



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

DIVISION MEMORANDUM
No. 519, s.2021

September 3, 2021

**THE COMPOSITION OF SCHOOL-BASED FEEDING PROGRAM
DIVISION TECHNICAL WORKING GROUP (TWG) SY 2021-2022**

To: Public Schools District Supervisors
Health and Nutrition Personnel
Elementary and Secondary Schools Administrators
Senior High School Administrator
All Others Concerned

1. The Department of Education (DepED), through the Bureau of Learners Support Services-School Health Division (BLSS-SHD) maintains its commitment to provide good nutrition to learners amidst Covid-19 pandemic. As such, it shall continue implementation of the School-Based Feeding Program to address hunger and encouraged learners to enroll to provide nourishment to their growth and development. This program is a mandate under DepEd Order No. 39, s. 2017 also known as the Operational Guidelines on the Implementation of School-Based Feeding Program for School Years 2017-2022 and DepEd Order No. 31, s. 2021 Operational Guidelines on the Implementation of the School-Based Feeding Program.

To oversee the implementation, Division Technical Working Group (TWG) is created, as follows:

Chairman : **HAZEL MARIE L. ESCABILLAS, RN**
Nurse I/ Division Focal Person

Co-Chair : **JOEL B. GOMITO, RN**
Nurse I/ Alternate Focal Person

Members : **JASMINE A. ASARAK, DMD**
Dentist II/ Head, Health and Nutrition

PETER JASON C. SENARILLOS
Division Adopt-A-School Program Coordinator

NORELIZA A. MISAL, CPA
Accountant

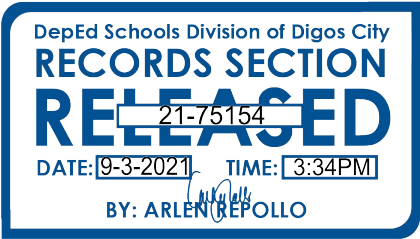
MARCELINO RANOLLO
Supply Officer



- Members :**
- MYRACEL J. DALOPE, DMD**
Dentist II/ Digos Oriental District
 - DAISSY P. SANOS, RN**
Nurse I/ Digos Occidental District Nurse
 - DHELMIE CHRISTINE S. PENAS, RN**
Nurse I/Mt. Apo District Nurse
 - IREENE P. DANDOY, RN**
Nurse I/Digos South District Nurse
 - KRISTIN MARIE Y. BEJARIN, RN**
Senior High School Nurse/Kapatagan NHS
 - FRANCES MILLICENT R. DURANO, RN**
Senior High School Nurse/ Occidental Oriental HS
 - RADEE KING CORPUZ, RN, MAN**
Secondary Nurse

- 2. The Technical Working Group is expected to perform the duties and responsibilities called for in the delivery of the program, as indicated in DepED Order No. 39, s. 2017 also known as the Policies and Guidelines on the School-Based Feeding Program Implementation for SY 2017- 2022.
- 3. For information and compliance.


CRISTY C. EPE
Schools Division Superintendent 





Republic of the Philippines
Department of Education

07 AUG 2017

DepEd ORDER
No. **39**, s. 2017

**OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED
FEEDING PROGRAM FOR SCHOOL YEARS 2017-2022**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learners Support Services–School Health Division (BLSS–SHD), shall implement the **School-Based Feeding Program (SBFP) for School Years (SY) 2017-2022** to address undernutrition among public school children. The SBFP Operational Guidelines is enclosed.

2. The SBFP covers all Severely Wasted (SW) and Wasted (W) Kindergarten to Grade 6 pupils for SY 2017-2018. The program primarily aims to improve the nutritional status of the beneficiaries by at least 70% at the end of 120 feeding days. Secondly, it aims to increase classroom attendance by 85% to 100% and improve the children's health and nutrition values and behavior.

3. All DepEd Orders (DO) and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

4. This policy shall take effect immediately after its publication in www.deped.gov.ph, or in the Official Gazette or in a newspaper of general circulation.

5. For more information, all concerned may contact the **Bureau of Learner Support Services–School Health Division (BLSS–SHD)**, 3rd floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 632-9935 or through email address: blss.shd@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 51, s. 2016

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

HEALTH EDUCATION

PUPILS

POLICY

PROGRAMS

SCHOOLS

MCDJ/LCV/ R DO Implementation of SBFP for SY 2017-2022
0428/May 16, 2017/June 15, 2017/August 4, 2017

**Department of Education
SCHOOL-BASED FEEDING PROGRAM (SBFP)
Operational Guidelines**

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**Department of Education
Operational Guidelines on the
Implementation of School Based Feeding Program**

I. Rationale

School Feeding Programs (SFPs) are considered to be a sound investment in education. There is evidence that SFPs increase school enrollment (Ahmed 2004; Gelli, Meir, and Espejo 2007), cognition (Whaley et al. 2003; Kristjansson et al. 2007; Jukes et al. 2008) and educational achievement (Tan, Lane, and Lassibille 1999; Ahmed 2004; Adelman et al. 2008), particularly if supported by complementary actions such as deworming and micronutrient fortification or supplementation (Simeon, Grantham-McGregor, and Wong 1995; van Stuijvenberg et al. 1999; Jukes et al. 2002).¹

In the past six (6) years, the Department of Education (DepEd) through the Bureau of Learner Support Services (BLSS) - School Health Division (SHD) has done policy improvements to make sure that the feeding program meets its objectives. Annual program evaluation indicates that 73% of the undernourished student beneficiaries convert to normal nutritional status at the end of 120 feeding days. School attendance was also noted to have improved and is averaging at 98%. The children were observed to have better class participation and exhibit positive health habits such as washing of hands before and after eating, tooth brushing, and general good grooming practices. These findings were affirmed by the result of the impact study done by the Philippine Institute of Developmental Studies (PIDS) in 2015.²

The process evaluation research done by PIDS also on the same year indicates that the SBFP is a “well managed program”. School heads and other school personnel were oriented before the program started. Parents of beneficiaries were included as participants of the orientation and committed their services for program implementation. Financial processes, including procurement and auditing procedures, were thoroughly discussed and monitored by the core Technical Working Group (TWG) at all levels. A good feedback mechanism was established using the supervisory structures of the Regional and Schools Division Offices (ROs and SDOs). SDO accountants assisted school heads in complying with procurement requirements and in preparing liquidation reports and consulted with staff

¹ What Matters Most for School Health and School Feeding: A Framework Paper: Systems Approach for Better Education Results (SABER). *The World Bank SABER Working Paper*, Series Number 3, June 2011 pp 26-27

² <http://dirp3.pids.gov.ph/websitcms/CDN/PUBLICATIONS/pidsdps1605.pdf>

of the Commission on Audit (COA) regarding problems encountered by the SBFP implementers.

The SBFP appeared to work best when complemented with other School Health Programs such as deworming, micronutrient supplementation, Gulayan sa Paaralan Program (GPP), and WASH in Schools (WinS) Program. School heads underscore the importance of these programs to ensure that children are ready to learn and thrive in a healthy school environment that allows them to develop health-promoting habits and behaviors for a healthier future generation.

The implementation of SBFP showcased not only the improvement in nutritional status of severely wasted (SW) and wasted (W) learners, but at the same time, best practices were seen in different regions such as the collaboration and close coordination with stakeholders/partners, accountants and auditors; the use of social media like Facebook in disseminating information on the implementation of SBFP; and recognition of best implementers which encouraged schools to improve their program implementation.

DepEd will continue to implement the DepEd-funded SBFP in accordance with the General Appropriations Act (GAA) enacted for the year and will cover **all identified SW and W Kindergarten to Grade 6 students of the current year.**

II. Scope and Coverage

A. Priority Target Beneficiaries and Schools

The priority target beneficiaries for SBFP shall be all SW and W Kinder to Grade 6 students. Actual target beneficiaries shall be based on the Baseline (June – July) Nutritional Assessment of the current school year.

B. Duration

To achieve a significant impact on the nutritional status of children, the feeding shall be done for at least 120 days. Feeding shall commence on June/July of every year and continue until the completion of the target feeding days. The start of feeding activity should not be later than July 31 of each year. However, for purposes of the current SY 2017-2018, the same should not be later than August 15, 2017.

III. Definition of Terms

Actual Beneficiaries	The actual number of beneficiaries enrolled in the program identified based on the current year baseline school nutritional status report. (DepEd)
National Target Beneficiaries	The proposed number of beneficiaries per region based on submitted previous year regional nutritional status reports prepared by the DepEd Central Office and submitted to and

approved by DBM per GAA (DepEd).

Regional Beneficiaries	The expected number of beneficiaries identified by the RO based on the submitted SDO baseline nutritional status report of the current school year (DepEd).
Nutritional Assessment	The appraisal of available information to provide a description of existing nutritional situation or nutritional status (FNRI).
Nutritional Status	The condition of the body resulting from the intake, absorption, and utilization of food. Clinical examinations, biochemical analyses, anthropometric measurements, and dietary studies are used singly or in combination to determine this condition (FNRI).
Anthropometric Measurement	Measurements assessing the size, shape, composition of the human body, such as Body Mass Index (BMI), height and weight measurements, waist-to-hip ratio, and skin fold test (WHO).
Weight-for-Age	The simplest and most common indicator for the assessment of growth. It compares the weight of an individual to a standard or reference weight-for-age. This indicator is useful for rapid screening because it combines acute and chronic malnutrition (WHO).
Body Mass Index (BMI)	An indicator of nutritional status expressed as body weight in kilograms divided by the square of the height in meters. It provides a measure of body mass, ranging from thinness to obesity (WHO).
Z-score	Also known as standard score, indicates how many standard deviations an element is from the mean (WHO).
Severely Wasted	A very thin child whose BMI-for-age is below -3 z-score line based on WHO Child Growth Standards (CGS).
Wasted	A thin child whose BMI-for-age falls between -2 to -3 z-score line based on WHO CGS.
Normal	A child whose BMI-for-age falls between -2 to +2 z-score line based on WHO CGS.
Overweight	A child weighing too much for his/her weight-for-height and BMI-for-age falls between +2 to +3 z-score line based on WHO CGS.

Obese	A child weighing too much for his/her weight-for-height and BMI-for-age is greater than +3 z-score line based on WHO CGS.
Wasting or Thinnes	Indicates in most cases a recent and severe process of weight loss, which is often associated with acute starvation and/or severe disease (WHO).
Undernutrition	A person's state or health condition resulting from the consumption of inadequate quantity of food over an extended period of time. It is manifested by being underweight or stunted or with growth retardation (UNICEF).
Short-term hunger	A condition experienced by children who do not eat breakfast and walk long distances to reach school (WFP).
Busog Lusog Talino (BLT)	BLT Kitchen is a model that supports DepEd's SBFP Kitchen implementation. The scheme entails identifying a lead school to serve as central food production area for a number of nearby satellite schools. The lead school takes care of food preparation, cooking, and portioning tasks for a cluster of satellite schools. The satellite schools on the other hand cook rice and portion the viand they receive for their own student beneficiaries (JGF).
Central Kitchen (CK)	A facility/room that centralizes the procurement and food production processes and caters to cluster schools. The preparation and cooking is done in the CK, and the prepared food is delivered to or picked-up by the cluster schools (DepEd).
Double Feeding	Refers to feeding the child with two meals a day and/or feeding of one meal and one snack a day (DepEd).
Fortified snacks/food	Addition of one or more essential nutrients to food; it may or may not be contained normally in the food (WHO/FAO).
Nutritious snacks	Food and snacks high in vitamins and minerals that help prevent diseases and infections (FAO).
Micronutrient	The vitamins and minerals, including trace minerals, in food (WHO).
Supplementation	A term used to describe the provision of relatively large doses of micronutrients usually in the form of pills, capsules or

Fortification	syrups. It has advantage of being capable of supplying an optimal amount of specific nutrient/s in highly absorbable form, and often the fastest way to control deficiency among individuals (WHO). Practice of deliberately increasing the content of an essential micronutrient, i.e., vitamins and minerals (including trace minerals) in food, to improve the nutritional quality of the food supply and provide a public health benefit with minimal risk to health (WHO and FAO).
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IV. Policy Statement

This policy establishes the guidelines for the implementation of the School-Based Feeding Program for SY2017 to SY2022.

- A. The program aims to contribute to the improvement of classroom attendance of target beneficiaries to more than 85% per annum.
- B. The program also aims to do the following:
 1. provide feeding to learners, prioritizing the SW and W;
 2. improve the nutritional status of the SW and W learners at the end of 120 feeding days;
 3. Ensure 100% deworming of target beneficiaries prior to the feeding activity;
 4. Conduct group daily hand washing and tooth brushing activities as stipulated in DepEd Order No. 10, s. 2016, to impart development of positive health-promoting values and behaviors;
 5. Promote health and nutrition information and awareness among target beneficiaries through the K to 12 Curriculum and its alternative modalities of education; and
 6. Encourage Gulayan sa Paaralan Program and backyard vegetable gardening to augment the feeding program and to complement the nutrition and poverty-reduction initiatives of the Government.

V. Procedures

A. Budget Allocation

1. DepEd CO shall propose to DBM the budget allocation based on the national target beneficiaries per region prior to the year of implementation.
2. For the current school year, the RO shall be responsible for determining the regional breakdown per division based on the GAA.
3. The SDOs, in turn, shall be responsible for determining the budget allocation and actual beneficiaries per school based on the actual beneficiaries from the

baseline (June – July) school nutritional status report of the current school year. The budget allocated for feeding is Php16.00 per beneficiary multiplied by the number of feeding days while the budget allocated for operational expenses is Php2.00 per beneficiary multiplied by the number of feeding days. The cost of feeding and operational expenses may be increased in the succeeding years based on the approved budget by the Government.

4. The budget allocation for iron supplements (may be in tablet or syrup form) is Php1.00 per beneficiary multiplied by 20 days and the budget allocated for hygiene kit (toothbrush, toothpaste, and soap) is Php25.00 per beneficiary. These commodities may be procured at the division or school level based on the approved budget.
5. Operational expenses allowed under this program include the purchase of basic eating/cooking utensils, stove, reasonable transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, kerosene, labor/service of cook, and common office supplies needed for the preparation of reports.
6. Other expenses related to SBFP (payment for the health certificate of food handlers, orientation, monitoring, and program implementation review, among others, which are requisites for an efficient and successful implementation) shall be sourced from other local funds or Regional/Division/Schools Maintenance and Other Operating Expenses (MOOE) and other stakeholders.

B. Suggested Procurement/Food Preparation Modalities

Different Procurement/Food Preparation modalities were developed through a series of consultations participated in by DepEd school administrators, feeding coordinators and health personnel of DepEd, as well as partner LGUs and NGOs.

The primary objective of having these suggested modalities is to lessen the burden of teachers and or feeding coordinators in the procurement, accounting and liquidation processes.

The SDO, SDO-TWG, and the SH shall hold a consultation meeting to decide on the modality of feeding to be followed.

SDOs shall keep a record of the modalities chosen by each school (Table 2)

Table 2 Procurement/Food Preparation Modalities for SBFP

MODALITY	DESCRIPTION	FEEDING MECHANICS	PROCUREMENT METHOD	ACCOUNTING AND LIQUIDATION PROCESSES
1. School-led				
a. Regular SBFP scheme	Procurement of food items, food preparation, liquidation of funds are done by each school. Schools with at least five beneficiaries can hire a cook (1 cook per 40 beneficiaries)	Parents and volunteers prepare and serve the food	The School Bids and Awards Committee (SBAC) conducts procurement of goods using the Shopping or the Negotiated Procurement – Small Value Procurement following the Consolidated Guidelines for Alternative Mode of Procurement (AMP), (Annex H of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184)	School Head and feeding coordinator shall prepare and submit the liquidation report to the SDO
b. Food preparation done by hired temporary labor/ service in schools	Schools with at least five beneficiaries can hire a cook (1 cook per 40 beneficiaries) Hiring of temporary labor/service of cook/job order workers as cook/s for the school canteen or central kitchen. The wage of the hired cooks shall not be lower than the minimum wage set by DOLE for the locality	Hired cook/s prepare the food Parents and volunteers serve the food	Same as the regular SBFP scheme The SBAC may consider using the Negotiated Procurement – Community Participation in the delivery of goods subject to the Community Participation Procurement Manual issued by the GPPB	Payment for the hired cook/s may be sourced from the operational funds and/or may be augmented from school MOOE or canteen proceeds. Payment and liquidation will be the same as the regular SBFP scheme

MODALITY	DESCRIPTION	FEEDING MECHANICS	PROCUREMENT METHOD	ACCOUNTING AND LIQUIDATION PROCESSES
c. Central Kitchen model through clustering of schools	Schools in close proximity to each other are clustered and one school is identified to serve as the lead school and central kitchen	Food for the cluster schools are cooked at the central kitchen. The cooked food shall be delivered to or picked-up by the other cluster member schools Parents and volunteers of each school serve the food	The lead school (the school with organized BAC) shall conduct the procurement for the cluster schools, and each school shall submit the required documents for the procurement of food commodities If the lead school is unable to conduct the procurement, the SDO through their BAC may conduct the procurement of food commodities for the cluster schools	The Procuring Entity (SDO BAC or SBAC that conducted the procurement) shall issue the Purchase Order (PO) to the supplier with the "lowest calculated and responsive bid" Funds shall be downloaded/ transferred to the lead school The lead school shall issue the Purchase Order to the Supplier in case of Shopping or Small Value Procurement Other schools shall submit the following to the lead school: - daily acknowledgement /certificate of receipt of food ration delivered
d. Catering/ Service Contracting	Schools with less than five (5) <u>OR</u> with more than one thousand (1,000) beneficiaries may use the catering/ service contracting modality through the usual accounting, auditing, and procurement rules and regulations	Parents and volunteers of each school serve the food	The School Bids and Awards Committee (SBAC) conducts procurement of catering/ service contracting	The schools shall pay the service provider in accordance with accounting and auditing rules and regulations

MODALITY	DESCRIPTION	FEEDING MECHANICS	PROCUREMENT METHOD	ACCOUNTING AND LIQUIDATION PROCESSES
2. SDO-led procurement	Procurement for all the beneficiary schools is done by the SDO	Parents/ volunteers and/or hired cooks, prepare and serve the food	The SDO shall prepare the bidding documents or RFQ, conduct the procurement process, and prepare the contract or PO Procured food items shall be delivered to each school Schools shall prepare the Inspection and Acceptance Report (IAR) of delivered food commodities	Payment(s) for the food commodities shall be done at the SDO while the funds for operational expenses shall be downloaded to the schools
3. LGU-led	Procurement of food items, food preparation, liquidation of funds are done by the LGU. (e.g., Valenzuela City K to 12 In-school Feeding Program)	Food is prepared by volunteers at an LGU-managed central kitchen and delivered to each school. Parents and volunteers serve the food	The SBAC recommends the use of Negotiated Procurement – Agency to Agency, following the Consolidated Guidelines for AMP The SDO signs a Memorandum of Agreement (MOA) with Local Government Unit (LGU) for the supply of food for daily feeding LGU BAC shall procure the food commodities either cooked or uncooked. The SDO, thru the Agency to Agency procurement method shall pay for the food commodities after complete delivery or on a per-meal basis	The SDO shall pay the LGU in accordance with accounting and auditing rules and regulations.
NOTE: Modality Nos. 1.c.,1.d., and 2 are subject to the approval of DepEd Regional Office prior to implementation.				

The documentary requirements for small value procurement under the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 are Mayor's/Business Permit, PhilGEPS number, Income & Business Tax Returns and Omnibus Sworn Statement; for "shopping", Mayor's/Business Permit and PhilGEPS number.

C. Eligible Activities

1. Nutritional Assessment and Identification of Beneficiaries

- a. All schools are expected to conduct nutritional assessment of Kinder to Grade 6 students in the first three weeks of June or during the Brigada Eskwela. The data shall be the basis for identifying the target and assessing the improvement of the nutritional status of the children at the end of the program.
 - i. The World Health Organization Child Growth Standards (WHO-CGS) shall be the basis for determining the nutritional status.
 - ii. The baseline data shall be taken before the start of feeding and subsequent weighing shall be repeated every three (3) months. The endline data shall be taken upon program termination.
 - iii. A calibrated weighing scale, preferably beam balance, shall be used to take the weight, and steel tape/microtoise shall be used to take the height.
 - iv. To ensure accuracy of BMI computation, all schools are enjoined to make use of the BMI Software provided in a CD to each SDO by BLSS- SHD.
- b. Each school is expected to identify and submit to the SDO not later than July of every SY the names of the SW and W students, with data on nutrition profile (birthday, age, weight in kilograms, height in meters, date of weighing, and nutritional status), location of school, name and contact number of the school head and/or authorized personnel and District Supervisor using SBFP Form 1 duly signed by the School Head. The SW students shall be segregated from the W students.
- c. All SBFP Form 1 submitted by the schools shall be consolidated by the SDO using SBFP Form 2 and submitted to RO not later than July 31 of every SY for consolidation and submission to CO not later than August 31 of every SY.

2. Creation of SBFP Core Group

The School Heads shall create an SBFP Core Group from among the school personnel (feeding teacher or as designated by the School Head) and parents who shall be responsible for managing and implementing the program. The members may be replaced only for valid reasons.

The Core Group shall be composed of one (1) or two (2) teaching personnel (feeding coordinator) and one (1) or two (2) parents. The members of the Core Group shall be submitted by the School Head to the SDO for reference in granting service credits to teachers.

The SBFP Core Group shall:

- a. identify the target beneficiaries based on the provided criteria, for approval by the School Head;
- b. finalize the cycle menu for the whole duration of feeding, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the SDO;
- c. submit a copy of the approved PPMP to the School BAC or BAC Secretariat for the preparation of the school Annual Procurement Plan (APP) for approval by the School Head;
- d. together with the School Head, identify parents/volunteers who shall help in the whole duration of the program (identified parents/volunteers must be physically and mentally fit);
- e. prepare the schedule of parents/volunteers who shall prepare and cook the menu for the day, prepare the feeding area, supervise the daily feeding and wash the dishes;
- f. educate and capacitate parents who shall help in the food preparation;
- g. do the recording and reporting using SBFP Forms; and
- h. submit the terminal report at the end of feeding to the SDO through the District Office.

3. Orientation of Program Implementers

- a. SDOs, through the TWG, shall conduct an orientation among School Heads and teachers using this Operational Guidelines circulated through DepEd Order and the SBFP Manual on School Feeding Standards developed for the purpose.
- b. The schools shall conduct an orientation and consultative meetings among the school personnel, day care workers, barangay officials, organizations of community and parents, and other stakeholders before program implementation to ensure effectiveness, common understanding of the program, and the roles and responsibilities of implementers and stakeholders. It is also a good opportunity to seek the support of community members (i.e., school alumni, donor families, private corporations) in providing weighing scales (beam balance), storage facilities (refrigerators or freezers), and cooking and feeding paraphernalia.
- c. Orientation topics shall include:
 - i. Overview of the program;
 - ii. Background/rationale;

- iii. Implementing and partnership guidelines;
- iv. Roles of PTA and other stakeholders in program implementation;
- v. Training/cooking demonstrations for teachers and parents;
- vi. Food preparation and food safety concepts; and
- vii. SBFP Forms

4. Commodities

- a. The School Heads shall have the authority in consultation with the Core Group to decide on the Cycle Menu in feeding the targeted children based on the standardized recipes suggested by DepEd, National Nutrition Council (NNC), International Institute for Rural Reconstruction (IIRR), JGF-BLT Recipes and Food and Nutrition Research Institute (FNRI), locally produced standardized indigenous recipes and other standardized recipes. Special consideration shall be made on the availability and sustainability of supply in the area, reasonability of prices, and nutritional value which will help address the nutritional deficiencies of the target beneficiaries. Cultural or religious orientation of beneficiaries shall also be considered in planning the menu (e.g., Halal foods should be given to Muslim school children). A one-month or two-month cycle menu consisting of rice and a viand shall be prepared and followed.
- b. To maintain good health and nutrition, all program managers/implementers in schools/division/regions shall comply with DepEd Order No. 13, s. 2017, (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Office).
- c. It is also encouraged to include fruits in the meals or milk from local dairy farmers if the budget can accommodate the costs or when provided by partners.
- d. The SBFP Core Group is encouraged to serve iron-fortified rice, brown rice, corn grits, and vitamin enriched/fortified cooking oil and sugar, in support of Republic Act No. 8976, or the Philippine Food Fortification Act of 2000, and to use only iodized salt for cooking in support of Republic Act 8172, (An Act Promoting Salt Iodization Nationwide and for Related Purposes or ASIN Law). Nutritional drinks, i.e., milk, micronutrient supplements and fortified snacks given by partners may also be given to the beneficiaries as a supplement to the hot meals provided that these are approved by Food and Drugs Administration (FDA).

With the Cycle Menu as basis, the School Head and the SBFP Core Group shall determine and prepare the complete list of ingredients needed for the entire duration of the feeding period using the Request For Quotation (RFQ) Form.

5. Procurement and Delivery

- a. The procurement of food commodities shall follow school MOOE procedures in accordance with DepEd Order No. 13, s. 2016 or the Implementing Guidelines on the Direct Release of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools Including Other Funds Managed by Schools.
- b. For ABC of One Million Pesos and below, SBAC conducts procurement of goods using Procurement – Small Value, following the Consolidated Guidelines for Alternative Mode (AMP) (Annex “H” of the 2016 IRR of RA 9184).
- c. For ABC of more than One Million Pesos, the SBAC shall conduct public bidding as default mode of procurement in accordance with the 2016 Revised IRR of RA 9184.
- d. Subject to the Guidelines for the use of AMP using Negotiated – Agency to Agency (Annex “H” of Revised IRR of RA 9184), the Procuring Entity may also consider entering into a Memorandum of Agreement (MOA) with the LGU. However, it shall justify that entering into an Agency to Agency agreement with the Servicing Agency is more economical and efficient for the Procuring Entity, and that the servicing agency has the mandate and capacity to deliver the goods without sub-contracting the project.

6. Feeding Proper

- a. Mechanics
 - i. Feeding time shall be decided by the School Head in consultation with the SBFP Core Group and PTA according to the needs of the children and practicability of feeding. It shall be conducted at the school feeding center/area or separate room to avoid disruption of classes.
 - ii. The school feeding center/area or separate room shall be within the school. The food shall be served and consumed inside the feeding area and shall not be taken outside the feeding area.
 - iii. The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks, or may be charged from the P2.00 operational expenses. Placemats, table napkins/towels, and other feeding paraphernalia may also be used. The parents or volunteers shall likewise be responsible for the washing of used utensils. However, the schools are not allowed to collect any money from the parents.
 - iv. The School Head or his/her authorized representative shall be responsible for supervising the daily feeding.
 - v. Feeding activities shall commence as soon as food stocks are received from the suppliers and/or partner-stakeholders.

- vi. Highest standard of hygiene in the preparation and serving of food must be practiced and observed.
- vii. All personnel and food handlers (including family members) involved in the feeding program shall be dewormed.
- viii. Aside from feeding, the children shall be taught proper hygiene (such as proper washing of hands before and after eating), table manners (prayers before and after meals), good grooming, simple concepts on health care, and importance of nutrition in their health and development, among others. The children shall likewise be taught basic chores (i.e., washing their own plates/trays or washing the dishes). The feeding teachers are encouraged to discuss daily the meal for the day and the nutrients which can be derived from the meal.
- ix. In order to facilitate the feeding and not to overburden teachers, the PTAs and other volunteer workers shall be mobilized and tapped to assist in the conduct of the feeding.
- x. If beneficiaries become overweight/obese, they shall continue to be fed but they will be referred to the PE teacher for involvement in physical activities/exercises and to the School Nurse for health counseling.
- xi. Beneficiaries who are not gaining weight or continue to be severely undernourished shall be referred to the health personnel for further assessment.
- xii. The SBFP Core Group is encouraged to minimize food wastage by practicing portion control.
- xiii. Children who participated in daily feeding shall be recorded in SBFP Form 4.
- xiv. In cases of interruption (i.e., school is used as temporary evacuation center, etc.), the School Head shall ensure that the feeding activity shall be for the targeted children only.

b. Adherence to Food Safety

The following food safety standards shall be strictly enforced and followed at all times in accordance with DepEd Order No.14, s. 2005 (Instructions to Ensure Consumption of Nutritious and Safe Food in Schools) and DepEd Order No. 52, s. 2008, (Compliance with DepEd Policies on Food Safety in Schools):

- i. Availability of potable water and hand washing facilities;
- ii. Well-maintained, clean, well-ventilated and pest-free environment;
- iii. Proper selection of food and ensuring they are fresh and of good quality;
- iv. Washing and cleaning food items before storing;
- v. Storing of dry goods in dry storage area, and of perishable food in cold storage area;
- vi. Preparing and cooking of food on the day it will be served;
- vii. Provision of food covers and containers for safekeeping;
- viii. Hygienic practices in food preparation, cooking display, serving and storage;

- ix. Ensuring that non-food items are not in the kitchen area, or if it cannot be avoided, it should be properly labeled and segregated from food items;
 - x. Observing the expiry dates of food commodities; and
 - xi. First-In First-Out (FIFO) policy shall be observed in withdrawing stocks from the storeroom.
- c. Compliance with DepEd Order No. 10, s. 2016 (Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools Program).
- i. Food handlers shall have an updated health/medical certificate.
 - ii. Food preparation and handling in all schools shall meet the standards on food safety.
 - iii. School personnel in charge of food handling and preparation are properly trained and certified based on the standards of the Code of Sanitation of the Philippines.
 - iv. All school canteens must secure a Sanitary Permit from the Local Health Office (LHO).

7. Storage and Control System

A system of storing and controlling of food items in schools should be in place to ensure smooth program implementation. School Heads must allocate space in school for storing food. If no space is available, the School Head may coordinate with the PTA or barangay officials for the provision of storage areas. To avoid the demand for large storage spaces, a staggered delivery system of food commodities may be arranged with the supplier.

8. Awards and Incentives

a. Granting of Service Credits to Teachers

The services rendered by teachers who are members of the SBFP Core Group beyond the required eight hours of service or during weekends and holidays are eligible for service credits in accordance with the provisions of DepEd Order No. 53, s. 2003, the Updated Guidelines on Grant of Vacation Service Credits to Teachers. The School Heads are responsible for requesting such incentives for approval by the SDS.

b. Search for Outstanding School Implementer of SBFP

The best school implementer of SBFP may be recognized and awarded at the end of the feeding period based on the following criteria:

- i. Percentage of beneficiaries rehabilitated to normal nutritional status;
- ii. Compliance with guidelines;
- iii. Prompt submission of liquidation reports;
- iv. Establishment of vegetable gardens;

- v. Good practices developed and lessons learned;
- vi. Involvement/support of parents and community; and
- vii. Advocacy and social/resource mobilization activities.

The best school implementers of SBFP may be identified from ROs/SDOs and the Most Outstanding SBFP Implementer may be awarded by the DepEd CO from among the seventeen (17) regional winners. Funds for this purpose shall be charged against BLSS-SHD Funds.

9. Complementary Activities

- a. Deworming
 - i. It is highly encouraged that beneficiaries undergo deworming prior to feeding in order for them to get the full benefit of the food nutrients. However, in cases where deworming did not happen prior to feeding, the beneficiaries may still undergo deworming anytime within the first three months of the feeding program.
 - ii. Beneficiaries, with their parents' consent, could avail of the mass deworming activity conducted in schools. Teachers may administer the deworming tablets provided that a health personnel (from the school or community) is in the school premises to take action on any adverse event following the deworming.
 - iii. The Department of Health (DOH) through DepEd Regional Office Education Support Services Division (ESSD) shall provide the deworming medicines, which will be distributed to the SDOs and to schools.
- b. Good Grooming and Personal Hygiene

Beneficiaries shall be required to practice good grooming and observe proper hygiene such as wearing of clean clothes, proper hand washing before and after eating, tooth brushing, and keeping nails short and clean. The feeding teachers shall do a quick inspection before feeding starts.
- c. Integration of the Health Care Promotion and Wash in Schools (WinS) Policy
 - i. The package consists of daily handwashing with soap, toothbrushing with fluoride toothpaste and bi-annual deworming of children.
 - ii. Each child gets one toothbrush and has access to toothpaste, soap and deworming tablets. The amount allocated for these materials is only Php25.00 per child for the entire school year.
 - iii. Funds for this purpose may come from partners or MOOE.
- d. Gulayan sa Paaralan Program (GPP)
 - i. Schools are enjoined to have a fully functional vegetable garden for the whole school year to supplement the school feeding.
 - ii. In compliance with DepEd Memo No. 234, s.2008 (Planting of Malunggay Trees in Schools) all schools should plant at least 50

Malunggay trees within the school premises. An area in the school shall be allotted for production of nutrient-rich fruits and vegetables like legumes, root crops, leafy green and yellow fruits and vegetables. In urban areas, schools may adopt an urban gardening technology.

- iii. The schools may source initial planting materials from the local agriculture office.
 - iv. The schools may coordinate with the barangay council to designate an area in the community where the parents of the beneficiaries can establish a communal vegetable garden as primary source of vegetables for the supplementary feeding. Initial planting materials may be provided to the households by the local agriculture office or the barangay council upon request.
 - v. Retention of good seeds and planting materials shall be encouraged as a regular source of replanting materials for sustainability.
 - vi. Replanting of at least 20 malunggay trees every July is encouraged to sustain the feeding program.
 - vii. It is emphasized that ingredients for the provision of food commodities shall be sourced locally. All public schools are encouraged to procure these ingredients from any of the following local sources:
 - The school's vegetable garden established under the GPP
 - Home and communal gardens by families of SBFP beneficiaries
 - Local farmers, especially those classified by DSWD under the poverty line
- e. Waste Segregation and Composting
- i. Practice waste segregation and ensure the provision of containers for biodegradable, non-biodegradable and recyclable materials.
 - ii. Practice waste management, use of 5Rs (reduce, reuse, recycle, repair, and rethink), and composting to minimize garbage.
 - iii. Avoid using styrofoam and plastic containers.
- f. Productivity, Life, and Values Development Training
- The schools may coordinate with partner stakeholders for the conduct of trainings for parents in order to sustain family food security, increase school retention and improve the nutritional status of children in the long term.
- i. Values formation
 - ii. Climate-smart training/gardening
 - Bio-intensive gardening (BIG)
 - Food Always In The Home (FAITH) approach
 - Gulayan sa Paaralan Program
 - Fish culture using cement tank/drum
 - Urban gardening
 - Livelihood/income generating projects
 - iii. Health and nutrition education

- Health and nutrition education in schools aims to create positive attitudes, skills and promote life-long lifestyle behaviors. Thus, nutrition concepts consistent with the Nutritional Guidelines for Filipinos should be integrated in class discussions.
- Information education and communication materials provided by the National Nutrition Council (NNC), e.g., posters on the Daily Nutritional Guide for Children 7-12 years, vegetables, eggs; *Pagkaing Sapat at Abot Kaya* exhibit materials; billboard of *Gabay sa Wastong Nutrisyon*, vegetable and egg; and *Pabasa sa Nutrisyon* kit may be used.

All program implementers and activities involved in SBFP shall take into consideration the “no class disruption policy,” and compliance with DepEd Order No. 9, s. 2005 entitled “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith”.

D. Procedure for Fund Availment/Release

1. Allotment intended for the SBFP is released to the DepEd ROs per NBC 567 on the Release of 2017 Funds following DepEd Order No. 9, s. 2017 or the Implementing Guidelines on the Release and Use of Funds for FY2017.
2. The DepEd RO shall issue Sub-ARO to the SDOs for the procurement of feeding commodities and operational expenses.
3. The DepEd RO shall release the funds to SDOs in two tranches; the 1st tranche (50% of the allocation per SDOs) shall be downloaded by May to start the feeding activity by July unless postponed to a later date for justifiable reasons and with notification to the Regional Director/s copy furnished to Central Office (CO). The amount of tranches shall be based on the advisory given by the CO for the current year. The 2nd tranche (50%) shall be downloaded to the SDOs not later than October based on the actual beneficiaries from the Baseline Nutritional Status report of the current school year, to ensure continuity of feeding. (Total GAA allocation = 1st tranche + the 2nd tranche).
4. If the actual total number of SW and W children in a school based on current SY is more than the allocated target number of beneficiaries, the school shall:
 - a. Cover all SW from K to Grade 6;
 - b. Cover the W Kinder to Grade 3 and extend to succeeding grade levels until the budget allocation is reached;
 - c. Request the SDO for supplemental funds or schools shall take the responsibility of feeding the remaining unserved qualified beneficiaries through the canteen funds.

5. If the actual total number of SW and W children in the school based on the current school year is less than the allocated target number of beneficiaries, the school may:
 - a. Extend feeding beyond 120 days and/or increase the frequency of feeding to address the nutritional status;
 - b. Cover other learners, regardless of nutritional status, by feeding all Kinder up to the succeeding year level until all funds are utilized and consumed, provided that the target beneficiaries have developed their nutritional status.
6. Upon receipt of Sub-ARO, SDOs shall submit a request for their corresponding Notice of Cash Allocation (NCAs), attaching a copy of Sub-ARO and listings of recipient schools, to their respective Regional DBM Office within five (5) days. The ROs/SDOs are encouraged to request the Regional DBM not to deduct tax and release the full amount allotted for SBFP, in order to fully serve the intended number of beneficiaries. The DepEd ROs shall assist/facilitate the SDOs in requesting from the DBM the release of NCAs.
7. Upon receipt of the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) from the schools, the SDOs shall release the cash advances to the School Heads. The SDO may release the funds in two tranches or through regular monthly releases as preferred by or agreed with the school recipients. Succeeding allocations shall be released to recipient schools upon submission of partial liquidation reports (50%) pertaining to the previous releases. The SDOs shall make sure of prompt fund releases to ensure continuity of feeding.
8. The manual on the Simplified Accounting Guidelines and Procedures for the use of Non-Implementing Units/Schools shall be adopted to account the receipts, utilization and liquidation of funds of non-implementing units.
9. The reimbursement form issued pursuant to COA Circular No. 2017-001 dated June 19, 2017 shall be used for the reimbursement of expenses amounting to Php300.00 or less.
10. SDO Accountants shall ensure that the School Head or accountable officer has duly applied for bonding with the Bureau of Treasury, Fidelity Bond Division. Additional bond shall be sourced from the School MOOE.
11. Allocation from canteen proceeds and other related income generating projects may also be utilized for this purpose but should be properly documented and recorded.
12. The School Head is primarily responsible for the liquidation of the funds released to them by the SDO.

13. The SDO Accounting Division shall ensure the timely submission of liquidation reports by the School Heads.
14. The RO/SDO Accountants shall prepare a monthly SBFP financial report to be submitted through channels to DepEd CO.
15. The RO/SDO SBFP TWG are directed to conduct stringent monitoring and actual spot checking of cash released to schools.
16. All Regional SBFP Focal Persons shall submit an interim status of implementation including utilization of funds at the DepEd CO-BLSS by end of December or the current year, and a final status by end of the SY on or before the first week of May of the following SY.
17. SBFP funds shall be treated as ***“special purpose fund”***, and shall be issued/released to SHs regardless of the other unliquidated MOOE/cash advance provided that the said cash advance is current in status.

E. Roles and Responsibilities

1. The SBFP TWG shall be organized at the national, regional, and division levels. The TWG shall review and recommend program policies, coordinate and monitor program implementation, and provide guidance and support to school implementers.
2. The Regional and Division TWGs shall be composed of, but not limited to, the DepEd focal person and his/her alternate, Adopt-a-School coordinator, accountant, and procurement personnel.
3. The roles and responsibilities are as follows:
 - a. DepEd CO:
 - i. The School Health Division - Bureau of Learner Support Services (BLSS) shall be the focal unit for SBFP supervised by the Undersecretary for Administration.
 - ii. Propose budget allocation for SBFP.
 - iii. Conduct the program implementation orientation to DepEd Regional/Division focal persons and School Heads.
 - iv. Monitor and provide technical assistance to DepEd ROs in the implementation of the SBFP.
 - v. Conduct program assessments in consultation with representative group of field implementer.
 - vi. Develop policies and issue memoranda/orders related to SBFP and other complementary programs for effective program implementation.

vii. Consolidate regional SBFP Terminal Report.

b. DepEd ROs:

- i. Orient the SDO Focal Persons, Accountants, and COA Auditors on the program and its implementing guidelines.
- ii. Submit to DepEd SHD-BLSS the list of recipient schools which will implement the program together with the lists of target beneficiaries, project proposal, and master list of beneficiaries.
- iii. Designate permanent project focal persons to ensure that implementation of the SBFP is administered properly.
- iv. Oversee the implementation of the program and ensure timely release and liquidation of funds by the SDOs.
- v. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the school feeding program.
- vi. Monitor and provide technical assistance to SDOs in the implementation of the SBFP and compliance with the guidelines.
- vii. Submit a program terminal report with analysis and recommendations to DepEd SHD-BLSS.
- viii. The ROs/SDOs shall ensure that all SBFP beneficiaries are provided with oral health assessment and preventive care.

c. DepEd SDOs:

- i. Forge partnerships with LGUs and/or NGOs/CSOs in areas where there are LGUs and/or NGOs/CSOs that are willing to partner for the SBFP.
- ii. Orient the District Supervisors, School Heads, feeding coordinators, and Monitoring and Evaluation Personnel in the School Governance and Operation Division (SGOD) on the program and its implementing guidelines.
- iii. Submit to DepEd RO the list of recipient schools that will implement the program together with the lists of target beneficiaries.
- iv. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the schools.
- v. Designate permanent project focal persons to ensure that implementation of the SBFP is administered properly.
- vi. Ensure the timely release of funds to the schools.
- vii. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
- viii. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.
- ix. Consolidate reports with analysis and recommendations and submit to DepEd RO the terminal reports from the schools.

d. DepEd Schools:

- i. The School Head (SH) shall organize the SBFP Core Group who shall perform the functions enumerated under Section V.C.2.

- ii. Submit to SDO the lists of target beneficiaries.
- iii. The School Head shall oversee the daily implementation of the feeding program including procurement, actual feeding, health and nutritional assessment, disbursement and liquidation of funds, and complementary activities.
- iv. Submit on time the necessary documentation and liquidation reports to the SDO.
- e. Ensure proper coordination and active engagement with LGUs, NGOs, CSOs, and other groups undertaking the feeding program.
- f. Submit to the SDO a consolidated terminal report after the completion of the program.
- g. The SH is accountable for the accuracy and validity of the NS reports submitted for budget allocation and for other reports.
- h. The SH is not allowed to refuse SBFP funds if there are severely wasted and wasted learners in the school, unless, they can show proof that they have external stakeholders who will support the feeding activity for the undernourished learners. The SH shall provide and submit a report of program accomplishment to the SDO.

F. Partnership-Building and Creation of Local Alliance

1. Value of Partnership-Building

By working cooperatively with partners, the SBFP can result in greater impact, scale, reform and sustainability. The LGUs, NGOs, and other private sector groups can be tapped in the implementation of the SBFP in order to reach out to more students.

Partnerships provide better opportunities to harness the strengths and competencies of each partner. They can also help in finding better ways of doing things to achieve a more efficient program implementation, since each partner can bring value to the partnership.

2. Partnership Arrangement

The DepEd will work with partner-stakeholders in the provincial, city, and/or the municipality levels and will create a local alliance for the SBFP implementation. For SY2017-2018, partnership will shift from primary school-based “feeding” to focus on complementary support to SBFP, i.e., milk, nutritious beverages or micronutrient supplements on rice and viand allocations on SBFP or with technical assistance for better effectiveness in the implementation of SBFP and its implements and facilities.

a. Identification of Potential Partners for SBFP

- i. DepEd Schools Division Offices (SDOs) through the Adopt-A-School Program (ASP) Coordinator shall make an initial list of current and potential SBFP partners which may include the LGUs, NGOs/CSOs, professional organizations, faith-based organizations, local private sector groups, migrant organizations, cooperatives or people's organizations that are committed to support the feeding program.

Table 4. Suggested menu of services/support that partners may provide:

Services/support	Quantity
1. Equipment	Weighing scale (detecto or beam balance) - one per school Microtoise (tool used for height measurement) Feeding paraphernalia/cooking utensils Plates, cups, glasses, spoon and fork (1 set per beneficiary), etc.
2. Services	Allowance for kitchen help/cook 1 helper for 40 student beneficiaries Manpower (volunteers) Refurbishment of feeding centers, etc.
3. Inputs for Gulayan sa Paaralan	Seeds, seedlings, seed trays, organic fertilizers, garden tools, garden infrastructure etc.

- ii. Partners (such as LGUs) that have committed to provide hot meals to severely wasted and wasted learners are advised to proceed with their feeding in their identified schools after the DepEd has completed the 120 feeding days. This is in consonance with our guidelines that "no two feeding program shall be implemented in one school". This will also ensure continuous feeding program for children until the end of the school year which will help address the issue of regression to SW and W of children that were rehabilitated after the 120 days feeding (PIDS SBFP Impact Evaluation, 2014).
- iii. SDOs shall formalize the partnership through a Memorandum of Agreement (MOA) containing the terms of the partnership. It is important that each partner is aware of their roles and responsibilities.
- iv. Private sector partners may avail of the tax incentives on the expenses incurred in the project by fulfilling the requirements of the ASP Secretariat in accordance with Republic Act No. 8525. The ASP Secretariat shall review and process the application and endorse it to the concerned revenue district office of the Bureau of Internal Revenue (BIR) for approval.

b. Convening the Planning Meeting

- i. Once the list of potential partners is ready, the SDO shall form a local alliance by conducting partnership conferences to orient the current and potential partners about SBFP and the need to build partnerships.
- ii. In areas where the LGUs agree to partner for the SBFP, the SDOs shall take the lead in coordinating, convening and managing the partnerships.
- iii. Suggested activities/topics in the planning meeting:
 - Commitment setting among all partners with concrete modes of support (manpower, financial donations, etc.);
 - Assigning schools which will be covered by each partner;
 - Oversight of process and output generation;
 - Reporting mechanism for gathering data; and
 - Performance indicators and key result areas to make the oversight function more effective and efficient.

c. Special Cases

If there are partners who are interested to do school feeding but cannot meet the minimum number of feeding days (100 days) as stipulated in DepEd Order No. 54, s.2013, the SDO shall pool the resources from other partners to complete the standard number of feeding days.

d. Partnership-Building Guide

The partnership building manual was developed by DepEd and other stakeholders which can be used by the SDOs as reference. A PDF copy of this manual can be made available to the SDOs by request.

3. Coordination Mechanism

With the involvement of various partners in the SBFP, a mechanism for coordination must be established to ensure that agreements during the planning meeting will be carried out effectively and efficiently.

a. Coordination Meeting

The SBFP local alliance shall regularly meet within the school year to keep track of the progress and identify challenges and corresponding solutions in the SBFP implementation. It is recommended that the coordination meetings of the local alliance be held (a) before the start of the program in June or July (aside from the partnership workshop); (b) mid of the program (October), (c) end of the program (March), and (d) as need arises.

The coordination meeting agenda shall cover but is not limited to the following topics:

- i. Program monitoring including trouble-shooting;
- ii. Mid-program and end of the program evaluation results of SBFP; and
- iii. Updates on data needed from each partner involved.

b. Roles and Responsibilities in the Coordination Process

Roles in the coordination process of the SBFP local alliance shall be made clear and agreed upon by each of the local alliance member. The decision-making shall be made in consultation with all of the members.

- i. **Convener** - The essential characteristic of the convener is credibility or authority to bring together current and potential partners to the local alliance. In areas where the LGU agreed to be a partner of the DepEd in the SBFP, the convener can be the LGU but in close coordination with the SDO. However, in areas where the LGU is not available, the SDO should act as the convener.
- ii. **Facilitator** - The SDO is recommended to facilitate the coordination process and ensure that it is moving forward and that all partners are invested in the process. The facilitator's role may not be limited to the DepEd but may also be performed by the LGU or the NGO/private sector group of the local alliance. Regardless of who plays the role, the person to be assigned must have the facilitation skills which will lead to the achievement of the goals set by the local alliance.
- iii. **Stakeholder/Partner representative** - All of the members of the local alliance are encouraged to actively participate, invest in the process, and own and commit to the program to achieve its success.

c. Resolving Partnership Issues/Conflicts

The SDO shall formalize the partnership with the LGUs, NGOs, private sector and/or other groups through a MOA containing the outline of basic roles and responsibilities of each party. A mechanism for resolving partnership issues must be included in the MOA.

d. Planning for Sustainability

- i. The SDO shall develop regular monitoring and reporting mechanisms with the LGU and/or other partners who are members of the local alliance. Buy-in of LGU and stakeholders increases when they see that improvements and results happen within increments of time.
- ii. An important part of sustaining the LGU's support for the program is to include the program in the Annual Investment Plan or the Annual Budget of the LGU. It is recommended that the SDOs advocate among their counterpart LGUs (provinces, cities) as well as municipalities and barangays to pass local resolutions which reflect the support of the LGU through the allocation of

manpower (e.g., Barangay Health Worker (BHW) and Barangay Nutrition Scholar (BNS) to help in school feeding), technical, and financial resources for the sustained implementation of the program.

- iii. The SDO shall ensure that in the discussions, the provincial or city planning officers, treasurer, accountant, Commission on Audit (COA) representative, barangay chairpersons, legislative heads of the committees for youth, health, and education are included. They can serve as local champions to include the project in the main plans and budget of the LGU.

e. **Capacity Building**

- i. SBFP Partnerships contribute in the Department's effort in addressing under nutrition among public school children by having more funds to benefit more SW and W learners.
- ii. The training will cover familiarization on the School Feeding Standards for Quality Management (SFSQM) of SBFP process, and monitoring and evaluation tools. These standards will eventually be cascaded to all implementing schools. Furthermore, the training also aims to renew partners' commitment to the SBFP.

VI. Program Monitoring and Evaluation

A. Monitoring Activities

Progress Monitoring shall be conducted to assess the efficiency of implementation of the program. During monitoring activities, all monitors are expected to correct practices that are not in accordance with the guidelines and provide recommendations to address problems/issues at hand which are within their function. Problems/issues needing resolution from higher authorities must be referred immediately for prompt action. Results of monitoring shall be integrated in the Terminal Report.

1. **School Level** - The School Head is expected to monitor daily the feeding activities and program implementation. School Heads and feeding coordinators shall also monitor the learners under the Pantawid Pamilyang Pilipino Program of DSWD (4Ps) that are included in the feeding program to make sure that these children are able to attend the feeding activity.
2. **SDO Level** - The SDO TWG is expected to monitor monthly the compliance of the schools to the guidelines, procurement process, health and nutritional assessment, start of feeding, and the conduct of complementary activities such as deworming, food production, waste segregation and composting, integration of Essential Health Care Program (EHCP), good grooming and personal

hygiene, and productivity, life, and values development training (SBFP Form 9 and SFS Tool).

3. Regional Level - The regional TWG is expected to monitor quarterly the activities of the SDOs such as the activities with partners, request for funds, submission of required documents from the schools, timely release of funds to the School Heads, start of feeding, progress of implementation, and liquidation of funds (SBFP Form 8).
4. National Level - The national TWG is expected to monitor the activities of the ROs such as technical assistance to SDOs, orientation of SDOs, ensuring that the program is implemented on time and according to standards (SBFP Form 7).

B. Submission of Reports

1. Report on SBFP Coverage and Start of Feeding

All schools shall submit to SDOs the status of SBFP implementation. The ROs and SDOs shall consolidate and submit the reports including the number of beneficiaries for current SY and the start of feeding using SBFP Forms 1-3 to BLSS-SHD. This shall be for both SBFP and Partner-funded feeding programs.

2. Progress Report

- a. All schools shall submit (every 10th of the month/quarterly) to BLSS-SHD, to be consolidated by the SDOs and ROs, a monthly/quarterly progress report on the status of implementation which includes actual number of schools and beneficiaries, financial status of utilization, downloading, disbursement and liquidations.

- b. Progress reports shall include the following details:

Reports/Activity	Date/Schedule of Submission	Office Responsible	SBFP Form
Finalization of actual number of beneficiaries	June - July	School/SDO	Form 1
Status of downloading of funds to SDOs (including allocations per SDO)	June - August	RO	Form 10
Status of downloading of funds to schools (including allocation per school)	August	SDO	Form 10
Start of feeding (including activities conducted before start of feeding, improvement in school attendance of learners, issues & concerns)	July - September	Schools	Form 3 & 4

Start of 1st liquidation	October – December	School/SDO	Form 10
2nd Liquidation	March	School/SDO	Form 10
Terminal reports	April - May	School/SDO/ RO	Form 5-6

3. Terminal Report

- a. All School Heads shall submit a terminal report to include the following: program accomplishments; list of names of beneficiaries; findings of the monitoring activities; issues encountered and actions taken; procurement process; good practices or lessons learned; personnel involved, pictures before, during, and after the feeding activities, and goods procured.
- b. All terminal reports shall be submitted to the DepEd SDO through the District Office, then to the DepEd RO, then the DepEd ROs to DepEd BLSS-SHD (SBFP Form 5-6).
- c. The DepEd ROs and SDOs are expected to consolidate all reports before submission to DepEd BLSS-SHD.
- d. These procedures apply to schools both SBFP-DepEd- and SBFP-Partner-funded. The names of the partners shall also be included in the report.

C. Program Evaluation

An evaluation shall be conducted during the first quarter of the succeeding year. Guidelines shall be issued subsequently to this effect.

VII. Special Provisions

- A. To maximize the use of funds in a school year, or to catch up on missed feeding days due to natural or man-made calamities, schools may propose to conduct **double feeding** (feeding of two meals a day and/or feeding of one meal and one snack a day), feeding on weekends or feeding during summer vacation for approval by the RD in coordination with the auditor and accountant. In this way, current funds for the school year will be fully utilized and spill-over to the next school year will be prevented.
- B. Double feeding may also be conducted if the estimated number of feeding days will exceed the number of school days, subject to the approval of the RD prior to the implementation to complete 120 feeding days.

VIII. Special Instructions/Guidelines for FY2016 Funds

- A. All feeding activities using FY2016 funds shall be terminated before the opening of SY2017-2018.

- B. RO/SDO Accountant are hereby directed to report all balances of the FY2016 funds duly noted by the RDs/SDSs.
- C. The report shall be submitted to the Office of the Secretary and CO Accounting Division not later than June 15, 2017 copy furnished BLSS-SHD.
- D. The excess and unutilized 2016 funds shall be used for the following purposes:
1. Augment the FY2017 funds in case it is insufficient to feed the 2017 target beneficiaries;
 2. Conduct feeding for all grade levels, in all remote or far flung schools, mountainous schools, and schools in hard-to-reach areas and IP communities;
 3. Conduct feeding to all stunted school children;
 4. If there are still excesses in the 2016 and 2017 funds, it may be used for other SBFP-related activities such as orientation activities for field implementers, monitoring SBFP, GPP and other health and nutrition implementations/ programs; purchase of weighing scale, microtoise, multivitamins, medical and dental supplies, and augmentation of funds for the purchase of additional hygiene kit for the added beneficiaries identified; and
 5. The utilization of the excess and unutilized 2016 shall be included in the 2017 WFP to be approved by the RD (if the excess and unutilized funds are in the RO) or the SDS (if the excess and unutilized funds are in the SDO).

IX. Penalty Clause

Any DepEd personnel who violate any provision of this Order shall be dealt with administratively, pursuant to DepEd Order No. 49, s. 2006, The Revised Rules of Procedure of the Department of Education on Administrative Cases.

The ROs/SDOs shall likewise enforce administrative/disciplinary actions on school heads/feeding coordinators or any SBFP implementers proven to have violated the DepEd policies, especially on fund management. (DepEd Order No. 62, s. 2016; and RA 9184)

X. References:

“Child Growth Standards,” World Health Organization (WHO), accessed July 11, 2015, <http://www.who.int/nutrition/publications/childgrowthstandards-technical-report-1/en/>

“Hunger,” World Food Programme (WFP), accessed July 11, 2015, <http://www.wfp.org/hunger/glossary>

“Improving Child Nutrition,” United Nations Children Education Fund (UNICEF), accessed July 11, 2015, http://www.unicef.org/publication/files/Nutrition_Report

“What Matters Most for School Health and School Feeding: A Framework Paper,” Systems Approach for Better Education Results (SABER) Working Paper Series No. 3 pp 26-27. <http://documents.worldbank.org/curated/en/2012/06/1806974/matters-school-health-school-feeding-framework-paper>

XI. Enclosure:

Annex 1

Regional SBFP Allocations(GAA FY 2017)

Region	Severely Wasted	Total Wasted	Total SW+W	GAA FY 2017 Estimated Cost for 120 Days (P18/child/day)
I	28,666	71,618	100,284	216,613,000
II	12,718	36,458	49,176	106,220,160
III	42,214	102,365	144,579	312,290,640
IV-A	112,797	217,637	330,434	713,737,000
IV-B	27,931	64,093	92,024	198,772,000
V	50,648	121,442	172,090	371,714,000
VI	51,963	128,503	180,466	229,781,000
VII	25,636	72,527	98,163	148,863,000
VIII	26,664	63,064	89,728	193,812,000
IX	19,189	49,263	68,452	147,856,000
X	22,084	53,954	76,038	164,242,000
XI	12,901	26,304	39,205	84,683,000
XII	24,702	64,857	89,559	193,447,000
XIII	15,025	37,962	52,987	114,452,000
CAR	2,311	9,174	11,485	24,808,000
*ARMM	17,821	36,141	53,962	116,557,920
NCR	58,768	116,043	174,811	377,592,000
*NIR	31,863	71,468	103,331	223,194,960
TOTAL	552,038	1,271,405	1,823,443	3,938,635,680

Note:

*SBFP Funds for ARMM and NIR, SY 2017-2018 is lodged at BLSS-SHD for downloading.

BREAKDOWN OF FUND TRANSFER SY2017-2018 re: Provision of Food Commodities and Operational Expenses, Iron Supplements and Hygiene Kit (soap, toothpaste & toothbrush) for Severely Wasted and Wasted K-Grade 6

Region	No.	Division	Total SW+W	Food & Operational Expenses Budget (No. of Beneficiaries x P18.00 x 120 days)	Iron Supplement (P1.00 x 20 days x Beneficiaries)	Hygiene Kit (P25.00 x No. of Beneficiaries)	Total Budget
I	1	Candon City	620	1,339,200	12,400	15,500	1,367,100.00
	2	Dagupan City	4,318	9,326,880	86,360	107,950	9,521,190.00
	3	Ilocos Norte	6,723	14,521,680	134,460	168,075	14,824,215.00
	4	Ilocos Sur	7,395	15,973,200	147,900	184,875	16,305,975.00
	5	La Union	9,222	19,919,520	184,440	230,550	20,334,510.00
	6	Laoag City	2,060	4,449,600	41,200	51,500	4,542,300.00
	7	Pangasinan I	32,284	69,733,440	645,680	807,100	71,186,220.00
	8	Pangasinan II	22,855	49,366,800	457,100	571,375	50,395,275.00
	9	San Carlos City	7,756	16,752,960	155,120	193,900	17,101,980.00
	10	Urdaneta City	2,630	5,680,800	52,600	65,750	5,799,150.00
	11	Alaminos City	1,679	3,626,640	33,580	41,975	3,702,195.00
	12	Batac City	502	1,084,320	10,040	12,550	1,106,910.00
	13	Vigan City	401	866,160	8,020	10,025	884,205.00
	14	San Fernando City	1,839	3,972,240	36,780	45,975	4,054,995.00
	14		100,284	216,613,440	2,005,680	2,507,100	221,126,220.00
II	1	Batanes	87	187,920	1,740	2,175	191,835.00
	2	Cauayan City	1,801	3,890,160	36,020	45,025	3,971,205.00
	3	Cagayan	12,299	26,565,840	245,980	307,475	27,119,295.00
	4	Isabela	21,592	46,638,720	431,840	539,800	47,610,360.00
	5	Nueva Vizcaya	5,249	11,337,840	104,980	131,225	11,574,045.00
	6	Quirino	1,972	4,259,520	39,440	49,300	4,348,260.00
	7	Tuguegarao City	1,841	3,976,560	36,820	46,025	4,059,405.00
	8	Ilagan City	2,488	5,374,080	49,760	62,200	5,486,040.00
	9	Santiago City	1,847	3,989,520	36,940	46,175	4,072,635.00

	9		49,176	106,220,160	983,520	1,229,400	108,433,080.00
III	1	Angeles City	8,108	17,513,280	162,160	202,700	17,878,140.00
	2	Aurora	2,147	4,637,520	42,940	53,675	4,734,135.00
	3	Balanga City	643	1,388,880	12,860	16,075	1,417,815.00
	4	Bataan	11,813	25,516,080	236,260	295,325	26,047,665.00
	5	Bulacan	13,522	29,207,520	270,440	338,050	29,816,010.00
	6	Cabanatuan City	4,544	9,815,040	90,880	113,600	10,019,520.00
	7	Gapan City	1,457	3,147,120	29,140	36,425	3,212,685.00
	8	Malolos City	2,650	5,724,000	53,000	66,250	5,843,250.00
	9	Munoz Science City	1,441	3,112,560	28,820	36,025	3,177,405.00
	10	Nueva Ecija	2,865	6,188,400	57,300	71,625	6,317,325.00
	11	Olongapo City	4,502	9,724,320	90,040	112,550	9,926,910.00
	12	Pampanga	25,117	54,252,720	502,340	627,925	55,382,985.00
	13	San Fernando City	4,988	10,774,080	99,760	124,700	10,998,540.00
	14	San Jose Del Monte City	10,706	23,124,960	214,120	267,650	23,606,730.00
	15	Tarlac	21,157	45,699,120	423,140	528,925	46,651,185.00
	16	Tarlac City	6,510	14,061,600	130,200	162,750	14,354,550.00
	17	Zambales	12,432	26,853,120	248,640	310,800	27,412,560.00
	18	Meycauayan City	2,420	5,227,200	48,400	60,500	5,336,100.00
	19	Mabalacat City	5,079	10,970,640	101,580	126,975	11,199,195.00
	20	San Jose City (Nueva Ecija)	2,478	5,352,480	49,560	61,950	5,463,990.00
	20		144,579	312,290,640	2,891,580	3,614,475	318,796,695
IV-A	1	Batangas Prov.	34,670	74,887,200	693,400	866,750	76,447,350.00
	2	Cavite Prov.	41,220	89,035,200	824,400	1,030,500	90,890,100.00
	3	Laguna Prov.	36,781	79,446,960	735,620	919,525	81,102,105.00
	4	Quezon Prov.	75,097	162,209,520	1,501,940	1,877,425	165,588,885.00
	5	Rizal Prov.	42,358	91,493,280	847,160	1,058,950	93,399,390.00
	6	Antipolo City	19,253	41,586,480	385,060	481,325	42,452,865.00
	7	Batangas City	6,281	13,566,960	125,620	157,025	13,849,605.00
	8	Calamba City	7,435	16,059,600	148,700	185,875	16,394,175.00
	9	Cavite City	4,791	10,348,560	95,820	119,775	10,564,155.00
	10	Dasmariñas City	3,060	6,609,600	61,200	76,500	6,747,300.00

	11	Lipa City	14,098	30,451,680	281,960	352,450	31,086,090.00
	12	Lucena City	9,106	19,668,960	182,120	227,650	20,078,730.00
	13	San Pablo City	5,255	11,350,800	105,100	131,375	11,587,275.00
	14	Sta. Rosa City	3,121	6,741,360	62,420	78,025	6,881,805.00
	15	Tanauan City	9,463	20,440,080	189,260	236,575	20,865,915.00
	16	Imus	5,465	11,804,400	109,300	136,625	12,050,325.00
	17	Bacoor	7,541	16,288,560	150,820	188,525	16,627,905.00
	18	Tayabas City	1,835	3,963,600	36,700	45,875	4,046,175.00
	19	Bifan	3,604	7,784,640	72,080	90,100	7,946,820.00
	19		330,434	713,737,440	6,608,680	8,260,850	728,606,970
IV-B	1	Calapan City	2,846	6,147,360	56,920	71,150	6,275,430.00
	2	Marinduque	4,455	9,622,800	89,100	111,375	9,823,275.00
	3	Occ. Mindoro	20,415	44,096,400	408,300	510,375	45,015,075.00
	4	Or. Mindoro	19,125	41,310,000	382,500	478,125	42,170,625.00
	5	Palawan	31,784	68,653,440	635,680	794,600	70,083,720.00
	6	Puerto Prinsesa City	8,192	17,694,720	163,840	204,800	18,063,360.00
	7	Romblon	5,207	11,247,120	104,140	130,175	11,481,435.00
	7		92,024	198,771,840	1,840,480	2,300,600	202,912,920
V	1	Albay	24,172	52,211,520	483,440	604,300	53,299,260.00
	2	Legaspi City	4,019	8,681,040	80,380	100,475	8,861,895.00
	3	Ligao City	2,094	4,523,040	41,880	52,350	4,617,270.00
	4	Tabaco City	3,911	8,447,760	78,220	97,775	8,623,755.00
	5	Cam. Norte	19,114	41,286,240	382,280	477,850	42,146,370.00
	6	Cam Sur	62,512	135,025,920	1,250,240	1,562,800	137,838,960.00
	7	Iriga City	1,417	3,060,720	28,340	35,425	3,124,485.00
	8	Naga City	3,607	7,791,120	72,140	90,175	7,953,435.00
	9	Catanduanes	2,851	6,158,160	57,020	71,275	6,286,455.00
	10	Masbate	23,594	50,963,040	471,880	589,850	52,024,770.00
	11	Masbate City	3,276	7,076,160	65,520	81,900	7,223,580.00
	12	Sorsogon	19,166	41,398,560	383,320	479,150	42,261,030.00
	13	Sorsogon City	2,357	5,091,120	47,140	58,925	5,197,185.00
	13		172,090	371,714,400	3,441,800	4,302,250	379,458,450
VI	1	Aklan	10,122	21,863,520	202,440	253,050	22,319,010.00
	2	Antique	14,407	31,119,120	288,140	360,175	31,767,435.00
	3	Capiz	16,023	34,609,680	320,460	400,575	35,330,715.00
	4	Guimaras	1,675	3,618,000	33,500	41,875	3,693,375.00
	5	Iloilo	49,978	107,952,480	999,560	1,249,450	110,201,490.00
	6	Iloilo City	8,804	19,016,640	176,080	220,100	19,412,820.00

	7	Roxas City	3,524	7,611,840	70,480	88,100	7,770,420.00
	8	Passi City	1,847	3,989,520	36,940	46,175	4,072,635.00
	8		106,380	229,780,800	2,127,600	2,659,500	234,567,900
VII	1	Bogo City	1,619	3,497,040	32,380	40,475	3,569,895.00
	2	Bohol Prov	17,127	36,994,320	342,540	428,175	37,765,035.00
	3	Carcar City	1,898	4,099,680	37,960	47,450	4,185,090.00
	4	Cebu Prov	9,839	21,252,240	196,780	245,975	21,694,995.00
	5	Cebu City	11,178	24,144,480	223,560	279,450	24,647,490.00
	6	Danao City	3,138	6,778,080	62,760	78,450	6,919,290.00
	7	Lapu-Lapu City	5,641	12,184,560	112,820	141,025	12,438,405.00
	8	Mandaue City	11,537	24,919,920	230,740	288,425	25,439,085.00
	9	Siquijor Prov.	670	1,447,200	13,400	16,750	1,477,350.00
	10	Tagbilaran City	1,195	2,581,200	23,900	29,875	2,634,975.00
	11	Toledo City	2,804	6,056,640	56,080	70,100	6,182,820.00
	12	Naga City	2,272	4,907,520	45,440	56,800	5,009,760.00
	12		68,918	148,862,880	1,378,360	1,722,950	151,964,190
VIII	1	Biliran	3,503	7,566,480	70,060	87,575	7,724,115.00
	2	Leyte a	19,657	42,459,120	393,140	491,425	43,343,685.00
	3	Leyte b	15,432	33,333,120	308,640	385,800	34,027,560.00
	4	Catbalogan City	3,367	7,272,720	67,340	84,175	7,424,235.00
	5	Calbayog City	4,920	10,627,200	98,400	123,000	10,848,600.00
	6	Maasin City	895	1,933,200	17,900	22,375	1,973,475.00
	7	Samar	10,126	21,872,160	202,520	253,150	22,327,830.00
	8	E. Samar	6,772	14,627,520	135,440	169,300	14,932,260.00
	9	Tacloban City	4,795	10,357,200	95,900	119,875	10,572,975.00
	10	Ormoc City	6,766	14,614,560	135,320	169,150	14,919,030.00
	11	S. Leyte	2,348	5,071,680	46,960	58,700	5,177,340.00
	12	N. Samar	7,816	16,882,560	156,320	195,400	17,234,280.00
	13	Borongan City	1,095	2,365,200	21,900	27,375	2,414,475.00
	14	Baybay City	2,236	4,829,760	44,720	55,900	4,930,380.00
	14		89,728	193,812,480	1,794,560	2,243,200	197,850,240
IX	1	Dapitan City	1,622	3,503,520	32,440	40,550	3,576,510.00
	2	Dipolog City	2,008	4,337,280	40,160	50,200	4,427,640.00
	3	Pagadian City	3,428	7,404,480	68,560	85,700	7,558,740.00
	4	Zambo City	19,508	42,137,280	390,160	487,700	43,015,140.00

	5	Isabela City	3,105	6,706,800	62,100	77,625	6,846,525.00
	6	Zambo Sibugay	11,168	24,122,880	223,360	279,200	24,625,440.00
	7	Zambo Norte	17,373	37,525,680	347,460	434,325	38,307,465.00
	8	Zambo. Sur	10,240	22,118,400	204,800	256,000	22,579,200.00
	8		68,452	147,856,320	1,369,040	1,711,300	150,936,660
X	1	Bukidnon	17,432	37,653,120	348,640	435,800	38,437,560.00
	2	Camiguin	1,386	2,993,760	27,720	34,650	3,056,130.00
	3	Lanao Norte	10,385	22,431,600	207,700	259,625	22,898,925.00
	4	Miss. Occ	5,898	12,739,680	117,960	147,450	13,005,090.00
	5	Miss. Oriental	12,610	27,237,600	252,200	315,250	27,805,050.00
	6	Cagayan De Oro City	9,111	19,679,760	182,220	227,775	20,089,755.00
	7	Gingoog City	3,389	7,320,240	67,780	84,725	7,472,745.00
	8	Iligan City	7,415	16,016,400	148,300	185,375	16,350,075.00
	9	Malaybalay City	1,239	2,676,240	24,780	30,975	2,731,995.00
	10	Oroquieta City	1,413	3,052,080	28,260	35,325	3,115,665.00
	11	Ozamiz City	1,497	3,233,520	29,940	37,425	3,300,885.00
	12	Tangub City	1,392	3,006,720	27,840	34,800	3,069,360.00
	13	Valencia City	2,085	4,503,600	41,700	52,125	4,597,425.00
	14	El Salvador City	786	1,697,760	15,720	19,650	1,733,130.00
	14		76,038	164,242,080	1,520,760	1,900,950	167,663,790
XI	1	Davao Oriental	3,900	8,424,000	78,000	97,500	8,599,500.00
	2	Panabo City	2,000	4,320,000	40,000	50,000	4,410,000.00
	3	Davao Norte	4,768	10,298,880	95,360	119,200	10,513,440.00
	4	Igacos City	700	1,512,000	14,000	17,500	1,543,500.00
	5	Tagum City	2,500	5,400,000	50,000	62,500	5,512,500.00
	6	Comval	4,602	9,940,320	92,040	115,050	10,147,410.00
	7	Digos City	0	0	0	0	0.00
	8	Davao Sur	6,515	14,072,400	130,300	162,875	14,365,575.00
	9	Davao City	10,260	22,161,600	205,200	256,500	22,623,300.00
	10	Mati City	3,960	8,553,600	79,200	99,000	8,731,800.00
	10		39,205	84,682,800	784,100	980,125	86,447,025
XII	1	Gen. Santos City	11,974	25,863,840	239,480	299,350	26,402,670.00
	2	S. Cotabato	16,052	34,672,320	321,040	401,300	35,394,660.00
	3	Sarangani	9,936	21,461,760	198,720	248,400	21,908,880.00
	4	Koronadal	2,994	6,467,040	59,880	74,850	6,601,770.00

		City					
	5	Sultan Kudarat	11,306	24,420,960	226,120	282,650	24,929,730.00
	6	Cotabato City	3,947	8,525,520	78,940	98,675	8,703,135.00
	7	Cotabato Prov.	28,459	61,471,440	569,180	711,475	62,752,095.00
	8	Kidapawan City	2,656	5,736,960	53,120	66,400	5,856,480.00
	9	Tacurong City	2,235	4,827,600	44,700	55,875	4,928,175.00
	9		89,559	193,447,440	1,791,180	2,238,975	197,477,595
XIII	1	Agusan Norte	6,417	13,860,720	128,340	160,425	14,149,485.00
	2	Agusan Sur	10,701	23,114,160	214,020	267,525	23,595,705.00
	3	Bayugan City	1,204	2,600,640	24,080	30,100	2,654,820.00
	4	Bislig City	1,436	3,101,760	28,720	35,900	3,166,380.00
	5	Butuan City	7,789	16,824,240	155,780	194,725	17,174,745.00
	6	Dinagat Island	2,351	5,078,160	47,020	58,775	5,183,955.00
	7	Siargao Island	3,140	6,782,400	62,800	78,500	6,923,700.00
	8	Surigao City	2,172	4,691,520	43,440	54,300	4,789,260.00
	9	Surigao Norte	4,658	10,061,280	93,160	116,450	10,270,890.00
	10	Surigao Sur	10,646	22,995,360	212,920	266,150	23,474,430.00
	11	Cabadbaran City	1,327	2,866,320	26,540	33,175	2,926,035.00
	12	Tandag City	1,146	2,475,360	22,920	28,650	2,526,930.00
	12		52,987	114,451,920	1,059,740	1,324,675	116,836,335
CAR	1	Abra	4,091	8,836,560	81,820	102,275	9,020,655.00
	2	Apayao	2,004	4,328,640	40,080	50,100	4,418,820.00
	3	Baguio City	555	1,198,800	11,100	13,875	1,223,775.00
	4	Benguet	540	1,166,400	10,800	13,500	1,190,700.00
	5	Ifugao	860	1,857,600	17,200	21,500	1,896,300.00
	6	Kalinga	1,661	3,587,760	33,220	41,525	3,662,505.00
	7	Mt. Province	928	2,004,480	18,560	23,200	2,046,240.00
	8	Tabuk City	846	1,827,360	16,920	21,150	1,865,430.00
	8		11,485	24,807,600	229,700	287,125	25,324,425
ARMM	1	Maguindanao I	20,315	43,880,400	406,300	507,875	44,794,575.00
	2	Maguindanao II	2,832	6,117,120	56,640	70,800	6,244,560.00
	3	Sulu	5,642	12,186,720	112,840	141,050	12,440,610.00

		Occidental					
	8	Sagay City	2,905	6,274,800	58,100	72,625	6,405,525.00
	9	San Carlos City	2,729	5,894,640	54,580	68,225	6,017,445.00
	10	Silay City	2,724	5,883,840	54,480	68,100	6,006,420.00
*	1	Bais City	1,800	3,888,000	36,000	45,000	3,969,000.00
	2	Bayawan City	3,598	7,771,680	71,960	89,950	7,933,590.00
	3	Dumaguete City	1,191	2,572,560	23,820	29,775	2,626,155.00
	4	Guihulngan City	2,285	4,935,600	45,700	57,125	5,038,425.00
	5	Negros Oriental	14,186	30,641,760	283,720	354,650	31,280,130.00
	6	Talisay City	4,748	10,255,680	94,960	118,700	10,469,340.00
	7	Tanjay City	1,437	3,103,920	28,740	35,925	3,168,585.00
	17		103,331	223,194,960	2,066,620	2,583,275	227,844,855
	219		1,823,443	3,938,636,880	36,468,860	45,586,075	4,020,691,815

Master List Beneficiaries for School-Based Feeding Program (SBFP)

Division/Province: _____

City/ Municipality/Barangay : _____

Name of School / School District: _____

School ID Number: _____

Name of Principal : _____

Name of Feeding Focal Person : _____

[illegible]

Prepared by:

Feeding Focal Person

Note: This form shall be prepared by the school, for compilation by the SDO.

Annex 4

Region _____

[illegible]

Noted by:

Unit Chief

SCHOOL-BASED FEEDING PROGRAM (SBFP) SUMMARY OF BENEFICIARIES & START OF FEEDING

Division/Province: _____
City/ Municipality/Barangay : _____
Name of School / School District : _____
School ID Number: _____
Date of Start of Feeding: _____

Number of Undernourished School Children by Grade Level	Nutritional Status at Start of Feeding					
	No. of Severely Wasted	No. of Wasted	Total Beneficiaries	No. of 4 Ps Beneficiaries	No. of Pupils who are beneficiaries in previous years	Remarks
1. Kinder						
2. Grade I						
3. Grade II						
4. Grade III						
5. Grade IV						
6. Grade V						
7. Grade VI						
Total						

Prepared by: _____

SBFP DepEd Focal _____

Note: This form shall be prepared by the school, to be compiled by the SDO, and for final compilation by the RO, for submission to DepEd BLSS-SHD

FOR THE MONTH OF _____, SY _____

School: _____

Grade: _____ **Section** _____

School ID Number: _____

[illegible]

Feeding Teacher / School Nurse

Note: This form shall be prepared by the school to be consolidated using SBFP Form 5

SCHOOL-BASED FEEDING PROGRAM

FOR THE MONTH OF _____, SY _____

Region _____
Division _____
District _____

School: _____
Grade: _____ Section _____
School ID Number: _____

NAME OF PUPIL	ACTUAL FEEDING																																									
	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60		
1																																										
2																																										
3																																										
4																																										
5																																										
6																																										
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21																																										
22																																										
23																																										
24																																										
25																																										
TOTAL:																																										

D. Actual Feeding

(✓) - Present, served
(A) - Absent, not served
(✓✓) - Present, served twice

SBFP Form 4

SCHOOL-BASED FEEDING PROGRAM

FOR THE MONTH OF _____, SY _____

Region _____
Division _____
District _____

School: _____
Grade: _____ Section _____
School ID Number: _____

NAME OF PUPIL	ACTUAL FEEDING																			
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
1																				
2																				
3																				
4																				
5																				
6																				
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19																				
20																				
21																				
22																				
23																				
24																				
25																				
TOTAL:																				

D. Actual Feeding

(✓) - Present, served
(A) - Absent, not served
(✓✓) - Present, served twice

SBFP Form 4

SCHOOL-BASED FEEDING PROGRAM

FOR THE MONTH OF _____, SY _____

Region _____

Division _____

District _____

School: _____

Grade: _____ **Section** _____

School ID Number: _____

NAME OF PUPIL	ACTUAL FEEDING																POST FEEDING			ATTENDANCE							
	101	102	##	104	105	##	##	##	##	110	111	112	113	114	115	116	117	118	119	120	Ht cm	Nutritional Status Wt kg Date Taken	NS	Days Present (A)	Feeding Days (B)	Percentage (A/B)*100	
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
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22																											
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24																											
25																											
TOTAL:																								AVERAGE:			

D. Actual Feeding

(✓) - Present, served

(A) - Absent, not served

($\mathcal{V}$) - Present, served twice

SCHOOL-BASED FEEDING PROGRAM (SBFP)
SY _____

PROGRAM TERMINAL REPORT (PTR)

Region: _____
 Division: _____
 District: _____
 School: _____
 School ID: _____
 School Enrolment: _____

A. Program Accomplishment

Status of Implementation:

Completed _____ (indicate number of days completed)

Discontinued _____

For continuation _____

Grade Level	Number of Beneficiaries		No. of Beneficiaries Dewormed		No. of Beneficiaries who are also 4Ps Beneficiaries		No. of Pupils who are Previous Beneficiaries of SBFP	
	Target	Actual						
			No.	%	No.	%	No.	%
Kindergarten								
Grade 1-3								
Grades 4-6								
TOTAL:								

Financial Status			
Amount Allocated	Amount Received fr SDO	Amount Disbursed	Amount Liquidated

B. Nutritional Status

Nutritional Status	Before Feeding	After Feeding				
		SW/SU	W/U	N	Ow	O
Severely Wasted/Underweight (SW/SU)						
Wasted/Underweight (W/U)						
Normal (N)						
Overweight (OW)						
Obese (O)						
Total:						

SBFP Form 5

C. Percentage Attendance

	Month 0	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Average of Months 1-7
% Attendance of Beneficiaries									

D. Monitoring Findings/Issues Encountered & Actions Taken

E. Procurement Process

F. Good Practices or Lessons Learned

G. Personnel Involved

H. Pictorials