



Republic of the Philippines
Department of Education

30 JUL 2015


DepEd ORDER
No. **33** s. 2015

**IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)
FOR SCHOOL YEAR (SY) 2015-2016**

To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. The Department of Education (DepEd), through the Health and Nutrition Center (HNC), shall implement the **School-Based Feeding Program (SBFP) for School Year (SY) 2015-2016** to address undernutrition and short-term hunger among public school children.
2. Primarily, the SBFP will cover 532,752 severely wasted (SW) and 627,403 wasted (W) pupils from Kindergarten to Grade 6 for SY 2015-2016. At least 80% of the beneficiaries are targeted to be rehabilitated to normal nutritional status at the end of 120 feeding days. Secondly, it aims to increase classroom attendance from 85% to 100% and to improve the school children's health and nutrition values and behavior.
3. School heads (SHs) are expected to monitor the feeding activities and program implementation on a daily basis. The Schools Division Technical Working Group (SDTWG) is expected to monitor the schools' compliance with the guidelines, procurement process, health and nutritional assessment, 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. The Regional Technical Working Group (RTWG) is expected to monitor the activities of the schools division offices (SDOs), including the timely release of funds to the SHs, progress of implementation, liquidation of funds, and submission of reports.
4. All schools shall establish and maintain the *Gulayan sa Paaralan* Program (GPP) as a source of ingredients for the SBFP and shall encourage families of beneficiaries to have their own home gardens so that nutritional improvement is maintained at home. The school GPP coordinator may ask their local agriculture officials to provide them with training and seedlings for their home gardens.
5. The schools implementing the SBFP are required to submit their respective terminal reports through the heads of RTWG and SDTWG to the **Health and Nutrition Center, Department of Education Central Office (DepEd CO)**, DepEd Complex, Meralco Avenue, Pasig City.
6. All regional directors (RDs), schools division superintendents (SDSs), and SHs are enjoined to extend full administrative support to the management of the SBFP.

7. The Operational Guidelines on the Implementation of the SBFP for SY 2015-2016 are enclosed for reference.
8. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary 

Encl.:
As stated

Reference:
DepEd Order No.: 37, s. 2014

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

CLASSES
FUNDS
HEALTH EDUCATION
POLICY
PROGRAMS
SCHOOLS

**Department of Education
SCHOOL-BASED FEEDING PROGRAM
Operational Guidelines
SY 2015-2016**

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**Department of Education
Operational Guidelines on the
Implementation of SBFP for SY 2015-2016**

I. Background

The Department of Education (DepEd) through the Health and Nutrition Center (HNC) launched the Breakfast Feeding Program in SY 2010-2011 to address the problem of undernutrition and short-term hunger among public school children. Pilot implementation was conducted in SY 2011-2012 and SY 2012-2013. Results indicated that 73% of the beneficiaries converted to Normal Nutritional Status at the end of 120 feeding days. School attendance was also noted at 98%. Furthermore, the children were observed to have better class participation and developed good health habits such as washing of hands and good grooming.

For SY 2014-2015, the program incorporated partnership initiatives for better coverage and was officially renamed **School-Based Feeding Program (SBFP)**. The program was implemented in coordination with the Department of Social Welfare and Development (DSWD), and other partner stakeholders. The DSWD-DepEd funds intended to cover 562,262 severely wasted (SW) schoolchildren.

School feeding programs (SFPs) are considered to be a sound investment in education. There is evidence that school feeding programs 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 SY 2015-2016, DepEd will continue to implement the DepEd-funded SBFP in accordance with Republic Act (RA) 10651, the General Appropriations Act (GAA) of 2015, and will cover **532,752 severely wasted (SW) and 627,403 wasted (W) learners**. Undernourished school children not covered by DepEd-funded SBFP, will be covered by feeding programs implemented by DepEd-recognized partner-stakeholders in their adopted schools.

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

Based on five years of implementation experience, at least **80%** of these school feeding beneficiaries will be rehabilitated into normal nutritional status by the end of 120 feeding days.

II. General Objective:

The program aims to rehabilitate 532,752 SW and 627,403 W learners into normal nutritional status at the end of 120 feeding days.

The program also aims to do the following:

1. improve classroom attendance of target beneficiaries from 85% to 100%;
2. ensure 100% deworming coverage of target beneficiaries prior to the feeding activity;
3. ensure conduct of daily hand washing and tooth brushing activities of target beneficiaries as part of the feeding program in order to impart development of positive health promoting values and behaviors;
4. promote health and nutrition information and awareness among feeding beneficiaries through the K to 12 Curriculum and its alternative modalities of education; and
5. encourage *Gulayan sa Paaralan* and vegetable backyard gardening to help sustain the gains of the feeding program and to complement the nutrition and poverty reduction initiatives of the Government.

III. Coverage

A. Priority Target Beneficiaries and Schools

The priority target beneficiaries shall be the SW Kinder to Grade 6 pupils based on July 2015 Baseline Nutritional Assessment.

Schools shall take the responsibility of feeding **all identified SW students** either through DepEd funds or through collaboration with the Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Parent-Teacher Associations (PTAs), and other stakeholders. Schools which will not receive DepEd funds, or have no partner stakeholders to cover their SW children may source out funds from school Maintenance and Other Operating Expenses (MOOE), canteen proceeds, and other related income generating projects which may also be utilized for this purpose.

Priority should be given to Kinder to Grade 3 wasted learners due to high level of dropout rate, vulnerability to illnesses, and undernutrition. Moreover, they are considered at their critical stage of mental and physical development.

B. Duration

To achieve a significant impact on the nutritional status of children, the feeding shall be done for 120 days. It is expected to be implemented from August 2015 to March 2016. In case of delays, the start of feeding activity shall not be later than September 2015.

IV. Definition of Terms

Undernutrition	State or a health condition resulting from the consumption of inadequate quantity of food over an extended period of time. It is manifested by being underweight, stunting or growth retardation, and in severe cases, clinical signs of marasmus or kwashiorkor. (UNICEF)
Short-term hunger	A condition experienced by children who do not eat breakfast and walk long distances to reach school. (WFP)
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)
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)
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)
Wasting or Thinness	A condition where the child's weight is lower than that of a normal child of the same height. (WHO)
Wasted	A thin child whose BMI-for-age fall between -2 to -3 z-score line. (WHO)
Severely Wasted	A very thin child whose BMI-for-age is below -3 z-score line or Standard Deviation (SD). (WHO)
DSWD (SY 2014-2015) Funds	The unused portion of SBFP funds for SY 2014-15

V. Budget Allocation per Region

The regional allocations for SBFP as indicated in the General Appropriations Act for FY 2015 are as follows:

Region	Total Beneficiaries	Estimated Cost for Feeding (PhP)	Estimated Cost for Iron (PhP)	Estimated Cost for Toothbrushes, Toothpastes, & Soaps (PhP)	Total Estimated Cost (PhP)
I	61,180	117,465,600.00	550,620.00	1,529,500.00	119,545,720.00
II	27,914	53,594,880.00	251,226.00	697,850.00	54,543,956.00
III	94,572	181,578,240.00	851,148.00	2,364,300.00	184,793,688.00
IV-A	216,524	415,726,080.00	1,948,716.00	5,413,100.00	423,087,896.00
IV-B	59,631	114,491,520.00	536,679.00	1,490,775.00	116,518,974.00
V	87,524	168,046,080.00	787,716.00	2,188,100.00	171,021,896.00
VI	118,692	227,888,640.00	1,068,228.00	2,967,300.00	231,924,168.00
VII	69,095	132,662,400.00	621,855.00	1,727,375.00	135,011,630.00
VIII	45,809	87,953,280.00	412,281.00	1,145,225.00	89,510,786.00
IX	38,268	73,474,560.00	344,412.00	956,700.00	74,775,672.00
X	43,705	83,913,600.00	393,345.00	1,092,625.00	85,399,570.00
XI	44,328	85,109,760.00	398,952.00	1,108,200.00	86,616,912.00
XII	42,038	80,712,960.00	378,342.00	1,050,950.00	82,142,252.00
XIII	28,055	53,865,600.00	252,495.00	701,375.00	54,819,470.00
CAR	8,212	15,767,040.00	73,908.00	205,300.00	16,046,248.00
NCR	111,518	214,114,560.00	1,003,662.00	2,787,950.00	217,906,172.00
ARMM	63,090	121,132,800.00	567,810.00	1,577,250.00	123,277,860.00
TOTAL	1,160,155	2,227,497,600.00	10,441,395.00	29,003,875.00	2,266,942,870.00

The budget allocated for feeding is PhP15.00 per beneficiary multiplied by 120 feeding days while the budget allocated for operational expenses allowed under Section IX of these guidelines is PhP1.00 per beneficiary multiplied by 120 feeding days. The budget allocated for iron tablets is PhP0.45 per beneficiary multiplied by 20 days and the budget allocated for toothbrushes, toothpastes, and soaps is PhP25.00 per beneficiary, these commodities shall be procured at the division level.

Aside from the SBFP allocations indicated, the financial assistance below will also be downloaded to local DepEd Offices to ensure proper implementation of all components of the program (including its complementary activities). The financial assistance shall be utilized to undertake the activities indicated in the following matrix of budget allocation for financial assistance to the Regional Offices (ROs) and Schools Division Offices (SDOs), to orient and build the capacity of education supervisors, school administrators, and program coordinators, and ensure quality of implementation and school readiness. The ROs and SDOs may source out funds from their respective MOOE to augment the financial assistance from DepEd Central Office (CO) (Refer to Section IX of this document for the Eligible Expenses).

The budget allocation for the financial assistance to the ROs and SDOs are as follows:

Regions	Financial Assistance to Regional Offices (PhP)						Financial Assistance to Schools Division Offices (PhP)	Total Estimated Cost (PhP)
	DOs	Schools	Monitoring and Related SBFP activities	Food Safety	SBFP Orientation	Partnership Conference	Monitoring	
I	14	2,395	70,000	70,000	1,437,000	81,250	140,000	1,798,250
II	9	2,195	45,000	45,000	1,317,000	60,450	90,000	1,557,450
III	20	2,986	100,000	100,000	1,791,600	84,500	200,000	2,276,100
IV-A	18	2,730	90,000	90,000	1,638,000	92,300	180,000	2,090,300
IV-B	7	1,842	35,000	35,000	1,105,200	47,450	70,000	1,292,650
V	13	3,145	65,000	65,000	1,887,000	74,100	130,000	2,221,100
VI	18	3,402	90,000	90,000	2,041,200	86,450	180,000	2,487,650
VII	19	2,936	95,000	95,000	1,761,600	85,800	190,000	2,227,400
VIII	13	3,637	65,000	65,000	2,182,200	92,950	130,000	2,535,150
IX	8	2,098	40,000	40,000	1,258,800	46,800	80,000	1,465,600
X	14	2,091	70,000	70,000	1,254,600	60,450	140,000	1,595,050
XI	10	1,632	50,000	50,000	979,200	31,850	100,000	1,211,050
XII	9	1,712	45,000	45,000	1,027,200	32,500	90,000	1,239,700
XIII	12	1,636	60,000	60,000	981,600	47,450	120,000	1,269,050
CAR	8	1,525	40,000	40,000	915,000	50,050	80,000	1,125,050
NCR	16	517	80,000	80,000	310,200	11,050	160,000	641,250
ARMM	10	2,210	50,000	50,000	1,326,000	76,700	100,000	1,602,700
TOTAL	218	38,689	1,090,000	1,090,000	23,213,400	1,062,100	2,180,000	28,635,500

VI. Partnership-Building and Creation of Local Alliance

A. 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 pupils.

Partnerships can provide better opportunities to harness the strengths and competencies of each partner. They can also help in finding new ways of doing things to achieve a common vision, since each partner can bring their own unique value to the partnership, especially resources, that will enable SBFP to cover more children in need.

B. 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.

1. Identification of Potential Partners for SBFP

- a. 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 which can give or donate budgetary assistance for logistics, manpower supports, crops and/or other food items that can be used for the feeding program.
- b. 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.
- c. The partners will implement the SBFP on a task-sharing and cost-sharing basis. Each one will be assigned a number of schools based on the resources that each one will contribute. Regardless of which partner is assigned to each school, the program will be implemented at the school level according to the minimum standards set by DepEd for school feeding in its Department Order No. 54, s.2013, Guidelines on the Implementation of School Feeding Programs (SFPs).
- d. 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.

2. Convening the Planning Meeting

- a. 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 in order to cover more schoolchildren.
- b. In areas where the LGUs agree to partner for the SBFP, the SDOs shall take the lead in coordinating, convening and managing the partnerships.
- c. Suggested activities/topics in the planning meeting:
 - commitment setting among all partners with concrete modes of support (manpower, financial donations, etc.);
 - assigning schools that 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.

3. Mapping and Assignment of Schools at the SDO Level

- a. The partner-stakeholders and DepEd shall agree on schools to be covered and the target number of beneficiary schoolchildren in the locality, covering all those identified as SW. The number of W beneficiary schoolchildren will be determined by the partners depending on available resources, e.g. if a partner chooses to adopt a particular school and cover all SW and W, the DepEd funding will no longer be given to that “adopted” school. The freed up funds will be given to other schools so more children in need can be covered.
- b. It is recommended that small schools with lower numbers of undernourished children be assisted by Adopt-A-School coordinators and SBFP Focal Person in looking for partners. List of school/s assigned to partners shall be finalized not later than the last week of July 2015. The SY 2014-2015 Nutritional Status (NS) Baseline Report on the number of beneficiary schoolchildren will be initially used for this particular activity.

4. Special Cases

- a. If there are partners who are interested to do school feeding but cannot meet the 120 day feeding period as suggested in DepEd Order No. 54, s.2013, the SDO shall pool the resources from other partners to complete the standard number of feeding days. In cases in which there are no partners to fund the remaining days, the number of beneficiaries may be adjusted to fit the budget of the donor to complete the 120 days.
- b. Partners are not allowed to implement the program at the same time in one (1) school except for food that would complement the hot meals, e.g. (a) hot meals/snacks + nutritional beverage (i.e., fresh milk, nutritious juice or beverage, etc.), (b) hot meals/snacks + nutritious supplemental food/meal pack, (c) hot meals/snacks + vitamin supplements.
- c. If there are no partners available in the area, the SDOs shall implement the program using DepEd funds with priority given to SW beneficiaries.

5. Partnership-Building Guide

The Jollibee Group Foundation and its partners, in coordination with the DepEd Office of the Undersecretary for Partnerships and External Linkages (OUPEL), developed a partnership-building manual. This can be used by the SDOs as a reference material. A PDF copy of this manual will be made available to the SDOs via e-mail.

C. 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.

1. 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 July 2015 (aside from the partnership workshop); (b) midyear (October 2015), and (c) year-end (January 2016).

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

- a. program monitoring including trouble-shooting;
- b. mid-year and year-end evaluation results of SBFP; and
- c. updates on data needed from each partner involved.

2. Roles and Responsibilities in the Coordination Process

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

- a. 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.
- b. 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 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 that will lead to the achievement of the goals set by the local alliance.
- c. Stakeholder/Partner representative - all of the members of the local alliance are encouraged to actively participate, invest in the process, own and commit to the program to achieve its success.

3. 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.

4. Planning for Sustainability

- a. 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.
- b. 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 that reflect the support of the LGU through the allocation of manpower, technical, and financial resources for the sustained implementation of the program.
- c. 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.

VII. Suggested Feeding Models/Modalities

Different SBFP models/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 basic typology of schools (urban, rural, and remote) was the major consideration in conceptualizing the feeding models to ensure that the schools will adopt the feeding models applicable and appropriate to the local setting.

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

The SDO, SDTWG, and the School Heads shall hold a consultation meeting to decide on the modality of feeding to be followed.

Each SDO shall keep a record of the modalities chosen by school.

MODEL/ MODALITY	APPROPRIA- TENESS IN TERMS OF TYPOLOGY OF SCHOOL	FEEDING MECHANICS	PROCUREMENT METHOD	ACCOUNTING AND LIQUIDATION PROCESSES
1. Regular SBFP scheme	Urban, Rural and Remote schools	Parents and volunteers prepare and serve the food.	School Bids and Awards Committee (BAC) (open to several procurement methods, e.g. public bidding, small value procurement, School BAC as procurement agent)	School Head and feeding coordinator shall prepare and submit the liquidation report to the SDO.
2. LGU-led model (e.g. Valenzuela City K to 12 in-school feeding program)	Urban and Rural schools	Food is prepared by volunteers at an LGU-managed central kitchen and delivered to each school.	LGU BAC (Agency to Agency) shall procure the food commodities either cooked or uncooked and SDO will pay for the food commodities or on a per meal basis	The SDO shall pay the LGU in accordance with the approved accounting and auditing rules and regulations. The SDOs shall submit a report to the Central Office on the mechanics and implementation of the said LGU led SBFP.
3. Clustering of small schools (minimum of 3 schools) for the procurement of food commodities 3.1 Central Kitchen for a cluster of schools (minimum of 3 schools)	Urban and Rural schools at close proximity with each other	Preparation, serving and feeding is per school. Parents and volunteers of each school prepare and serve the food. Parents and volunteers of main and member schools will prepare the food in the central kitchen and the cooked food shall be delivered to/picked-up by member schools If funds allow it, a canteen or	Main school (preferably the biggest school with organized BAC) shall conduct the procurement for the cluster schools, and each school shall submit the required documents (WFP, PPMP, approved APP, approved PR and cycle menu) as part of the attachments. Funds stays in each school Funds for the member schools shall be downloaded to the main school. Procurement shall be conducted by the main school. The main school shall prepare the required documents in coordination with the member schools.	Payment and liquidation will be per school, same as the regular SBFP scheme. Payment and liquidation will be made by the main school the same as the regular SBFP scheme Payment for the canteen /kitchen

MODEL/ MODALITY	APPROPRIA- TENESS IN TERMS OF TYPOLOGY OF SCHOOL	FEEDING MECHANICS	PROCUREMENT METHOD	ACCOUNTING AND LIQUIDATION PROCESSES
		kitchen coordinator may also be hired.		coordinator may be sourced from the operational funds and may be augmented from school MOOE or canteen proceeds.
4. Hiring of cook (utilizing school canteen facilities)	Urban and Rural schools (1 cook per 100 beneficiaries)	The school hires a cook and additional helpers to prepare the food at the school canteen and deliver to the classrooms.	Same as the regular SBFP scheme	Payment for the hired cook may be sourced from the operational funds and may be augmented from school MOOE or canteen proceeds. Payment and liquidation will be the same as the regular SBFP scheme.

VIII. Eligible Activities

A. Nutritional Assessment and Identification of Beneficiaries

1. All schools are expected to conduct nutritional assessment of Kinder to Grade 6 pupils in SY 2015-2016 in the first three weeks of June 2015. These data shall be the bases for assessing the improvement of the nutritional status of the children at the end of the program.
 - a. The World Health Organization Child Growth Standards shall be used as basis for the computation of nutritional status.
 - b. The baseline data shall be taken at the start of the feeding while the endline data shall be taken at the end of the program. After the baseline data has been taken, nutritional assessment shall be repeated every three (3) months until program termination.
 - c. A calibrated weighing scale, preferably beam balance, shall be used to take the weight; and steel tape to take the height.
 - d. To ensure accuracy of BMI computation of all schools that are not able to use the LIS, they are enjoined to make use of the BMI Software provided in a CD to each SDO given by DepEd HNC Nutrition Unit.
2. Each school is expected to identify the SW and W beneficiaries of the program and submit to the SDO not later than July 24, 2015 the names of the SW and W

pupils, 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 pupils shall be segregated from the W pupils.

Generation of beneficiaries using LIS:

In the submission of the Master List of Beneficiaries for SBFP (Form 1), the schools may use the LIS. In the LIS, SBFP Form 1 may be generated or downloaded after all the pupils in the schools have been enrolled and their heights and weights have been encoded. A generated Form 1 from the LIS in Microsoft Excel format has information on the name of pupils, sex, date of birth, date of weighing, age in years/months, weight in kilograms, height in centimeters, body mass index (BMI), nutritional status, and name of guardian.

The school has to encode the data in the columns for the pupil's participation in *Pantawid Pamilyang Pilipino* Program (4Ps) or SBFP in previous years. Once the school has filled out all the needed information, SBFP Form 1 may then be printed and signed by the School Head for submission to the SDO. In areas where Internet connection is not available, schools may also opt to manually fill out the SBFP forms and submit the signed hard copy to the SDO. Please note that only the names of the SW and W pupils included in the SBFP shall be listed in SBFP Form 1.

3. The names of the beneficiaries for the feeding program whether: (a) partner-funded, (b) DepEd-funded, or (c) school-funded shall be submitted to the SDO using SBFP Forms 1 and 2. The list shall be segregated by funding.
4. All SBFP Form 1 submitted by the schools shall be compiled by the SDOs grouped by funding source. The SDO shall also prepare SBFP Form 2 based on the EBEIS data. The SDO shall submit to the Regional Office (RO) compiled SBFP Forms 1 and 2 not later than July 31, 2015. The SDO shall likewise submit copies of SBFP Forms 1 and 2 to their partners.
5. The RO shall consolidate the compiled SBFP Forms 1 and 2 Reports submitted by the SDOs. Regional Consolidated Reports shall be submitted to DepEd-HNC.

B. 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 in managing and implementing the program for the whole feeding cycle, they can be replaced for valid reasons only.

The SBFP Core Group shall be composed of (at the minimum) two (2) teaching personnel and one (1) parent or one (1) teaching personnel and two (2) parents.

The names of the members of the SBFP 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:

1. Identify the target beneficiaries based on the criteria provided for approval of the School Head;
2. Prepare the data enumerated under Section VIII-A of these guidelines;
3. 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 of the School Head and for submission to the SDO;
4. 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;
5. Together with the School Head, identify parents/volunteers who shall help in the whole duration of the program (these parents/volunteers should be physically and mentally fit);
6. 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;
7. Educate and capacitate parents who shall help in the food preparation;
8. Do the recording and reporting using SBFP Forms; and
9. Submit the terminal report at the end of feeding to the SDO through the District Office.

C. Orientation of Program Implementers

1. SDOs in coordination with the local Technical Working Group (TWG) (See Section XI for the composition of the TWG) shall conduct an orientation among School Heads and teachers. There shall also be an orientation on the Food Safety Manual.
2. 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.

3. Orientation topics shall include:

- a. overview of the program;
- b. background/rationale;
- c. implementing and partnership guidelines;
- d. roles of PTA and other stakeholders in program implementation;
- e. training/Cooking demonstrations for teachers and parents;
- f. food preparation and food safety concepts; and
- g. SBFP Forms

D. Commodities

The School Heads shall have the authority to choose which food items to feed the targeted children based on the standard recipes. In choosing the food commodities, there should be special consideration for the availability and sustainability of supply in the area, reasonability of prices and nutritional value that 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.

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.

The SBFP Core Group is encouraged to serve iron-fortified rice in support of Republic Act No. 8976, 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 provided by partners may also be given to the beneficiaries as a supplement to the hot meals provided that the drinks are approved by Food and Drugs Administration (FDA).

From the Cycle Menu, 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.

E. Procurement and Delivery

1. For DepEd-funded SBFP schools:

Procurement of food commodities shall follow school MOOE procedures in accordance with DepEd Order No. 12, s. 2014, the Implementing Guidelines on the Direct Release of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools to the Respective Implementing Units; and/or the provisions of and appropriate procurement methods in RA 9184 and its revised

IRR, e.g., public bidding, small value procurement method, agency-to-agency procurement method, procurement agent procurement method, or community participation procurement method; and procuring entity's approved Annual Procurement Plan (APP).

In case of Agency-to-Agency (Government-to-Government) procurement method, and considering that the SBFP is a national government program, the total amount of all goods (food commodities) procured or to be procured by each DepEd procuring entity shall not exceed twenty-five percent (25%) of DepEd's total national procurement budget for goods as reflected in DepEd's total approved APPs.

2. For SBFP schools covered by partners:

The schools shall follow the procurement methods of the feeding partners.

F. Feeding proper

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.

1. Mechanics

- a. The food shall be served and consumed inside the feeding area and shall not be taken outside the feeding area.
- b. The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks, or may be charged from the P1.00 operational expenses as stipulated under Section IX. 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.
- c. The School Head or his/her authorized representative shall be responsible for supervising the daily feeding.
- d. Feeding activities shall commence as soon as food stocks are received from the suppliers and/or partner-stakeholders.
- e. Highest standard of hygiene in the preparation and serving of food must be practiced and observed.
- f. Aside from feeding, the children should 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 feeding teachers are encouraged to discuss daily the meal for the day and the nutrients that can be derived from the meal.
- g. 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.

- h. 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.
- i. Beneficiaries who are not gaining weight or continue to be severely undernourished shall be referred to the health personnel for further assessment.
- j. The SBFP Core Group is encouraged to minimize food wastage by practicing portion control.
- k. Children who participated in daily feeding shall be recorded in SBFP Form 4.
- l. 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.

2. Adherence to Food Safety

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:

- a. Availability of potable water and hand washing facilities;
- b. Well-maintained, clean, well-ventilated and pest-free environment;
- c. Proper selection of foods and ensuring they are fresh and in good quality;
- d. Washing/cleaning food items before storing;
- e. Storing dry goods in dry storage area and perishable foods in cold storage area;
- f. Preparing/cooking of foods on the day it will be served;
- g. Provision of food covers and containers for safekeeping;
- h. Hygienic practices in food preparation, cooking display, serving and storage;
- i. 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;
- j. Observing the expiry dates of food commodities; and
- k. First-in first-out (FIFO) policy shall be observed in withdrawing stocks from the storeroom.

G. Storage and Control System

A system of storing and control 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.

H. Awards and Incentives

1. 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, Updated Guidelines on Grant of Vacation Service Credits to Teachers. The School Heads are responsible for requesting such incentives for approval by the SDS.

2. Search for Outstanding School Implementer of SBFP

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

- a. percentage of beneficiaries rehabilitated to normal nutritional status;
- b. compliance with guidelines;
- c. prompt submission of liquidation reports;
- d. establishment of vegetable garden;
- e. good practices developed and lessons learned;
- f. involvement/support of parents and community;
- g. advocacy and social/resource mobilization activities

A best school implementer of SBFP shall be identified from each region and the Most Outstanding SBFP Implementer shall be awarded by the DepEd CO from among the seventeen (17) regional winners. Funds for this purpose shall be charged against HNC Funds.

I. Complementary Activities

1. Deworming

- a. Beneficiaries shall be dewormed before the start of the feeding so that the children will get the full benefit of the nutrients of the food.
- b. The Department of Health through the DepEd regional health and nutrition unit shall provide the deworming medicines that will be distributed to the SDOs and to schools.
- c. Mass deworming activity will be conducted in the schools. Parents' consent must be collected prior to the conduct of the activity. 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.

2. Good Grooming and Personal Hygiene

Beneficiaries shall be required to practice good grooming and observe personal 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.

3. Integration of the Essential Health Care Program (EHCP)

- a. The EHCP is a school-based health program of the DepEd in partnership with the LGUs. The program advocates simple, doable and cost-effective health interventions that will promote cleanliness and prevent sickness among school children. EHCP is taught in schools and daycare centers as venues for health promotion and behavior change as they are the most appropriate places to reach children in a structured and organized way.
- b. The package consists of daily handwashing with soap, toothbrushing with fluoride toothpaste and bi-annual deworming of children. Particular attention should be given to the importance of handwashing with soap and water as the simplest, most cost-effective way of improving sanitation and hygiene; reducing incidents of diarrhea by 44%; reducing acute respiratory infection by 25%; and preventing skin and eye infections and intestinal worms; thereby, increasing school attendance by 20% and improving academic performance.
- c. Under EHCP, each child gets one toothbrush and has access to toothpaste, soap and deworming tablets. The amount needed for these materials is only Php25 per child for the entire school year.

4. Food Production in Schools - *Gulayan sa Paaralan* Program (GPP) of DepEd

- a. Recipient schools of GPP under the Bottom-Up Budgeting (BUB) are enjoined to have a fully functional vegetable garden for the whole school year to supplement the school feeding. An allocation of Php10,000.00 for each GPP recipient school will be provided.
- b. 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 for feeding of underweight school children as well as to provide planting materials for home gardens. In urban areas, schools may adopt an urban gardening technology.
- c. The schools may source initial planting materials from the local agriculture office.
- d. The schools shall coordinate with the barangay council to designate an area in the community where the parents of the beneficiaries could 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.
- e. Retention of good seeds and planting materials shall be encouraged as a regular source of replanting materials for sustainability.
- f. Replanting of at least 20 *malunggay* trees every July is encouraged to sustain the feeding program.

5. Waste Segregation and Composting

- a. Practice waste segregation and ensure the provision of containers for biodegradable, non-biodegradable and recyclable materials.
- b. Practice waste management, use of 5Rs (reduce, reuse, recycle, repair, and rethink), and composting to minimize garbage.
- c. Avoid using styrofoam and plastic containers.

6. Productivity, Life, and Values Development Training

The schools may coordinate with the LGUs, in collaboration with NGOs and other government agencies, to conduct trainings on the following areas for parents in order to sustain family food security, increase school retention and improve the nutritional status of children in the long term.

- a. Values formation
- b. 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
- c. Nutrition education
 - Nutrition education in schools aims to create positive attitudes, skills and promote life-long healthy eating and 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), i.e. 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.

IX. Eligible Expenses

A. For Feeding

The budget allocation for feeding is Php15.00 per beneficiary multiplied by 120 feeding days. The schools are expected to procure locally available food commodities for the feeding program. Funds for operational expenses are also included in the budget at Php1.00 per beneficiary multiplied by 120 feeding days. The expenses allowed under this program are basic eating/cooking utensils, common office supplies needed for the preparation of reports, minimal transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, kerosene and labor/service of cook. Other expenses related to SBFP or feeding proper like utensils may be sourced out from other local funds.

B. For Iron tablets, toothbrushes, toothpastes, and soaps

The budget allocation for iron tablets is PhP0.45 per beneficiary multiplied by 20 days and the budget for toothbrushes, toothpastes, and soaps is PhP25.00 per beneficiary for the whole year. The SDO shall procure the iron tablets, toothbrushes, toothpastes, and soaps and for delivery to the schools.

C. For Monitoring and Evaluation

1. Each RO shall receive the amount of Five Thousand Pesos (PhP5,000.00) multiplied by the number of its SDOs for the transportation requirements, per diem, and communication expenses of the SBFP TWG. This funds may be augmented by the RO MOOE.
2. Each SDO shall receive the amount of Ten Thousand Pesos (PhP10,000.00) for the transportation requirements, per diem, and communication expenses of the SBFP TWG. Those funds may be augmented by the SDO MOOE.

D. For Capability Building

1. Each RO shall receive the amount of Five Thousand Pesos (PhP5,000.00) multiplied by the number of its SDOs for the Orientation on the Food Safety Manual.
2. Each RO shall receive the amount of Six Hundred Pesos (PhP600.00) multiplied by the number of its schools for the orientation and other operational expenses related to SBFP.
3. Each RO shall receive an amount of Six Hundred Fifty Pesos (PhP650.00) multiplied by the number of municipalities for the conduct of Partnership Conference.

X. Procedure for Fund Availment/Release

- A. The DepEd CO, through the Budget Division, shall issue Sub-ARO to the ROs and SDOs for the procurement of feeding commodities, operational expenses and for complementary activities such as orientation, food safety concerns, partnership conference, iron tablets, and toothbrush/tooth paste/soap.

The issuance of Sub-ARO shall be in two (2) tranches:

- First Tranche – The allocation per school was based on the data for severely wasted (SY2014-2015) and wasted (SY 2013-2014). These shall serve as the start-up fund to enable the SDOs and schools to commence with feeding by August 2015.
 - If the actual total number of SW children in a school based on SY 2015-2016 is less than the target number of beneficiaries, the school shall include the W children giving priority to Kinder and succeeding grade levels until the budget allocation is reached.

- If the actual total number of SW children in the school based on the current school year is more than the target number of beneficiaries, the school shall adjust the number of feeding days until the budget allocation is reached. The minimum number of feeding days is 100.
- Second Tranche - The Sub-ARO for the second tranche shall be issued to the SDOs prior to the completion of the feeding days of the first tranche.

The allocation per school for the 2nd tranche shall be based on the actual number of SW and W for SY 2015-2016 to be submitted to HNC on or before August 15, 2015.

- B. Upon receipt of Sub-ARO, SDOs shall request their corresponding Notice of Cash Allocation (NCAs) within five (5) days from their respective Regional DBM copy attached Sub-ARO and listings of recipient schools.
- C. SDOs shall issue checks to the schools based on the final beneficiaries per school using the actual NS Baseline Report for SY 2015-2016 to be submitted by the schools not later than the third week of July 2015.
- D. Schools with feeding programs that are implemented by partners-stakeholders shall not be included in the DepEd program. However, if the partner will only provide milk or other nutritional beverages or other supplemental foods, the school may be included in SBFP so that hot meals can be provided to students.
- E. Upon receipt of the required documents from the schools, a check shall be prepared and issued by the SDO to the School Head. The succeeding allocations shall be released to recipient schools upon submission of liquidation reports pertaining to the previous releases. The SDO may release the funds in two or three tranches or through regular monthly releases as preferred by or agreed with the school recipients.
- F. 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.
- G. SDO Accountants are reminded of the necessary bond of the School Heads. Additional bond shall be sourced from the School MOOE.
- H. Allocation from canteen proceeds and other related income generating projects may also be utilized for this purpose.
- I. The School Head is primarily responsible in the liquidation of the funds released to them by the SDS.
- J. In cases when the School Head cannot be granted new cash advances, the SDO shall take over the procurement and financial operations relative to program implementation of the SBFP.

- K. The SDO Accounting Division shall ensure the timely submission of liquidation reports by the School Heads.

XI. Roles and Responsibilities

- A. 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
- B. 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.
- C. The roles and responsibilities are as follows:
 - 1. DepEd CO:
 - a. The Health and Nutrition Center (HNC), as the program manager of SBFP supervised by the Office of the Undersecretary for Programs and Projects and the Undersecretary for Partnerships and External Linkages, will provide guidance and technical assistance in partnership building and resource mobilization on the national and local levels.
 - b. Conduct program implementation orientation to DepEd Regional/Division focal persons and School Heads.
 - c. Monitor and provide technical assistance to DepEd ROs in the implementation of the SBFP.
 - d. Prepare the SBFP Terminal Report for SY 2015-2016.
 - 2. DepEd ROs:
 - a. Orient the Division Focal Persons, Accountants, and COA Auditors on the program and its implementing guidelines.
 - b. Submit to DepEd-HNC the list of recipient schools that will implement the program together with the lists of target beneficiaries, project proposal, and master list of beneficiaries.
 - c. Designate permanent project focal persons to ensure that implementation of the SBFP is administered properly.
 - d. Oversee the implementation of the program and ensure timely release and liquidation of funds by the SDOs.
 - e. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the school feeding program.
 - f. Monitor and provide technical assistance to SDOs in the implementation of the SBFP.
 - g. Submit a program terminal report to DepEd HNC.

3. DepEd SDOs:
 - a. 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.
 - b. 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.
 - c. Submit to DepEd RO the list of recipient schools that will implement the program together with the lists of target beneficiaries.
 - d. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the schools.
 - e. Designate permanent project focal persons to ensure that implementation of the SBFP is administered properly.
 - f. Ensure the timely release of funds to the schools.
 - g. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
 - h. Monitor the compliance of the schools to the guidelines, procurement process, health and nutritional assessment and other complementary activities.
 - i. Consolidate and submit to DepEd RO the terminal reports from the schools.

4. DepEd Schools:
 - a. The School Head shall organize the SBFP Core Group who shall perform the functions enumerated under Section VIII-B.
 - b. Submit to SDO the lists of target beneficiaries.
 - c. 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.
 - d. 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.

XII. 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 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 Pamilya 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.
 - a. NS shall be taken at the start of the feeding, after every three (3) months and at the end of the program to determine the improvement of the beneficiaries.
 - b. Daily attendance of pupils and conduct of feeding shall be accomplished by the SBFP Core Group using SBFP Form 4.
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.
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.
4. National Level – The national TWG is expected to monitor at least once 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.

B. Submission of Reports

1. Report on SBFP Coverage and start of feeding

All schools shall submit to DepEd-HNC, through the SDOs and ROs, the number of beneficiaries for SY 2015-2016 and the start of feeding using SBFP Form 3. The ROs and SDO shall consolidate and submit the report to DepEd HNC before October 2015. This shall be for both SBFP-DepEd- and SBFP-Partner-funded beneficiaries.

2. 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, pictorials 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 HNC.

- c. The DepEd ROs and SDOs are expected to consolidate all reports before submission to DepEd HNC.
- 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.

XIII. Program Evaluation

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

XIV. Penalty Clause

The SDO and School Head/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.

XV. Enclosure

Operational Guidelines on the Implementation of SBFP

- Annex 1 - SBFP Form 1 (Master List of Beneficiaries for SBFP)
- Annex 2 - SBFP Form 2 (SBFP List of Schools)
- Annex 3 - SBFP Form 3 (SBFP Summary of Beneficiaries and Start of Feeding)
- Annex 4 - SBFP Form 4 (SBFP Record of Daily Feeding)
- Annex 5 - SBFP Form 5 (Program Terminal Report)
- Annex 6 - Consolidated Program Terminal Reports
- Annex 7 - SBFP Monitoring Tool (Central Office)
- Annex 8 - SBFP Monitoring Tool (Regional Level)
- Annex 9 - SBFP Monitoring Tool (Division Level)

XVI. 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>

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

Division/Province: _____

Name of Principal : _____

City/ Municipality/Barangay : _____

Name of Feeding Focal Person : _____

Name of School / School District : _____

School ID Number: _____

No.	Name	Sex	Grade/Section	Date of Birth (MM/DD/YYYY)	Date of Weighing / Measuring (MM/DD/YYYY)	Age in Years / Months	Weight (Kg)	Height (cm)	BMI for 6 y.o. and above	Nutritional Status (NS)	Participation in 4Ps (yes or no)	Name of Parents	Beneficiary of SBFP in Previous Years (yes or no)

Prepared by: _____

Noted by: _____

(PRINTED NAME AND SIGNATURE)
Feeding Focal Person

(PRINTED NAME AND SIGNATURE)
SDS/School Head

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

SBFP Form 2

Department of Education
Region ____

SCHOOL-BASED FEEDING PROGRAM (SBFP) LIST OF SCHOOLS

Division/Province: _____

School District/City/ Municipality : _____

Name of Schools	BEIS ID No.	School Address	Name of Barangay	Name of District Supervisors/ School Principal or OICs	Contact Number	Total Beneficiaries

Prepared by:

Noted by:

(PRINTED NAME AND SIGNATURE)

SBFP DepED Focal

(PRINTED NAME AND SIGNATURE)

Unit Chief

Note: This form shall be prepared by the DO, for final consolidation by the RO, for submission to DSWD-FO, copy furnished DepEd-HNC

SBFP Form 3

Department of Education
Region ____

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 4 Ps Beneficiaries	No. of Pupils who are beneficiaries in previous years	Remarks
	No. of Severely Wasted	No. of Wasted	Total Beneficiaries			
1. Kinder						
2. Grade I						
3. Grade II						
4. Grade III						
5. Grade IV						
6. Grade V						
7. Grade VI						
Total						

Prepared by: _____
(PRINTED NAME AND SIGNATURE)
SBFP DepEd Focal

Noted by: _____
(PRINTED NAME AND SIGNATURE)
SDS/School Head

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

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													
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TOTAL:																																																					

D. Actual Feeding
 (√) - Present, served
 (A) - Absent, not served
 (√√) - Present, served twice

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	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100					
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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		
																					Nutritional Status				Days Present (A)	Feeding Days (B)	Percentage (A/B)*100
																					Ht cm	Wt kg	Date Taken	NS			
1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120							
2																											
3																											
4																											
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23																											
24																											
25																											
TOTAL:																											AVERAGE:

Prepared by: _____

(PRINTED NAME AND SIGNATURE)
Feeding Focal Person

Noted by: _____

(PRINTED NAME AND SIGNATURE)
SDS/School Head

D. Actual Feeding
(√) - Present, served
(A) - Absent, not served
(√√) - Present, served twice

SCHOOL-BASED FEEDING PROGRAM (SBFP)
SY _____

PROGRAM TERMINAL REPORT (PTR)

Region: _____
 Division: _____
 District: _____
 School: _____
 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.	%
Kinder								
Grades 1-6								
TOTAL:								

Financial Status			
Amount Allocated	Amount Received fr DO	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:						

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

SBFP Form 7

School-Based Feeding Program
QUESTIONNAIRE FOR THE PROGRESS MONITORING AND EVALUATION
(Central Office)
SY 2015-2016

Region: _____

Date: _____

I. INTERVIEW/FOCUS GROUP DISCUSSION WITH SBFP FOCAL PERSONS

1. What are the preparatory activities done by the Regional Office with regards to the implementation of SBFP for SY 2014-15?

2. Of the activities mentioned, in what part were you involved and to what extent? If you were not involved, in what part do you think you should have been involved?

3. Was there a Technical Working Group formed in the RO? Who created it? Who are the persons involved? What is the role of each member of the TWG? Was the expected role accomplished by the TWG members? If not, cite the reasons and instances.

4. Is/Are there SBFP Focal Person/s designated by the Regional Director? Who is/are the Focal Persons? What are the roles of the SBFP Focal Person/s?

5. As SBFP Focal Person, do you have the support of the Regional Office?

6. When was the Funds for capability-building released to DepED RO?

➤ Date Received _____

➤ Amount Received _____

7. Were you involved in the division-level orientation for school implementers?

➤ Date of orientation conducted _____

➤ No. of schools oriented? _____

➤ Number of schols with no orientation? _____

8. Have you monitored the implementation of SBFP in SDOs & schools?
If yes, what are the major findings?

If no, cite the reasons for not monitoring

9. What are the strengths and weaknesses of the program?

10. What are the opportunities and threats?

11. What are the best practices of the region in SBFP implementation?

12. What are the issues and concerns you have encountered? How did the RO resolve it?

13. Do you think you will have a successful implementation of SBFP this year? Why?

14. What are your suggestions for program improvement?

II. DOCUMENTARY ANALYSIS – Regional Level

DOCUMENT	AVAILABILITY (V if Available, X if not available)	REMARKS
1. Regional Action Plan		
2. Regional Allocation per Division		
3. Submission of SBFP Form 1		
4. Submission of SBFP Form 2		
5. Submission of SBFP Form 3		
6. Submission of SBFP Terminal Report for previous year		

Identify the Divisions that have poor compliance in the submission of required reports.

REGION : _____

No. of Beneficiaries : _____

Budget : _____

DIVISIONS	Number of Beneficiaries			Budget Allocation
	SW	W	Total	

How many SWs were not covered by the program? _____

How many Ws were not covered? _____

III. ANALYSIS & RECOMMENDATIONS OF THE MONITORS:

SBFP Form 8

School-Based Feeding Program
QUESTIONNAIRE FOR THE PROGRESS MONITORING AND EVALUATION
(Regional Level)
SY 2015-2016

Division: _____

Date: _____

I. INTERVIEW/FOCUS GROUP DISCUSSION WITH SBFP FOCAL PERSONS

1. What are the preparatory activities done by the Division Office with regards to the implementation of SBFP for SY 2014-15?

2. Of the activities mentioned, in what part were you involved and to what extent? If you were not involved, in what part do you think you should have been involved?

3. Was there a Technical Working Group formed in the SDO? Who created it? Who are the persons involved? What is the role of each member of the TWG? Was the expected role accomplished by the TWG members? If not, cite the reasons and instances.

4. Is/Are there SBFP Focal Person/s designated by the SDS? Who is/are the Focal Persons? What are the roles of the SBFP Focal Person/s?

5. As SBFP Focal Person, do you have the support of the SDO?

6. Is there proper coordination & communication with RO and SDO? Were there issues encountered with the coordination with RO? Was it resolved? How?

7. When was the Funds for SBFP from CO released to SDO?

- Date Received _____
- Amount Received _____

8. Did you conduct orientation for school implementers?

- Date of orientation conducted _____
- No. of schools oriented? _____
- Number of schols with no orientation? _____

9. Have you monitored the implementation of SBFP in SDOs & schools?

If yes, what are the major findings?

If no, cite the reasons for not monitoring

10. What are the strengths and weaknesses of the program?

11. What are the opportunities and threats?

12. What are the best practices of the region in SBFP implementation?

13. What are the issues and concerns you have encountered? How did the SDO resolve it?

15. Do you think you will have a successful implementation of SBFP this year? Why?

16. What are your suggestions for program improvement?

17. Have you created Municipal /City level local alliance?

- No. of preparatory meeting conducted _____
- Actual meeting conducted with partners _____

18. Who are the active partners / stakeholders in the division?

19. How much funds were released from SDO to Schools?

- Total Amount released to Schools _____
- Number of tranches _____

20. Was there orientation conducted to schools? Who are the participants? Who funded the activity?

- With orientation _____
- No orientation _____

21. How many active partners / stakeholders in schools?

- NGO _____
- GO _____
- LGU _____
- Foundation _____
- Others (please specify) _____

22. Do you have complete program management data?

- Date started _____
- No. of feeding days as of visit _____
- Expected no. of days of completion _____
- Procurement method followed _____
- Nutrition Education in schools _____
- Weighing scale used in schools _____
- Parent involvement _____

23. Any complementary activities conducted?

- No. of beneficiaries dewormed _____
- With functional School garden _____
- Personal hygiene & good grooming _____
- Waste congregation and composting _____
- Adherence to food safety _____

Number of Beneficiaries			Budget Allocation
SW	W	Total	

How many SWs were not covered by the program? _____

How many Ws were not covered? _____

Nutritional Status SY 2014-15

Total Enrolment:	Number	%
SW		
W		
N		
OW		
O		
TOTAL:		

II. DOCUMENTARY ANALYSIS – Division Level

DOCUMENT	AVAILABILITY (√ if Available, X if not available)	REMARKS
1. Division Action Plan		
2. Division Work & Financial Plan		
3. School Work & Financial Plan		(specify if all recipient schools have submitted)
4. Cycle Menu from schools		(specify if all recipient schools have submitted)
5. Project Procurement Management Plan		(specify if all recipient schools have submitted)
6. Transfer of funds from RO to SDO		(specify the date)
7. Regional Allocation per School		
8. Transfer of funds from SDO to schools		(specify the date)
9. Liquidation Reports from Schools		
10. List of beneficiaries		
11. Submission of SBFP Form 1		
12. Submission of SBFP Form 2		
13. Submission of SBFP Form 3		
14. Submission of SBFP Terminal Report for previous year		

Identify the schools that have poor compliance in the submission of required reports (if any).

SBFP Form 9

School-Based Feeding Program
QUESTIONNAIRE FOR THE PROGRESS MONITORING AND EVALUATION
(Division Level)
SY 2015-2016

School: _____

Date: _____

1. Preparation of Data for the Program

- List of beneficiaries
- Nutritional Assessment

	Baseline	Midline	Endline
SW	_____	_____	_____
W	_____	_____	_____
N	_____	_____	_____
OW	_____	_____	_____
O	_____	_____	_____
TOTAL	_____	_____	_____

- School Work and Financial Plan _____
- Cycle Menu _____
- Project Procurement Management Plan _____

2. Release of funds from SDO to School

- Amount released in School
 - ❖ 1st tranche _____
 - ❖ 2nd tranche _____
- Date Received _____
- No funds Allocated _____

3. Orientation of SBFP

- with orientation _____
- no orientation _____

4. Partnership with various stakeholders in the School

- NGO _____
- GO _____
- LGU _____
- Foundation _____

5. Program Management

- Date Started _____
- Expected no. of days of completion _____
- Procurement method followed _____
- Nutrition Education during feeding _____
- Weighing scale used in school _____
- Compliance to cycle menu _____

- Attendance of the beneficiaries _____
 - Parents Involvement _____
6. Development of Health and Nutrition Values
- Proper handwashing _____
 - Prayer before and after meal _____
 - Good grooming and personal hygiene _____
7. Complementary Activities
- No. of beneficiaries dewormed _____
 - With functional School Garden _____
 - Waste segregation and composting _____
 - Adherence to food safety _____
8. Submission of SBFP forms
- with report _____
 - without report _____
9. Submission of Liquidation Report
- with liquidation _____
 - without liquidation _____
10. Issues and concerns
- _____
- _____
- _____

Submitted by :
