



Republic of the Philippines
Department of Education

14 OCT 2013

DepEd MEMORANDUM
No. **191**, s. 2013

**IMPLEMENTATION OF THE HEALTH AND NUTRITION CENTER (HNC)-FUNDED
GULAYAN SA PAARALAN PROGRAM (GPP) ASSISTED BY THE DEPARTMENT
OF AGRICULTURE-BUREAU OF PLANT INDUSTRY (DA-BPI)**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd), through the Health and Nutrition Center (HNC), shall implement the ***Gulayan sa Paaralan Program (GPP)***, in partnership with the Department of Agriculture-Bureau of Plant Industry (DA-BPI), to address malnutrition and promote vegetable production and consumption among school children.
2. The *Gulayan sa Paaralan* shall be implemented primarily in all public elementary and secondary schools nationwide. Prioritization of schools will be based on the presence of at least three of the following considerations:
 - a. high prevalence of malnutrition based on nutritional status endline report of the previous school year;
 - b. high poverty incidence of the area (belongs to fourth, fifth and sixth class municipalities);
 - c. 4Ps beneficiaries;
 - d. low academic performance of school (below 75% proficiency levels); and
 - e. presence of active stakeholders.
3. The school head (SH) is expected to monitor the activities and program implementation. The division Technical Working Group (TWG) is expected to monitor compliance of the schools to the guidelines, procurement process, release and disbursement of funds and other activities, such as channeling of vegetables for the feeding program, waste segregation and composting.
4. The regional TWG is expected to monitor the activities of the division office (DO) such as the request for funds, submission of required documents from the schools, release of funds to the SHs, on time use of funds, conduct of trainings in coordination with DA-RFU, progress of implementation, and liquidation of funds.
5. The schools implementing the GPP are required to submit Quarterly School Garden Report to the DO. The DOs are expected to consolidate the quarterly reports and then submit to the regional office (RO) to be followed by the final submission to DepEd Central Office (CO) and to DA-Regional Field Unit (RFU).

6. All regional directors (RDs), schools division/city superintendents (SDSs) and SHs are enjoined to extend full administrative support to the management of the program.
7. The Guidelines on the Implementation of the GPP is enclosed for ready reference.
8. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
As stated

Reference:
None

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

FUNDS
HEALTH EDUCATION
PROGRAMS
PROJECTS
PUPILS
SCHOOLS

SMA, DM Implementation of the HNC Funded Gulayan sa Paaralan
0941-October 3, 2013
Corrected: October 8, 2013

GUIDELINES IN THE IMPLEMENTATION OF THE HNC-FUNDED GULAYAN SA PAARALAN PROGRAM (GPP) ASSISTED BY THE DEPARTMENT OF AGRICULTURE-BUREAU OF PLANT INDUSTRY (DA-BPI)

I. Purpose

The *Gulayan sa Paaralan* (GPP) Program is one of the sub-programs of National Greening Program (NGP) of the Department. The project is tied up with the Department of Agriculture-Bureau of Plant Industry. It aims to promote production of foods that are rich in protein, carbohydrates, vitamin A and iron as major input to school feeding. This serves as a source of vegetables to sustain the supplementary feeding in schools.

It also covers cooperating, establishing of vegetable nursery, tree planting, propagation of Agri-Pinoy Gulayan sa Paaralan medicinal plants and school landscape aesthetic vegetable development and related livelihood activities.

General Objective:

Promote food security in schools and communities through self-help food production activities and values among learners and appreciation of agriculture as a life support system.

Specific Objectives:

1. To promote vegetable production in public elementary and secondary schools;
2. To establish and maintain school gardens as ready food basket/source of vegetables in sustaining supplementary feeding;
3. To serve as laboratory for learners;
4. To produce vegetables in the schools that are rich sources of protein, calorie, vitamins, and minerals and eventually increase vegetable consumption and improve learners' nutrition;
5. To showcase small-scale food production models; and
6. To inculcate among the learners the values of gardening, good health and nutrition, love of labor, and caring for others.

II. Coverage

The Gulayan sa Paaralan shall be implemented primarily in all public elementary and secondary schools nationwide.

Prioritization of schools will be based on the presence of at least three (3) of the following considerations:



- high prevalence of malnutrition based on nutritional status end line report of the previous school year
- high poverty incidence of the area (belongs to 4th , 5th and 6th class municipalities)
- 4Ps beneficiaries
- low academic performance of school (below 75% proficiency levels)
- presence of active stakeholders

III. Amount Allocation

The budget allocation is Ten Thousand Pesos (P10,000.00) per school.

IV. Eligible Activities

The mechanics for the implementation of the Program are as follows:

1. Submission of School profile

All school heads shall submit to the Division Office, through the District Office, every start of the school year (June) a profile of the school Agri-Pinoy GPP indicating the following data:

- Name of school, address, name of school head and contact details
- Total enrolment
- Measurement of available lot/space for food production
- Preferred vegetable to be planted

The Division Office shall consolidate the data and submit to the DA-Regional Field Unit (DA-RFU) through DepEd Regional Office (DepEd-RO).

2. Capacity-Building

- *Orientation*

Program orientation will be conducted by the DA-RFUs and will be participated in by all principals, EPP/TLE/Alternative Learning System (ALS) teachers, learners, 4Ps and parents.

- *Training*

DA-RFUs in partnership with ATI shall coordinate with DepEd in the conduct of trainings. A standardized training module shall be adopted in all regions that will cover topics on vegetable production, urban/container and backyard gardening, organic fertilizer and seed production and storage.

3. Provision of production inputs

DA-RFUs shall provide various production inputs and garden tool to schools such as the following:

- Starter seeds shall include preferred vegetable seeds that can help address malnutrition problems in schools (i.e. protein-energy and micro nutrient malnutrition);
- Organic fertilizer and inputs will be used to enhance soil fertility and improve production yield. Organic inputs may consist of animal wastes (chicken dung), crop residues, food wastes, vermicast, etc.;
- Garden tools are necessary to achieve better yield. One set of garden tools which may include spade, grab hoe, shovel, sprinkler, trowels, digging bar, rake, bolo, etc., shall be given. On the other hand, schools are also encouraged to improvise their own garden tools and;
- Others like seedling trays, etc.

4. Establishment, Maintenance and Sustainability of School Gardens

- Each school shall have at least a minimum of 200 square meters area. For schools without available space/flooded area, they can adopt container gardening
- Starter seeds of open pollinated varieties of vegetables and other inputs shall be provided by the DA-RFUs and distributed to the participating schools.
- The schools shall responsible for the establishment and maintenance of school gardens as well as the production of seeds for the next cropping.
- School gardens shall be continuously maintained and sustained thru establishment of nurseries, seed production in partnership with stakeholders.
- School gardens should be secured to protect the crops from stray animals.

Preferred vegetables that can help address malnutrition problems in schools, i.e. protein-energy and micro nutrient malnutrition:

- Sources of protein- leguminous vegetables such as beans, mung, peas, etc.
- sources of calorie/energy- root crops such as gabi, camote, cassava, etc.
- sources of Vitamin A and iron- leafy green vegetables such as tops of gabi, malunggay, saluyot, alugbati, kangkong, sili, kulitis, pechay, etc.

5. Utilization of Garden Yields/Proceeds

Garden produce shall be used primarily for feeding, however excess vegetables may be sold for generating income to buy other ingredients for feeding, and other planting needs.

6. Advocacy Campaign

- The nutritional dimension of food production and related messages shall be taught to learners through integration in appropriate subject areas e.g. Health and EPP/TLE in elementary and secondary school curriculum.
- The effort to increase vegetable production and consumption shall be vigorously pursued thru quad media like print, broadcast, TV and social media.
- Poster making and slogan writing contests can also be conducted at the school level during Health and Nutrition Month Celebration and other school celebrations. This is to create awareness among learners and other stakeholders.

V. Eligible Expenses

The expenses allowed under this program are the materials/equipment and other operating expenses to be used for the establishment of nurseries and school garden.

CATEGORY	ITEM
Garden Tools	Spade, grab hoe, shovel, trowels, rake, trowel, digging bar, bolo, wheel borrow/garden cart, etc.
Seed and Plant	Assorted vegetable seeds, garden soil, organic fertilizers, etc.
Propagation Equipment - <i>Seed Raising/Seedling</i>	Dibber/seed sower/widger Seed trays, seed raising mix, garden net/garden sheds, nursery bags, etc.
Watering	Hose/sprinkler/watering cans, etc.
Waste Management	Compost bin
Garden Infrastructure	Bamboo post, tire wire, cement, gravel and sand, etc.
Other	Garden gloves, twine, garden signs and labels/plant tags, information charts, etc.
Miscellaneous	Transportation/delivery/rental expenses

VI. Procedure and Fund Availment/Release

The DepEd Central office, through the Budget Division, prepares a Sub-ARO based on the lists of beneficiaries per division, then Sub-ARO are released to the Division

Offices copy furnished to Regional Offices. The Division Office shall then request the Regional DBM for the release of the Notice of Cash Allocation (NCA) and issue checks in favor of the School Heads. The Division Accounting Office is expected to submit a brief report on the disbursement and liquidation of funds by each beneficiary school.

VII. Roles and Responsibilities

The following are the roles and responsibilities of the TWG:

A. National Level

1. Formulate policies and guidelines that will ensure effective implementation of Agri-Pinoy GPP;
2. Analyze issues and concerns affecting the implementation of the program and recommend solutions;
3. Document and promote best practices that can be adopted;
4. Manage the development of training modules
5. Conduct monitoring and evaluation of the program and implementation;
6. Conduct TWG meeting every last week of the quarter or as the need arises;
7. Facilitate submission of reports as required by partner agencies;
8. Perform other functions that may be assigned.

B. Regional Level

1. Recommend to the national TWG policies to improve implementation of the program;
2. Orient the field implementers on the program and their roles and responsibilities;
3. Conduct quarterly monitoring on the implementation of the program;
4. Prepare quarterly progress report for submission to National TWG;
5. Conduct meetings as the need arises to update the members and discuss/resolve problems and issues on its implementation;
6. Lead in advocacy for support to the program.

C. School level

1. Work hand in hand with the feeding coordinator in the preparation of school food production/school feeding plan in the effort to address malnutrition among learners.
2. Prepare planting calendars at the beginning of each school year in order to ensure a whole year round supply of harvest for feeding. Target vegetables for production purposes shall be prepared in a Gantt Chart.
3. Involve the parents and community in school food production and school feeding.
4. Encourage the establishment of home/community vegetable garden.

Hereunder are the agencies comprising the TWG and their respective roles and responsibilities at different levels:

A. National Level

1. Department of Agriculture

- a. Serve as lead implementing agency of the Agri-Pinoy GPP (DA-BPI, DA-RFUs)
- b. Lead in the planning, monitoring and evaluation of program (DA-BPI)
- c. Provide funding support to the program (HVCDP)
- d. Formulate and recommend policies (DA-BPI)
- e. Design and conduct training modules (DA-ATI)
- f. Maintain data bank system of Agri-Pinoy GPP (DA-BPI)
- g. Promote vegetable consumption through the use of quad media (DA-BPI, AFIS)

2. Department of Education (DepEd)

- a. Serve as co-implementer of the Agri-Pinoy GPP
- b. Formulate and recommend policies
- c. Assist in the advocacy, monitoring and evaluation of the program
- d. Maintain data bank system of Agri-Pinoy Gulayan sa Paaralan Program

B. Regional Level

1. DA-RFU

- a. Coordinate project implementation
- b. Conduct training and technical assistance in the establishment and maintenance of school gardens and nurseries
- c. Conduct planning , monitoring and evaluation of the program in the region
- d. Conduct advocacy activities in the region
- e. Prepare and submit quarterly progress report to DA-BPI

2. DepEd-RO

- a. Assist in the orientation of the program implementers and other stakeholders
- b. Approve the identified priority schools
- c. Participate in the advocacy activities
- d. Conduct Planning, monitoring and evaluation of the program in the region

- e. Submit quarterly, semi-annual and annual accomplishment reports to DA-RFU

C. Provincial Level

- a. Coordinate the implementation, monitoring and evaluation of the Program
- b. Assist in the advocacy of the Gulayan sa Paaralan
- c. Participate in the inter-agency activities

D. Dep Ed-Division Office

- a. Endorse priority schools to the ROs
- b. Participate in the orientation training for the school implementers
- c. Conduct planning, monitoring and evaluation of the program in the Division
- d. Assist in the advocacy of the Program
- e. Consolidate implementation reports from the districts
- f. Submit quarterly reports to DepEd Regional Office

Municipal/District Level

1. Municipal Agriculture Officer (MAO)

- a. Coordinate project implementation
- b. Provide technical assistance
- c. Assist in the advocacy of the Agri-Pinoy Gulayan sa Paaralan Program
- d. Participate in the Inter-Agency activities

2. School District

- a. Consolidate implementation reports from the school level
- b. Submit report to Division Office
- c. Assist in the advocacy of the project

VIII. Progress Monitoring

A. Monitoring

- Regular monitoring shall be done to ensure that the program is being implemented as planned to attain its objectives of the program. Frequency monitoring shall be as follows, or as need arises:
 1. Division level - Monthly
 2. Regional level - Quarterly
 3. National level - Semestral monitoring (Sept. & Feb.)
- All key result areas related to the Agri-Pinoy GPP implementation in newly established and maintained vegetable school gardens shall be monitored and evaluated.

- Issues and concerns shall also be noted and recorded to determine gaps in the Agri-Pinoy GPP implementation to devise possible remedies and solutions.

B. Recording and Reporting

1. The school Agri-Pinoy GPP Focal Person shall keep records of the following:
 - Total area (sqm) devoted to vegetable school gardens
 - Type of vegetable grown
 - Volume of production (kg)
 - Volume for feeding and other purposes (kg)
 - No. of learner beneficiaries in the feeding program
 - No. of parents involved in the program
 - Best practices shall be documented for possible adoption in other schools, i.e. Bio –intensive gardening, Multiple cropping system, Organic farming, Nursery establishment and management, Composting, Container/Urban gardening, etc.
2. For the DA focal person, additional data to be reported:
 - No. of school gardens established/maintained
 - Volume of seeds distributed (kg)
 - No. of garden tools distributed (set)
 - No. of training conducted
 - No. of training participants
 - No. of meetings conducted with program partners
3. All records/data of the program should be kept in a conspicuous place and be made available to the monitoring personnel.
4. The school shall submit a quarterly School Garden report to the District Office for consolidation. The consolidated report shall be submitted to the Division Office. Consequently, the Division Office shall submit the report to the Regional GPP Coordinator of DepEd. Such report shall then be submitted to the Regional GPP Coordinator of DA who shall consolidate all reports and accomplish the prescribed form for submission to DA-BPI. BPI shall transmit report to DepEd-HNC.

IX. Program Evaluation

A year-end program monitoring review and evaluation shall be conducted. On the other hand, a mid-term evaluation shall be done after two years of implementation to determine its effectiveness.

Impact Evaluation shall be done on the first semester of CY 2016 by a commissioned third party evaluator to assess long term impacts of the program to the learners on the

areas of nutrition, values and love for agriculture as well as its impact on the teachers, school heads, parent and other program target beneficiaries as a whole.

Searchers and Awards:

To give recognition to the best implementers of the Agri-Pinoy GPP, a Yearly Search for Outstanding Teachers and School Implementer will be conducted. This could also be an avenue to identify and showcase the best practices of the program that could be adopted and replicated to other schools.

The Search will be conducted at the Division, Regional and National level. Incentive and plaque of recognition shall be given to the winners.