



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

MARCH 18, 2026

REGIONAL MEMORANDUM  
No. 0256 , s. 2026

To: Schools Division Superintendents  
All Others Concerned

INSTITUTIONALIZATION OF THE ESTABLISHMENT OR REFURBISHMENT OF  
CENTRAL KITCHENS (CK) FOR SBFP IMPLEMENTATION

1. In line with the Department of Education's continuing commitment to improving the nutritional status, school attendance, and academic performance of learners, this Office institutionalizes the establishment or refurbishment and operationalization of central kitchens to support the efficient and effective implementation of the School-Based Feeding Program (SBFP).
2. This Memorandum is anchored on the Implementing Rules and Regulations (IRR) of Republic Act No. 11037, which provides that the Department of Education shall implement the School-Based Feeding Program in public elementary schools and coordinate with relevant agencies and Local Government Units (LGUs) to address child undernutrition.
3. To strengthen the implementation of the SBFP, all Schools Division Offices (SDOs) are encouraged to establish or refurbish at least one central kitchen per division. For SDOs with existing Central Kitchen, they are urged to establish or refurbish at least one additional CK. The proposed central kitchens may adopt practical and context-appropriate approaches, such as:
  - a. refurbishment of available spaces, including unused classrooms or existing kitchen areas;
  - b. conversion of available spaces within the school compound into functional feeding kitchens;
  - c. construction of simple but operational kitchen facilities within any buildable space inside the school; or
  - d. improvement or expansion of existing kitchens to enhance feeding operations.
4. All SDOs are strongly encouraged to strengthen partnerships with LGUs and other stakeholders, as these are major sources of support for the establishment and improvement of central kitchens. Support from partners may take the form of financial assistance, construction or refurbishment materials, kitchen equipment and utensils, manpower, or transportation vehicle. These partnerships will greatly contribute to the sustainability of providing nutritious hot meals to the target beneficiaries of the SBFP.

5. All proposed kitchen establishment or refurbishment initiatives shall be undertaken in coordination with the Division Engineers, who shall:

- a. provide technical assistance on kitchen layout and design;
- b. ensure that facilities meet basic standards on sanitation, ventilation, safety, and functionality; and
- c. assist in developing cost-efficient and practical kitchen designs suited to the available space and budget.

6. Roles and Responsibilities

Regional Office (RO):

- a. Provide policy guidance and overall direction to SDOs in the planning and implementation of the establishment, refurbishment, or improvement of central kitchens;
- b. Facilitate regional coordination and support to ensure that SDOs integrate the establishment or refurbishment of central kitchens as a key component of the implementation of the School-Based Feeding Program; and
- c. Monitor and evaluate the progress of Schools Division Offices in the establishment or refurbishment of central kitchens and document good practices and innovative models across the region.

Schools Division Offices (SDOs):

- a. Lead the planning, coordination and establishment or refurbishment of central kitchen in target schools, ensuring alignment with the SBFP operational guidelines and available resources;
- b. Ensure proper allocation of available funds for the establishment, refurbishment, or improvement of central kitchen facilities in participating schools;
- c. Identify priority schools and suitable spaces for kitchen establishment or refurbishment based on need, space availability, and feasibility;
- d. Facilitate stakeholder engagement and partnership development;
- e. Provide technical guidance and administrative support to schools;
- f. Manage and oversee the utilization of the Program Support Funds (PSF) of SBFP, ensuring that expenditures related to the establishment or refurbishment of central kitchens are necessary, reasonable, and aligned with program objectives;
- g. Coordinate with the Division Finance, Budget, and Accounting Units to facilitate the proper processing, documentation, and liquidation of expenses related to the kitchen establishment or refurbishment; and
- h. Monitor progress and document best practices.

Schools:

- a. Facilitate in identification of recipient schools with available spaces for kitchen establishment or refurbishment;
  - b. Coordinate with other local stakeholders for support in school kitchen operations; and
  - c. Ensure proper operation, sanitation, and maintenance of kitchen facilities.
  - d. Oversee the operation and maintenance of the established or refurbished central kitchen, ensuring that it is functional, safe, and suitable for the preparation of meals throughout the feeding duration.
  - e. Lead the implementation and day-to-day management of SBFP, ensuring that program activities are conducted in accordance with the established policies and guidelines.
  - f. Organize Technical Working Group (TWG) to assist in the central kitchen management for effective SBFP implementation.
  - g. Sustain and strengthen the implementation of Nutrition-Sensitive Programs (NSP), such as Gulayan sa Paaralan (GPP) and the Integrated School Nutrition Model (ISNM), in support of the School-Based Feeding Program.
7. In cases where the required expenses related to the establishment, refurbishment, or improvement of central kitchens cannot be fully funded by the stakeholders, the SDOs may charge the necessary SBFP-related expenses against the Program Support Funds (PSF) of SBFP, subject to the availability of funds and in accordance with existing budgeting, accounting, and auditing rules and regulations.
8. Such expenses may include, but are not limited to, minor repairs, refurbishment of existing spaces, procurement of basic kitchen fixtures, and other essential improvements that will enable schools to establish functional kitchen facilities.
9. For inquiries, please contact Ms. Rena Grace G. Tul-id, Nutritionist-Dietitian II, at [renagrace.tul-id@deped.gov.ph](mailto:renagrace.tul-id@deped.gov.ph).
10. Immediate dissemination of this Memorandum is advised.

**MARIA INES C. ASUNCION**

 Regional Director 

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

NUTRITION EDUCATION

ESSD/rgt  
03/16/2026