



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 - 547

To : **Public Schools District Supervisors
Division Health and Nutrition Unit
Public Elementary Schools Administrators
All Others Concerned**

Subject : **REITERATION OF THE INSTITUTIONAL GUIDELINES ON THE
SCHOOL-BASED FEEDING PROGRAM IMPLEMENTATION FOR
SCHOOL YEAR 2024-2025**

Date : September 11, 2024

The School-Based Feeding Program (SBFP) is an excellent mechanism for select intervention in the school-age learners as it offers an opportunity not only for enhancing nutrition but also improving educational outcomes. The benefits of feeding school-age learners include alleviating hunger, reducing micronutrient deficiency and anemia, improving physical resilience, improving school enrolment and attendance; and increasing cognitive and academic performance.

The RA 11037, "Masustansyang Pagkain para sa Batang Pilipino Act" institutionalized the National Feeding Program for Kindergarten and Elementary Schools to Combat Hunger and Undernutrition Among Filipino Children.

DepEd SBFP shall cover only public primary beneficiaries, the Severely Wasted and Wasted Kindergarten to Grade 6 learners and shall be implemented ideally for a feeding period of 160 regular school days and 15 days for the National Learning Camp 2025 to achieve a significant impact on the nutritional status of children.

The field is hereby informed that the School-Based Feeding Program Implementation for Nutritious Food Products (NFP) for school year 2024-2025 will commence on **SEPTEMBER 23, 2023 to 36 elementary schools**. A kick-off activity shall be conducted between 11:00 -12:00 noon on September 24, 2024 and a short narrative report with pictures shall be submitted on or before September 30, 2024.

Below are schedules related to the implementation:

- **Division Virtual Meeting** on September 17, 2024 at 3:00 PM onwards via Google Meet.
Pax: all elementary school heads, PDOs, AOs, HNU Personnel
- **Division SBFP Upskilling** on September 25, 2024 at 8:00 – 5:00 pm – venue to be identified.
Pax: all elementary school heads, PDOs, AOs, HNU Personnel



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SALIENT POINTS for SCHOOL IMPLEMENTERS:

1. Creation of SBFP Core Group

- The SBFP Core Group shall:

- 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);
- prepare the schedule of parents/volunteers who shall prepare the menu for the day, prepare the feeding area, supervise the daily feeding and wash the dishes;
- educate and capacitate parents who shall help in the food preparation.
- do the recording and reporting using SBFP Forms.

2. Orientation of Program Implementers

- 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.

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.

3. Actual Feeding

- For learners in schools, 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 the practicability of feeding.
- Feeding may be conducted at the school feeding center/area or separate room to avoid disruption of classes. The food shall be served and consumed inside the feeding area.
- The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks, lunch box or may be charged from the P2.00 operational expenses or program support funds. 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.**
- The School Head or his/her authorized representative shall be responsible for supervising the daily feeding in school site.
- Highest standard of hygiene in the preparation and serving of food must be practiced and observed.





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- 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), cleanliness and disinfecting of utensils and surroundings, must be done and follow all the safety precautions to avoid other illnesses.

- **To facilitate the feeding activity and not to burden teachers, the PTAs and other volunteer workers shall be mobilized and tapped to assist in the conduct of feeding.**
- 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

4. Reporting

All participating schools are required to prepare and submit the following forms to the SDO – School Health and Nutrition Section:

- **All SBFP Forms (may be accessed at <https://bit.ly/2023-SBFP-Forms>)**
- **Submit the following reports/ data in SOFT COPY with e-signatures on or before SEPTEMBER 18, 2024, to wit:**
 - a. SBFP Form 1 (Masterlist of Beneficiaries)
 - b. SBFP Form 2 (SBFP List of Schools)
 - c. SBFP Form 3

BUDGET ALLOCATION per Beneficiary:

- NFP – Php 25.00 per beneficiary per feeding day, broken down into: P 23.00 for the food items (nutritious food products) and P2.00 for operational expenses.
- For the Milk Component – Php 22.00 per beneficiary and P 1.00 for operational expenses.
- Operational expenses downloaded to each school allowed under this program include the purchase of basic eating/cooking utensils, packaging materials, reasonable transportation expenses from schools to households, common office supplies needed for the preparation of reports, payment of labor/services/honoraria of kitchen assistants and partners from barangay (i.e. nutrition scholars, health workers, among others), payment for the health certificate of food handlers, expenses related to the operation of central kitchen





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such as purchase of water, dishwashing soaps, LPG, charcoal, firewood, and kerosene (hot meals only), and other expenses related to orientation, monitoring, and program implementation review, among others.

- **The School Head is primarily responsible for the liquidation of the funds released to them by the SDO.**
- The SDO Accounting Unit shall ensure the timely submission of liquidation reports by the School Heads.
- The RO/SDO SBFP Technical Working Group (TWG) shall conduct stringent monitoring and actual spot checking of cash released to schools.

DELIVERY, INSPECTION, AND ACCEPTANCE
Nutritious Food Products

1. The mode, schedule, and other specifications of delivery shall be determined by the SDO.
2. The Inspection Team shall do a random inspection of nutritious food products every delivery as to its quantity and quality, including the date of manufacturing and expiration using the necessary monitoring tool.
3. The Inspection Team has the authority to decide whether to accept or not the nutritious food products delivered if not in accordance with the technical specifications provided.
4. The delivery of commodities are in the identified drop-offs.
5. The delivery time at the designated drop-offs should be between 7:30 am – 3:00 pm only.

Milk

1. The mode, schedule, and other specifications of delivery shall be determined by the SDO and the supplier in consideration of the local conditions to be specified in the purchase order. SDOs and local dairy suppliers shall identify and agree on one or two drop-off point/s per school district/SDO for the milk supply deliveries.
2. Delivery of fresh milk shall be from 8:00 am to 3:00 pm once/ twice a week at designated drop-off points as agreed upon by the SDO and the NDA. No delivery should be made during holidays and weekends.
3. Upon delivery, the School Inspection Team (SIT) designated by the School Head of the drop-off point, or the SDO Inspection Team shall inspect the goods and ensure that they are in good quality for consumption of the beneficiaries. At least two members of the SIT shall accomplish and sign the Inspection and Acceptance Report (IAR) Form (Annex 3) as proof that they have received the specified quantity and quality of milk. The school property custodian or school personnel designated by the School Head for the purpose shall accept the inspected goods and sign the acceptance portion of the IAR. The school personnel shall fill-up SBFP Form 5, bearing the specimen signature of the authorized consignees and to be given to the milk supplier on the first day of delivery.





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- The SIT shall do a random inspection of milk packs every delivery as to the quantity and quality of milk. All milk packs to be delivered must be clean, without leaks, and not spoiled. Some signs of spoiled milk packs are as follows: bulging packs, yellowish in color (if the milk has no flavor), curdled or with lumps, thick texture, slimy or chunky.
- The SIT shall reject all milk packs that are unclean, with leaks, and spoiled subject to replacement by the supplier using their buffer stocks or in the next delivery.
- Local dairy suppliers shall inform the recipient schools and drop-off points of the delivery schedule.

Precautionary Measures for SBFP Implementation

The following food safety standards, in accordance with DepEd Order No. 52 s. 2008, or Compliance with DepEd Policies on Food Safety in Schools, shall be strictly followed by the SBFP implementers, and advocated to the parents of the beneficiaries:

- Availability of potable water and handwashing facilities.
- Well-maintained, clean, well-ventilated, and pest-free environment.
- Proper selection of food and ensuring freshness and good quality.
- Washing and cleaning items before storing.
- Storing of dry goods in dry storage area and of perishable foods in cold storage area.
- Hygienic practices in food preparation, serving and storage.
- Ensuring 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.
- Observing the expiry dates of food commodities.
- First-in and first-out (FIFO) policy shall be observed in withdrawing stocks from the ~~store~~ room

ALLOCATION

Component	Amount/ beneficiary	Operational Expenses/ beneficiary	Number of feeding days	To compute/ beneficiary
NFP	Php 23.00	Php 2.00	175	$23.00 + 2.00 \times 175 \text{ days} = \underline{\hspace{2cm}}$
MILK	Php 20.00	Php 1.00	43	$20.00 + 1.00 \times 31 \text{ days} = \underline{\hspace{2cm}}$





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8 WEEKS CYCLE MENU

SCHOOL-BASED FEEDING PROGRAM CYCLE MENU PLAN FOR NUTRITIOUS FOOD PRODUCTS FOR SY 2024- 2025							
Name of SDO: DIGOS CITY							
WEEK		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Average Calories for the week
1	Regular Component	Banana Chips (30 g; 1 pack) + Calamansi with Honey and Moringa 200ml	Enhanced Nutribun- Carrot Flavor 80 g; 1 pc.	Butter Malunggay Cookies 1 pck 60 grams	Enhanced Nutribun- Yellow Sweet Potato Flavor 80 g; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	350	253	298	253	884.6	407.72
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
2	Regular Component	Rice Mongo Curls 30-60 g + Kamotee 200 ml	Enhanced Nutribun- Orange Sweet Potato Flavor 80 g; 1 pc	Ube Piyaya 120 g; 1 pack	Enhanced Nutribun- Purple Sweet Potato Flavor 80 grams; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	300	253	120	253.00	884.6	362.12
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
3	Regular Component	Nutty Bar 25- 50 g; 1 pack + Kamotee 200 ml	Enhanced Nutribun- Carrot Flavor 80 g; 1 pc.	Nutri Cookies Chocolate Cookie 60 g; 1pack	Enhanced Nutribun- Yellow Sweet Potato Flavor 80 g; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	298	253	288	253	884.6	395.32
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
4	Regular Component	Enhanced Cookies Kalabasa 40-50g + Kamotee 200 ml	Enhanced Nutribun- Orange Sweet Potato Flavor 80 g; 1 pc	Biscocho Milky 60 g; 1 pack	Enhanced Nutribun- Purple Sweet Potato Flavor 80 grams; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	362	253	337	253.00	884.6	329.52
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
5	Regular Component	High Protein Biscuit 30 g + Calamansi with Honey and Moringa 200 ml	Enhanced Nutribun- Carrot Flavor 80 g; 1 pc.	Crackers Malunggay 60g; 1 pack	Enhanced Nutribun- Yellow Sweet Potato Flavor 80 g; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	380	253	298	253	884.6	413.72
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
6	Regular Component	Banana Chips (30 g; 1 pack) + Calamansi with Honey and Moringa 200ml	Enhanced Nutribun- Orange Sweet Potato Flavor 80 g; 1 pc	Biscocho Milky 60 g; 1 pack	Enhanced Nutribun- Purple Sweet Potato Flavor 80 grams; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	350	253	336	253	884.6	415.32
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
7	Regular Component	Rice Mongo Curls 30-60 g + Kamotee 200 ml	Enhanced Nutribun- Carrot Flavor 80 g; 1 pc.	Nutri Cookies Ube 60g; 1 pack	Enhanced Nutribun- Yellow Sweet Potato Flavor 80 g; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	300	253	350	253	884.6	368.12
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00
8	Regular Component	Nutty Bar 25- 50 g; 1 pack + Kamotee 200 ml	Enhanced Nutribun- Orange Sweet Potato Flavor 80 g; 1 pc	Biscocho Milky 60 g; 1 pack	Enhanced Nutribun- Purple Sweet Potato Flavor 80 grams; 1 pc	Iron Fortified Rice (250 g)	
	Kcal	298	253	336	253	884.6	404.92
	Cost (Php)	22.00	20.00	22.00	20.00	22.00	106.00



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NUMBER OF BENEFICIARIES ER SCHOOL



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY



SCHOOL-BASED FEEDING PROGRAM BENEFICIARIES SY 2024-2025

SCHOOL	No. of beneficiaries
1. Aplaya ES	100
2. Dawis ES	85
3. P. Garcia ES	100
4. Ramon Magsaysay CES	450
5. Don Mariano Marcos ES	254
6. Isaac Abalayan ES	100
7. San Miguel ES	140
8. Igpit ES	98
9. Bagumbuhay ES	78
10. Cogon ES	75
11. Badiang ES	100
12. Digos City Central ES	300
13. R. Saplala ES	106
14. P. Basalan ES	114
15. J. Alberca ES	70
16. Colorado ES	70
17. Mahayahay ES	38
18. Dulangan ES	33
19. Ruparan ES	85
20. Balabag ES	71
21. F. Alferez ES	104
22. Damnas ES	77
23. D. Abawag ES	60
24. A. Maniapao ES	50
25. Casildo Nonol ES	50
26. Lungag ES	32
27. Soong ES	70
28. Binaton ES	54
29. Rizal Central ES	85
30. N. Isidro ES	70
31. G.Reusora ES	94
32. Matti ES	39
33. Marawer ES	50
34. Apolandia ES	35
35. Kibanban ES	59
36. Ranao ES	12
	3408



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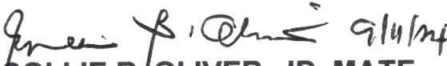
13 DROP - OFF POINT SCHOOLS

RMCES	APLAYA ES	DCCES	RUPARAN ES	COLORADO ES	SAN MIGUEL ES	R. SAPLALA ES
Dawis ES IAES DMMES	Kibanban ES PGES	Cogon ES JAES	Dulangan ES F. Alferez ES Damnas ES Ranao ES	Lungag ES C. Nonol ES A. Maniapao ES	Bagumbuhay ES Igpit ES D. Abawag ES	Balabag ES Mahayahay ES
P. BASALAN ES	G. REUSORA ES	BINATON ES	SOONG ES	MATTI ES	RIZAL CES	
						N. Isidro ES Marawer ES Apolandia ES

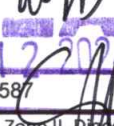
All other provisions in the existing guidelines on the implementation of the SBFP-Nutritious Food Products and Milk Program Component as stated in DO No. 036, s. 2019, DO 31, s. 2021, Supplemental Guidelines and OUOPS 2023 -03-11587 shall remain in force, unless sooner repealed, amended, or rescinded.

For information and STRICT COMPLIANCE.

For and in the absence of the SDS:


SOLLIE B. OLIVER, JD, MATE
Chief ES, SGOD
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: SEP 12 2024 TIME: 1:27 PM
BY: 

Enclosed: As stated.
SGOD/HNU/hmle
References: DO No. 31, s. 2021
DO No. 36, s. 2019; OUOPS 2023 -03-11587

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