FFEDIS Orientation and Demonstration: Identifying and Engaging Eligible Farmers and Fisherfolk Enterprises	Department of Agriculture
15:50 – 16:20	Common Implementation Issues, Frequently Asked Questions, and Good Practices in NP-SSA Implementation	DA and GPPB Resource Persons



16:20 – 16:35	Guided Review of NP-SSA Reference Materials and Resource Package	WFP Facilitators
16:35 – 16:55	Open Forum and Clarification Session	DA, GPPB, DepEd, and WFP
16:55 – 17:00	Closing Remarks	DepEd
18:00 – 19:00	Dinner	
Day 3 - Egress		
08:00 – 12:00 NN	Check-out	Live-in Participants



(Enclosure No. 3 to Regional Memorandum No. 0940 s. 2026)

BUDGET ALLOCATION OF RO & SELECT SDOs

Office/SDOs	Pax per SDO	Amount per pax	Total Amount
Caraga - RO	1	11,000	11,000
Bayugan City	3	11,000	33,000
Surigao del Norte	2	11,000	22,000
Surigao del Norte - CK School Site	1	11,000	11,000
Butuan City	2	11,000	22,000
Butuan City - CK School Site	1	11,000	11,000
Siargao	2	11,000	22,000
Siargao - CK School Site	1	11,000	11,000
Surigao del Sur	3	11,000	33,000

