



Republic of the Philippines  
**Department of Education**  
 Region VIII  
 SCHOOLS DIVISION OF TACLOBAN CITY

March 14, 2025

**Division Memorandum**  
 No. 241, s. 2025

**SUBMISSION OF NUTRITIONAL STATUS ENDLINE REPORT AND TERMINAL REPORT FOR SCHOOL YEAR 2024 - 2025**

To: Assistant Schools Division Superintendent  
 District Supervisors  
 All School Heads Elementary and Secondary Schools  
 All others concerned

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In line with the implementation of the School-Based Feeding Program (SBFP) for the School Year 2024-2025, all schools are required to submit their Nutritional Status Endline Report and Terminal Report. These reports are essential for assessing the program's impact on the nutritional well-being of the beneficiaries and for future planning and improvement of the program.


All concerned personnel must ensure the accuracy and completeness of the reports before submission. The required documents shall be submitted to the **SBFP Office at the Schools Division Office** on or before **March 26, 2025** for Nutritional Status Endline Report while **SBFP Terminal Report** is on **April 10, 2025**.

The following reports should be included in the submission:

1. **Nutritional Status Endline Report** – All elementary and secondary schools will submit this report.
2. **SBFP Terminal Report** – A comprehensive summary of the implementation of the SBFP, including accomplishments, challenges encountered, best practices, and recommendations for improvement. You can download the file thru this link <https://tinyurl.com/SBFP-Forms-FY2024> (SBFP Form 7) for elementary schools.

Your cooperation and compliance are highly appreciated as we work together to improve the health and nutritional status of our learners.

For your information, guidance and compliance.

  
**SHERLITA A. PALMA, EdD, CESO VI**  
 Schools Division Superintendent



**RELEASED**  
 Date: 18 MAR 2025