



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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October 26, 2020

DIVISION MEMORANDUM  
No. 263, s. 2020

**Pre-work On The Implementation Of the School Based Program  
In Schools for SY 2020-2021**

To: **Elementary School Heads**  
**School Feeding Coordinators**  
**All others concerned**  
This Division

1. In line with the commencement of the School Based Feeding Program implementation in schools for SY 2020-2021, the **School Feeding Coordinators** are hereby directed to attend the pre-work relative to the aforesaid activity on October 27, 2020, 1:00 PM at El Salvador City Central School Covered Court.
2. The pre-work aims to discuss the following, to wit;
  - a) the essential preparations undertaken by the schools in line with the kick-off of the school feeding - Regular Feeding on October 29, 2020 and Milk Feeding Program on November, 2020
  - b) the drafted plan of the school in the distribution of feeding goods
  - c) Procurement process and terms of delivery from suppliers to schools
3. For information, guidance and compliance.

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