



Republic of the Philippines  
**Department of Education**

DepEd O R D E R  
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07 SEP 2020

**OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM FOR SCHOOL YEAR 2020-2021**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), maintains its commitment to provide good nutrition to learners amidst the COVID-19 pandemic. As such, it shall continue the implementation of the **School-Based Feeding Program (SBFP) for School Year (SY) 2020-2021** to address hunger and encourage learners to enroll, contribute to the improvement of their nutritional status, provide nourishment for their growth and development and help boost their immune system, and enhance and improve their health and nutrition values.
2. In consideration of the changes brought about by the pandemic as to how learning will be delivered for SY 2020-2021, the implementation of the SBFP shall be modified, putting utmost importance to the welfare, safety, and health of learners and personnel involved, while also ensuring the attainment of the program objectives. The SBFP shall be implemented in line with the Basic Education Learning Continuity Plan (BE-LCP) and in strict compliance with the DepEd's required health standards.
3. The SBFP's primary beneficiaries for SY 2020-2021 shall be all incoming kindergarten learners, and the Grade 1 to Grade 6 learners who were wasted and severely wasted based on the SY 2019-2020 SBFP report, except those who have moved to Grade 7. In case of excess funds, the stunted learners identified as such in the SY 2019-2020 SBFP implementation, the pupils-at-risk-of dropping-out (PARDOs), indigenous people (IP) learners, and those coming from indigent families, shall be considered as secondary beneficiaries.
4. The program shall provide beneficiaries with nutritious food products—through rationing—for at least 60 feeding days, and fresh or sterilized milk for 50 feeding days.
5. This Order shall take effect immediately upon its approval and shall remain in force and in effect for SY 2020-2021 only, unless sooner repealed, amended or rescinded.

6. For more information, contact the **Bureau of Learner Support Services-School Health Division (BLSS-SHD)**, 3<sup>rd</sup> floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 8632-9935 or through email address: sbfp.milk@deped.gov.ph.

7. Immediate dissemination of and strict compliance with this Order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl./s:  
As stated

Reference:  
DepEd Order (No. 39, s. 2017)

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

HEALTH EDUCATION  
PUPILS  
POLICY  
PROGRAMS  
SCHOOLS



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## **Operational Guidelines on the Implementation of the School-Based Feeding Program for School Year 2020-2021**

### **I. RATIONALE**

The global COVID-19 pandemic has posed challenges to various sectors, including the basic education sector. Schools and community learning centers have been closed for physical conduct of classes, as part of government measures to contain COVID-19.

As a response, the Department of Education (DepEd) has developed the **Basic Education Learning Continuity Plan (BE-LCP)** which lays out the Department's learning delivery strategy and operational direction that ensures the health, safety, and well-being of all DepEd learners and personnel.

**Strengthening the implementation of the School-Based Feeding Program (SBFP) is identified in the BE-LCP as one of DepEd's interventions for increasing the physical resilience of learners.**

Through the years, the SBFP has been implemented to address hunger and encourage learners to enroll, contribute to the improvement of their nutritional status, provide nourishment for their growth and development, help boost their immune system, and enhance and improve their health and nutrition values. The implementation of the SBFP has been guided by DepEd Order No. 039, s. 2017, or the Operational Guidelines on the Implementation of School-Based Feeding Program for School Years (SY) 2017-2022, and by the supplemental guidelines issued by DepEd for the Fiscal Years (FY) 2018 and 2019.

In 2019, the Department issued DepEd Order No. 036, s. 2019 or the Guidelines on the Implementation of School-Based Feeding Program-Milk Feeding Component to support the SBFP by providing fresh milk supplement to the hot meals given to the beneficiaries under the regular component of the feeding program. The SBFP milk feeding component, anchored on Republic Act (RA) No. 11037, or the "*Masustansyang Pagkain para sa Batang Pilipino Act*," aims to develop the habit of drinking milk among the SBFP beneficiaries, and to likewise improve their nutritional status, classroom attendance, and school performance.

In line with the BE-LCP, **the SBFP implementation strategy for SY 2020-2021 needs to be modified**, considering the conditions brought about by the COVID-19 pandemic, including those that have become part of the "new normal."

There are now health standards that are required to be observed in various settings. New norms have been set in the movement of goods and people. Many localities remain under a form of community quarantine.



The school calendar has been changed and the opening of classes has been moved to October 5, 2020, affecting the remaining number of school days for 2020. Face-to-face classes have also been suspended, requiring learners to remain in their homes and to access learning through other modalities until the safety of all is assured.

The SBFP field implementers need proper guidance on how the program shall be implemented given all these new conditions and modifications in the program.

## I. SCOPE AND COVERAGE

### A. Recipient Schools and Target Beneficiaries

1. The SBFP shall cover **only public schools**. The SBFP List of Schools for SY 2020-21 may be accessed at [https://bit.ly/SBFPSchools\\_List2020\\_2021](https://bit.ly/SBFPSchools_List2020_2021). Recipient schools shall ensure to maximize utilization of funds, and to cover the target beneficiaries to the fullest extent possible.
2. The SBFP's **primary beneficiaries** for SY 2020-2021 shall be all incoming kindergarten learners, and the Grade 1 to Grade 6 learners who were wasted and severely wasted based on the SY 2019-2020 SBFP report, except those who have moved to Grade 7.
3. In case of excess funds, the stunted learners identified as such in the SY 2019-2020 SBFP implementation, the pupils-at-risk-of dropping-out (PARDOs), indigenous people (IP) learners, and those coming from indigent families, shall be considered as **secondary beneficiaries**.

### B. Duration

Ordinarily, a feeding period of 120 days is ideal to achieve a significant impact on the nutritional status of children. However, due to the changes in the school calendar and in consideration of the possible lapse of the funds by yearend, the feeding period for SY 2020-2021 is reduced to **60 days for the regular component** (i.e. nutritious food products) and **50 days for the milk component** (i.e. fresh/sterilized milk.)

## II. DEFINITION OF TERMS

Actual beneficiaries	Eligible learners enrolled in the program. For SY 2020-2021, this shall be the primary beneficiaries, and all other secondary beneficiaries who may be considered by the school.
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BE-LCP	The roadmap/framework developed by DepEd using participatory approach to provide guidance to the department on how to deliver education in this time of crisis while ensuring the health, safety and welfare of all learners, teachers, and personnel.
Community Quarantine	The restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities, designed to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside of the affected area.
Fortified blended foods	Blends of partially precooked and milled cereals, soya, beans, fortified with micronutrients. Special formulations may contain vegetables oil or milk powder and designed to provide protein supplements.
Fortified snacks/food	Addition of one or more essential nutrients to food; it may or may not be contained normally in the food (per the World Health Organization/Food and Agricultural Organization).
Fresh milk	The normal mammary secretion of one or more healthy dairy animals like cows, buffalos/carabaos, or goats of local dairy farmers or farms that is (1) free from colostrum, (2) without adding or extracting anything to or from it, (3) has undergone heat processing, and (4) intended for consumption as liquid milk or for further processing.
Fresh milk-based products	Product created or produced based on, derived from, or blended with fresh milk. Some examples would be cheese, yogurt and flavored milk drinks among others produced with fresh milk as a component.
Nutritious food products	A collective term for food products for rationing that replace hot meals for the SY 2020-2021 SBFP implementation. Food products under this category are nutritious snacks, fortified-blended food, and nutri-packs.
Nutri-packs	Prepared food formula that contains carbohydrates, vitamins and minerals in a packet or a sachet; e.g., champorado pack, arroz caldo pack.



Nutritious snacks	Any or a combination of readily available, easy-to-prepare, and ready-to-eat foods that are high in vitamins and minerals; e.g., fortified/enriched breads and pastries, root crops, fruits in season.
Pasteurized milk	Milk that has undergone heat treatment to destroy pathogenic organisms. Refrigeration is needed at temperature 2-4° Celsius and the shelf life in cold temperature is three to five days.
Sterilized milk	Fresh milk that is heated to a temperature to destroy all viable organisms. It can be stored in cool and dry room and the shelf life is 6-12 months.
Stunting	The impaired growth and development that children experience from poor nutrition and repeated infection.
Undernutrition	A person's state or health condition resulting from the consumption of inadequate quantity of food over an extended period of time. It is manifested by being underweight or stunted or with growth retardation (per the United Nations Children's Fund).

### III. POLICY STATEMENT

This DepEd Order provides for the **Operational Guidelines on the Implementation of the SBFP for SY 2020-2021**, accommodating changes in the implementation of the program as affected by the COVID-19 pandemic, particularly in the:

- A. target beneficiaries (*changed from* wasted and severely wasted K-6 learners *to* all incoming kindergarten learners and the Grade 1 to Grade 6 learners who were wasted and severely wasted based on the SY 2019-2020 SBFP report, except those who have moved to Grade 7);
- B. type of feeding commodity (*changed from* the provision of usual hot meals *to* ration of nutritious food products, except as may be provided in supplemental guidelines);
- C. mode of delivery (*changed from* school-based administration of the actual feeding *to* delivery to the homes); and
- D. number of feeding days (adjusted based on the remaining number of school days for FY 2020).



The implementation of the SY 2020-2021 SBFP shall have two components, namely (1) the regular component (i.e., nutritious food products, rationed for at least 60 feeding days), and (2) the milk component (i.e., fresh/sterilized milk, for 50 feeding days.) The possible consideration of provision of hot meals as a modality shall be subject of supplemental guidelines.

Through SBFP, learners are expected to develop their milk drinking habit and be provided with the nourishment needed for their maximum growth potential to become more productive citizens in the country.

#### **IV. FINANCIAL REQUIREMENTS**

##### **A. Budget Allocation**

1. Budget allocations to be downloaded to the Schools Division Offices (SDOs), through the Regional Offices (ROs), shall be based on the number of wasted and severely wasted beneficiaries per the report of the SY 2019-2020 SBFP implementation, computed at P20.00 per beneficiary per feeding day, broken as follows: P18.00 for the food items (nutritious food products) and P2.00 for operational expenses.
2. For the milk component, the budget is computed at P18.00 per beneficiary per feeding day. The Breakdown of Allocation of the SBFP Funds for SY 2020-2021 is enclosed (Annex 1). The estimated cost of milk is P18.00 for a 200-ml pouch or P90.00 for a 1-liter bottle. However, additional cost of P1.00-2.00 per pouch or P5.00-6.00 per bottle may be allowed as additional transportation cost for milk supplies coming from another province or region, subject to the usual procurement, accounting, and auditing rules and regulations.
3. The Program Support Funds (PSF) for the Central Office (CO), ROs, and SDOs shall be used for orientation activities, monitoring activities, communication expenses, replication of forms, augmentation of program funds for nutritious food products and milk, payment of 2% administrative cost/service fee of National Dairy Authority (NDA)/Philippine Carabao Center (PCC) offices, transportation expenses in distributing the milk from drop-off points to schools and schools to homes of learners.
4. The SBFP PSF may also be used for operational expenses related to the milk component, such as but not limited to the payment of 2% administrative cost/service fee of NDA/PCC offices, and transportation expenses for the distribution of milk from drop-off points to schools. In allocating the amount for the distribution cost, the SDO or the school must determine the most economical and efficient mode of transporting the milk products from the drop-off point to the school.



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5. The SDO may also use the SBFP PSF to allocate a fair and reasonable amount to cover the cost for the conduct of orientation, coordination meetings, monitoring activities, augmentation of school operational funds for transportation expenses and payment of honoraria to partners, and procurement of ice, coolers, freezers/ refrigerators for the schools or designated drop-off points.
6. Operational expenses downloaded to each school allowed under this program include the purchase of basic eating/cooking utensils, packaging materials, reasonable transportation expenses from schools to households, common office supplies needed for the preparation of reports, payment of labor/services/honoraria of kitchen assistants and partners from barangay (i.e. nutrition scholars, health workers, among others), payment for the health certificate of food handlers, expenses related to the operation of central kitchen such as purchase of water, dishwashing soaps, LPG, charcoal, firewood, and kerosene, and other expenses related to orientation, monitoring, and program implementation review, among others.
7. Expenses related to compliance with the required health standards such as use of washable face masks, face shields, alcohols, and sanitizers, shall be charged against SBFP PSF at the SDOs or the SBFP Operational Expenses downloaded to schools subject to the pertinent procurement, accounting, and auditing rules and regulations.
8. The SDOs shall ensure the obligation of FY 2020 funds in accordance with Cash-Based Budgeting System and consistent with Section 60 of General Provision of the FY 2020 GAA.

## **B. Fund Availment**

1. The implementation of SBFP is funded under RA 11465, or the *General Appropriations Act for FY 2020*. Its subsequent release is governed by National Budget Circular 578 or the *Guidelines on the Release of Funds for FY 2020*.
2. The CO Finance Service-Budget Division shall prepare and issue the Sub-Allotment Release Orders (Sub-AROs) to the ROs. The ROs in turn will download the allotments to the respective SDOs. The SDOs may decide to download the funds to schools in cases where procurement or other activities are determined to be best undertaken at the school level.
3. Upon receipt of Sub-ARO, the SDOs shall submit a request for their corresponding Notice of Cash Allocation (NCA) for nutritious food products and milk, attaching a copy of the Sub-ARO and a list of the recipient schools, to their respective Department of Budget and Management (DBM) Regional Office within five (5) days. The ROs/SDOs are encouraged to request the DBM Regional Office not to effect the imposition of the 5% tax and release the full amount





allotted for SBFP in order to fully serve the intended number of beneficiaries. The DepEd ROs shall assist/facilitate the SDOs in requesting the release of NCAs from DBM.

4. For the implementation of the milk component, the ROs shall also download the allotments to the respective SDOs. The SDO shall prioritize the transfer of funds to the NDA and/or the PCC to cover the supply and delivery, as well as, the services and assistance related to the production, processing, packaging, delivery and storage of fresh milk and sterilized milk. The transfer shall be in accordance with the Operating Memorandum of Agreement (MOA) with the NDA and/or the PCC and shall include the 2% Service Fee of the NDA and/or the PCC.
5. The SDO shall record in its book of accounts the transactions related to transfer of Milk Feeding Funds to the NDA and/or the PCC. The transactions shall have the following journal entries:

<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>
1) Transfer of Funds to NDA and/or PCC	Transfer to NDA: Due from Government-Owned and Controlled Corporation (GOCCs) – Pxxx	Transfer to PCC: Due from National Government Agency (NGA) – Pxxx  Cash-Modified Disbursement System (MDS) – Pxxx
2) Liquidation of NDA/PCC	Food Supplies Expense – Pxxx	Liquidation by NDA: Due from Government-Owned and Controlled Corporation (GOCCs) – Pxxx  Liquidation by PCC: Due from National Government Agency (NGA) – Pxxx
3) Return of Balance by the NDA/or the PCC	Cash-Collecting Officer – Pxxx	Balance from NDA: Due from Government-Owned and Controlled Corporation (GOCCs) – Pxxx  Balance from PCC: Due from National Government Agency (NGA) – Pxxx
4) Deposit to Treasury of the Returned Balance	Cash-Treasury/Agency Deposit, Regular – Pxxx	Cash-Collecting Officer – Pxxx



6. Funds for the nutritious food products and/or operational expenses shall be released in one or two tranches or through regular monthly releases as preferred by or agreed with the recipient schools.
7. 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.
8. The reimbursement form issued pursuant to Commission on Audit (COA) Circular No. 2017-001 dated June 19, 2017 shall be used for the reimbursement of expenses amounting to P300.00 or less.
9. SDO Accountants shall ensure that the School Head or accountable officer has duly applied for bonding with the Bureau of Treasury, Fidelity Bond Division. Additional bond shall be sourced from the School MOOE.

### **C. Liquidation**

1. The School Head is primarily responsible for the liquidation of the funds released to them by the SDO.
2. The SDO Accounting Unit shall ensure the timely submission of liquidation reports by the School Heads.
3. The RO/SDO Finance Officers shall prepare a monthly SBFP Budget Utilization Report to be submitted through channels to DepEd CO.
4. The RO/SDO SBFP Technical Working Group (TWG) shall conduct stringent monitoring and actual spot checking of cash released to schools.
5. All Regional SBFP Focal Persons shall submit an interim status of implementation including utilization of funds at the DepEd CO-BLSS by end of December or the current year, and a final status by end of the SY on or before the first week of May of the following SY.
6. SBFP funds shall be treated as “program fund” and shall be issued/released to School Heads regardless of the other unliquidated MOOE/cash advance provided that the said cash advance is current in status.
7. For the milk feeding component, the submission of the NDA and the PCC of the final liquidation report shall be supported with the following documents:
  - a. Report of checks issued and report of disbursement certified correct by the Accountant, approved by the Head of the NDA Field Department Office/PCC Regional Center/PCC National Headquarters and duly audited by the Auditor of the NDA Field



Department Office/PCC Regional Center/PCC National Headquarters

- b. Copy of Credit Notice Issued by the Auditor of the NDA Field Department Office/PCC Regional Center/PCC National Headquarters
  - c. Copy of the Official Receipt issued for the refund unexpended/unutilized balance of fund transfer
8. In the event that the NDA or the PCC is unable to submit the said supporting documents within 30 days from the last day of implementation of Milk Feeding, the NDA or the PCC shall officially inform the SDO through letter with an attached copy of the documents submitted for review and audit duly received by the Auditor's Office. The NDA or the PCC is given another 30 days to comply with the requirements.

#### **D. Special Instructions for FY 2020 Funds**

1. RO/SDO Accountants are hereby directed to report all balances of the FY 2019 and FY 2020 funds duly noted by the Regional Directors (RDs)/Schools Division Superintendents (SDSs).
2. The report shall be submitted to the Office of the Secretary and the CO Finance Service-Accounting Division not later than October 2020, copy furnishing the BLSS-SHD.
3. The excess/remaining balance of SBFP FY 2020 funds shall be used for the following priority purposes:
  - a. Feed all learners present/enrolled in the school, prioritizing the lowest grade level.
  - b. Extend the number of feeding days.
  - c. Conduct feeding for all grade levels, in schools with less than 100 enrolled learners, remote or far flung schools, mountainous schools, and schools in hard-to-reach areas and IP communities.
  - d. Conduct feeding to all stunted learners.
4. After complying with the provisions in IV.D.3 and there are still excess funds, they may be used for the other SBFP-related activities such as purchase of weighing scale, microtoise, additional Level 1 Persona Protective Equipment (PPEs), gloves, face shield, face masks, and other medical and dental supplies, and multivitamins/Vitamin C for the beneficiaries and/or implementers subject to the approval of the SDS.
5. The utilization of the excess and unutilized 2020 funds shall be included in the 2020 Work and Financial Plan (WFP) to be approved



by the RD (if the excess and unutilized funds are in the RO) or the SDS (if the excess and unutilized funds are in the SDO).

6. The SDOs and the School Heads cannot refuse SBFP funds unless upon written notice and proof is shown that other funds are available (canteen funds or funds from external stakeholders) to support the full implementation of SBFP. The School Head, however, is still expected to submit a program accomplishment report to the SDO even if no SBFP fund is utilized.

## V. FOOD COMMODITIES

- A. As substitute to hot meals, nutritious food products shall be provided to the beneficiaries, considering the availability of the said products from the market as well as the taste sensitivity in the locality. The nutritional content of the nutritious food products and fresh/sterilized milk should meet one-third (1/3) of the beneficiary's daily requirements for energy (calories), protein, vitamin A, and iron - as specified in the Philippine Dietary Reference Intakes (PDRI).
- B. The RO, through the SBFP focal person, in collaboration with the SDOs' SBFP focal persons, shall prepare a **regional food supply map** of nutritious food products available in the region, and a **localized one-month cycle menu** based on the available nutritious food products. In general, the cycle menu shall be composed of but not limited to a combination of the following:
  1. Fortified/enriched breads;
  2. Root crops/fruits in season/vegetables; and
  3. Fortified blended food and nutri-packs.
- C. The SDOs/Schools are encouraged to support food technology products developed by FNRI (enhanced Nutribun, among others) whenever feasible and where supply is available.
- D. The BLSS-SHD shall quality-assure the localized cycle menu prepared by the ROs/SDOs.
- E. The SDO shall determine and prepare the **complete list of food products** needed for the entire duration of the feeding period, based on the cycle menu.
- F. All program managers/implementers in the ROs, the SDOs, and schools are expected to comply with DepEd Order No. 13, s. 2017, or the *Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices*, in choosing the food products.
- G. Pasteurized and sterilized milk shall be sourced from local dairy farmers and cooperatives and supplied to the SDOs by either the NDA



or the PCC in accordance with the allocations and distributions indicated in the approved Milk Source/Supply Map.

## VI. SPECIFICATIONS AND QUALITY STANDARDS

### A. Nutritious Food Products

#### 1. Fortified/enriched breads

Sample/Nutritional Content	Ex. Enhanced Nutribun (FNRI Technology), 160g - (Energy-500kcal, Protein-8g, Vit.A-223mcg, Iron-6mg, Calcium – 264mg)
Preparation of Food	For take-home/rationing, no preparation needed

#### 2. Root crops/fruits in season/vegetables

Sample/Nutritional Content	Ex. Camote, 100g - (Energy- 69kcal, Protein-4.7g; Vit.A- 648mcg, Iron-4.3mg)
Preparation of Food	To be cooked/prepared at home

#### 3. Fortified blended food and nutri-packs

Sample/Nutritional Content	Ex. Champorado, 50g (Energy- 205Kcal, Protein- 3gm, Vit.A- 87µg, Iron- 4.6 mg)
Preparation of Food	To be cooked at home

### B. Milk

1. The fresh milk and sterilized milk shall be in accordance with the specifications and quality standards indicated in Annex 2. The SDOs and the suppliers may agree on the flavor of the milk as long as it is compliant to DO 13, s. 2017.
2. The pasteurized milk must be packed in food-grade polyethylene pouches (180-200ml/pouch) or 1-liter food-grade plastic bottles. On the other hand, the sterilized milk must be packed using retortable/doy packaging pouches (180-200ml/pouch).
3. As part of quality assurance, a Proximate Analysis on the Physico-Chemical and microbiological test on milk shall be submitted by NDA/PCC as an alternative to nutrition facts before the first delivery of milk.

## VII. PROCUREMENT

- A. Allowable expenditures incurred in relation to the implementation of the SBFP shall be in accordance with the provisions of DepEd Order No. 13, s. 2016, or the *Implementing Guidelines on the Direct Release of*



*Maintenance and Other Operating Expenses (MOOE) Allocations of Schools Including Other Funds Managed by School*, and procurement activities relative thereto shall observe the rules prescribed under RA 9184 and its implementing rules and regulations.

- B. Procurement may be done in any of these approaches, or a combination thereof, as may be determined by the SDO concerned:
  - 1. The SDO as the Procuring Entity, in which case the procurement of the food items are undertaken at the SDO level.
  - 2. The school as the Procuring Entity, in which case the procurement of the food items are undertaken at the school level.
- C. Procurement shall be in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations (IRR), which can either be through public bidding or through any of the alternative methods, as may be applicable.
- D. For pasteurized and sterilized milk, the procurement shall be through the NDA and the PCC through an **agency-to-agency agreement**.
- E. The procurement of coolers, freezers, or refrigerators for the implementation of the milk component is subject to inventory of available equipment, especially if such equipment was already purchased using FY 2019 funds. The amount allocated for this purpose must be guided by the COA Circular 2012-003 dated October 29, 2012 re: *Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant, and Unconscionable Expenditures*. Additionally, the procurement of freezers/refrigerators for the schools and/or designated drop-off points shall be done at the division level and shall observe the requirements of RA 9184 or the *Government Procurement Reform Act*, and its IRR. It shall also observe the rules governing semi-expendable properties with unit cost below the capitalization threshold of P15,000 and the issuance of the Inventory Custodian Slip (ICS) to the end user to establish accountability.

## **VIII. DELIVERY, INSPECTION, AND ACCEPTANCE**

### **A. Nutritious Food Products**

- 1. The mode, schedule, and other specifications of delivery shall be determined by the SDO (if SDO is the procuring entity)/ school TWG (if school is the procuring entity) in coordination with the SDO focal person depending on the procurement modality adopted by the implementing units.
- 2. The Inspection Team shall do a random inspection of nutritious food products every delivery as to its quantity and quality, including the date of manufacturing and expiration.



3. The Inspection Team has the authority to decide whether to accept or not the nutritious food products delivered if not in accordance with the technical specifications provided.

## **B. Milk**

1. The mode, schedule, and other specifications of delivery shall be determined by the SDO and the supplier in consideration of the local conditions to be specified in the purchase order. SDOs and local dairy suppliers shall identify and agree on one or two drop-off point/s per school district/SDO for the milk supply deliveries.
2. Delivery of fresh milk shall be from 8:00 am to 5:00 pm at least twice a week at the schools during school days or at designated drop-off points as agreed upon by the SDO and the NDA/the PCC. No delivery should be made during holidays and weekends. For sterilized milk products, milk supply shall be delivered on a monthly basis, with supply volumes depending on the distance of the drop-off points from the production site; and at least three months' worth of supply for drop-off points far from the sterilized milk production site or from areas that require extensive logistics.
3. Upon delivery, the School Inspection Team (SIT) designated by the School Head of the drop-off point, or the SDO Inspection Team, if the SDO is the drop-off point, shall inspect the goods and ensure that they are in good quality for consumption of the beneficiaries. At least two members of the SIT shall accomplish and sign the Inspection and Acceptance Report (IAR) Form (Annex 3) as proof that they have received the specified quantity and quality of milk. The school property custodian or school personnel designated by the School Head for the purpose shall accept the inspected goods and sign the acceptance portion of the IAR. The school personnel shall fill-up SBFP Form 5, bearing the specimen signature of the authorized consignees and to be given to the milk supplier on the first day of delivery.
4. The SIT shall do a random inspection of milk packs every delivery as to the quantity and quality of milk. All milk packs to be delivered must be clean, without leaks, and not spoiled. Some signs of spoiled milk packs are as follows: bulging packs, yellowish in color (if the milk has no flavor), curdled or with lumps, thick texture, slimy or chunky.
5. The SIT shall reject all milk packs that are unclean, with leaks, and spoiled subject to replacement by the supplier using their buffer stocks or in the next delivery.
6. Local dairy suppliers shall inform the recipient schools and drop-off points of the delivery schedule.



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7. Local dairy suppliers shall observe the minimum health standards to prevent spread and mitigate COVID-19 (e.g., wearing of masks and gloves for both suppliers and consignees, physical distancing, highest food safety standards, hand and respiratory hygiene).
8. During the delivery of milk, one authorized consignee and two members of the Inspection Team should be present to sign the Delivery Receipt and the IAR.
9. SDOs may arrange the delivery of milk from drop-off points to schools or the recipient schools may pick up their milk supply from the drop-off point. It is the responsibility of the recipient schools to ensure that their milk supply is picked up during the exact time of delivery by the supplier or within an hour at the most to preserve the quality and freshness of milk. Immediate distribution to the beneficiaries shall likewise follow.

### **C. Food Packaging and Distribution**

1. Without physical classes, schools shall strategize schemes to deliver the nutritious food products and milk packs to the beneficiaries in their homes.
  - a. Parents can pick up the nutritious food products and milk on designated days and time.
  - b. School personnel may opt to distribute the nutritious food products and milk from the school to the homes of the beneficiaries by contracting local utility vehicles in the community within reasonable costs.
  - c. School personnel may coordinate with partners such as the barangay or non-government organizations (NGOs) to distribute the milk packs from the school to the homes of the beneficiaries.
2. Nutritious food products to be distributed to the homes of the learners shall be hygienically packed in environment-friendly bags. The use of plastic bags is discouraged. Parents who will pick up the food products can also bring their own reusable bags.
3. During the repacking of nutritious food products, personnel must adhere to food safety standards and the required health standards such as handwashing before handling food products, wearing of masks, gloves, face shields, and practice of physical distancing.
4. Even if nutritious food products and milk are to be consumed at home, it is important to communicate to the parents that the beneficiaries shall be the ones to consume the food and milk.
5. Schools shall document the receipt of food items by parents for all deliveries made. All receiving documents shall be forwarded to SDOs at the end of feeding cycle for accounting and recording purposes.





#### **D. Precautionary Measures for SBFP Implementation**

1. The following food safety standards, in accordance with DepEd Order No. 52 s. 2008, or *Compliance with DepEd Policies on Food Safety in Schools*, shall be strictly followed by the SBFP implementers at all times, and advocated to the parents of the beneficiaries:
  - a. Availability of potable water and handwashing facilities
  - b. Well-maintained, clean, well-ventilated and pest-free environment
  - c. Proper selection of food and ensuring freshness and good quality
  - d. Washing and cleaning items before storing
  - e. Storing of dry goods in dry storage area and of perishable foods in cold storage area
  - f. Hygienic practices in food preparation, serving and storage
  - g. Ensuring non-food items are not in the kitchen area, or if it cannot be avoided, it should be properly labeled and segregated from food items
  - h. Observing the expiry dates of food commodities
  - i. First-in and first-out (FIFO) policy shall be observed in withdrawing stocks from the storeroom
2. For the milk component, relevant provisions of DO 36, s. 2019 shall be adhered to, contextualizing the provisions in the local conditions such as the setting where the beneficiary is.
  - a. Adverse effects of milk to some beneficiaries may be experienced such as signs and symptoms of gastroenteritis, stomach discomfort and lactose intolerance. In such cases, it is advised that the beneficiary be referred by the parent/guardian to the local health unit or center for proper medical evaluation and management. The beneficiary may stop drinking milk until such time it is recommended by the health personnel to drink small amount or quantity. Close coordination with the health personnel/health center is necessary during the conduct of milk feeding.
  - b. School personnel shall prepare a list of beneficiaries who do not have lactose intolerance, with lactose intolerance but are willing to participate in the program, and those that are not allowed by their parents to participate using SBFP Form 6. The list shall be emailed to [sbfp.milk@deped.gov.ph](mailto:sbfp.milk@deped.gov.ph) before the milk feeding starts.

#### **IX. ENGAGEMENT WITH PARTNERS**

All DepEd governance levels shall enjoin the national government agencies, development partners, NGOs, Local Government Units (LGUs), Enhanced



Partnership Against Hunger and Poverty (EPAHP) partners, the private sector, and other stakeholders to:

- A. Support national health programs by data collection and implementation of nutrition services for the most vulnerable learners;
- B. Improve the capacity of LGUs and SDOs to address food insecurity and malnutrition by sustaining food/milk production, operation of central kitchens, adoption of technology, and assistance in distribution and delivery;
- C. Conduct nutritional assessment, monitoring/evaluation, and research;
- D. Tap organized groups such as Sustainable Livelihood Program Association (SLPAs), Agrarian Reform Beneficiary Organization (ARBOs), local community cooperatives or farmers/fisher folk associations as partner/service providers for the supply and delivery of locally produced food; and
- E. Adopt the areas that have no available supply of milk based on the source map of NDA/PCC, provided that they have a Certificate of Exemption from the Inter-Agency Committee on Executive Order (EO) No. 51, or the *Philippine Code of Marketing of Breastmilk Substitutes*, or donate nutritious food products. The CO External Partnerships Service will assist in the preparation of MOA and other pertinent documents related to this.

## **X. ROLES AND RESPONSIBILITIES**

### **A. Central Office**

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) shall be the focal unit for SBFP supervised by the Assistant Secretary for Procurement and Administration and the Undersecretary for Administration. The BLSS-SHD shall:

- 1. Propose and prepare annual physical and financial targets for approval by the national government budget allocation for SBFP;
- 2. Conduct orientation on program implementation to DepEd Regional/Division focal persons and School Heads;
- 3. Monitor and provide technical assistance to ROs in the implementation of the SBFP;
- 4. Conduct program assessments in consultation with representatives from among the field implementers;



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5. Develop policies and issue memoranda/orders related to SBFP and other complementary programs for effective program implementation; and
6. Consolidate regional SBFP Terminal Reports.

## **B. Regional Offices**

1. Orient the SDO Focal Persons, Accountants, and COA Auditors on the program and its implementing guidelines.
2. Submit to the BLSS-SHD the list of recipient schools which will implement the program together with the lists of target beneficiaries, project proposals, and master lists of beneficiaries.
3. Designate permanent project focal persons to ensure that the implementation of the SBFP is administered properly.
4. Ensure timely downloading of funds to SDOs.
5. Oversee the implementation of the program and ensure timely release to and liquidation of funds by the SDOs.
6. Ensure proper coordination and active engagement with LGUs, NGOs, Civil Society Organizations (CSOs), and other groups undertaking the school feeding program.
7. Provide report and update the SBFP Monitoring Summary in Google Sheet.
8. Monitor and provide technical assistance to SDOs in the implementation of the SBFP, specifically on the preparation of cycle menu and technical specifications of food items, and compliance with the guidelines.
9. Submit to the BLSS-SHD a program terminal report with analysis and recommendations.
10. Ensure that all SBFP beneficiaries are provided with physical examination, oral health assessment, and preventive care, if practicable.

## **C. Schools Division Offices**

1. 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.
2. Orient the District Supervisors, School Heads, feeding coordinators, and Monitoring and Evaluation Personnel in the School Governance and Operations Division (SGOD) on the program and its implementing guidelines.



3. Submit to the Regional Office the list of recipient schools that will implement the program together with its identified target beneficiaries.
4. Undertake the procurement process and prepare, among others, Program Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Resolution to Award (RTA), Milk Supply Map, Operating MOA & Purchase Order for Milk, Cycle Menu and Technical Specifications for nutritious food products, Drop-off points and Delivery Schedule.
5. Oversee the implementation of the program and facilitate the prompt liquidation of funds by the schools.
6. Designate permanent program focal persons to ensure that implementation of the SBFP is administered properly.
7. Ensure the timely release of funds to NDA/PCC and schools, and prompt payment to the suppliers.
8. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
9. Provide report and update the SBFP Monitoring Summary in Google Sheet.
10. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.
11. Consolidate reports with analysis and recommendations and submit to DepEd RO the terminal reports from the schools.
12. Ensure that SBFP beneficiaries are provided with physical examination, oral health assessment and preventive care, if practicable.

#### **D. Schools**

1. School Heads shall strategize the implementation plan for SBFP specially during blended or modified learning system set by the BE-LCP.
2. Organize the SBFP Core Group who shall perform the functions enumerated below.

##### Creation of SBFP Core Group and Parent-Volunteers

- a. The School Heads shall create an SBFP Core Group from among the school personnel (feeding teacher or as designated by the School Head) and parents who shall be responsible for managing



and implementing the program. The members may be replaced only for valid reasons.

- b. The members of the Core Group shall be carefully selected. The members of the Core Group shall be submitted by the School Head to the SDO for records purposes.

The SBFP Core Group shall:

- i. Identify the target beneficiaries based on the provided criteria, for approval by the School Head;
  - ii. Together with the School Head, identify parents/volunteers who shall help in the whole duration of the program (identified parents/volunteers must be physically and mentally fit);
  - iii. Prepare the schedule of parents/volunteers who shall assist for the day, prepare the distribution, supervise the daily distribution/ delivery/pick-up;
  - iv. Educate and capacitate/training on food safety and health safety measures to parents who shall help in the food preparation;
  - v. Do the recording and reporting using SBFP Forms; and
  - vi. Submit to the SDO the lists of actual beneficiaries and the terminal report at the end of feeding to the SDO through the District Office.
- c. Aside from the Core Group, the schools may organize Parent-Volunteers who shall help in the packing and distribution of nutritious food products.
  - d. The Core Group shall likewise coordinate/organize partners stakeholders/ civil society/municipality or barangay among others the linkages to assist in the delivery and distribution of healthy snacks to the respective residence of the beneficiary.
3. Submit to the SDO the lists of actual beneficiaries.
  4. Oversee the implementation of the feeding program including procurement, disbursement, and liquidation of funds, filling-out of required SBFP forms, actual feeding and health and nutritional assessment and complementary activities if practicable.
  5. Provide reports and update the SBFP Monitoring Summary in Google Sheet.
  6. Submit on time the necessary documentation and liquidation reports to the SDO.



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## **XI. PROGRAM MONITORING AND EVALUATION**

### **A. Monitoring Activities**

1. Progress monitoring shall be conducted to assess the efficiency of implementation of the program.
  - a. **School level** - The School Head and Core Group shall monitor daily (thru online and other means) the SBFP implementation, and gather feedback from parents particularly on the food distribution and food consumption of the beneficiaries.
  - b. **SDO level** - The SDO TWG shall monitor monthly the compliance of the schools to the guidelines and food distribution (SBFP Form 12).
  - c. **Regional level** - The regional TWG shall monitor monthly (thru online and other means) the activities of the SDOs such as engagement with partners, requests 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, among others (SBFP Form 11).
  - d. **National level** - The national TWG shall monitor monthly (thru online and other means) the activities of the ROs such as the provision of technical assistance to SDOs and conduct of orientation activities for SDOs, ensuring that the program is implemented on time and in accordance with the set standards (SBFP Form 10).
2. All monitoring activities may be done using available and appropriate technology, including online platforms and tools such as Google Sheet (SBFP Monitoring Summary), video conferencing, Facebook Workplace groups or chat, among others. Real-time monitoring may be done online through taking photos or streaming live videos of the actual implementation of the program.
3. All monitors are expected to provide appropriate correction of practices that are not in accordance with the guidelines, and to recommend interventions to address problems or issues. Those needing resolution from higher authorities must be referred immediately through appropriate channels for appropriate action.
4. Results of monitoring shall be integrated in the Terminal Report.

### **B. Submission of Reports**

1. **SBFP Forms** (may be accessed at [https://bit.ly/SBFP\\_Forms](https://bit.ly/SBFP_Forms))
  - a. **SBFP Form 1 (Masterlist of Beneficiaries)** – shall be accomplished at the school level at the start of feeding. This is also available in the SBFP Monitoring Summary in Google Sheet



for SDOs and Schools. If the school has already filled-up the online form, there is no need to submit hard copy of this report.

- b. **SBFP Form 2 (SBFP List of Schools)** – shall be accomplished by the SDO SBFP Focal Person at the start of feeding.
- c. **SBFP Form 3 (SBFP Summary and Start/End of Feeding)** - shall be accomplished at the school level, at the start and at the end of the feeding. This is also available in the SBFP Monitoring Summary for SDOs and Schools. If the school has already filled-out the online form, there is no need to submit a hard copy of this report. The SDO SBFP Focal Persons shall consolidated this report online using the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs.
- d. **SBFP Form 4 (Record of Daily Feeding)** - shall be accomplished daily by the SBFP Core Group at the School Level to serve as the record of the daily activities. This form is not for submission but should be available for random inspection.  
*Note: Accomplishment of this Form is suspended for SY 2020-2021.*
- e. **SBFP Form 5 (List of Authorized Consignees for Milk Delivery)** - shall be prepared by the school for submission to the SDO and NDA/PCC field offices. Another presentation of this form is available in the SBFP Monitoring Summary in Google Sheet for SDOs and Schools also for filling-up by the schools; while the SDO SBFP Focal Persons shall accomplish this form in the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs.
- f. **SBFP Form 6 (List of Beneficiaries with/without Milk Intolerance)** - shall be accomplished by the SBFP Core Group before start of feeding (Refer to VIII.D.2.b). Another presentation of this form is available in the SBFP Monitoring Summary in Google Sheet for SDOs and Schools also for filling-up by the schools; while the SDO SBFP Focal Persons shall accomplish this form in the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs.
- g. **SBFP Form 7 (Record of Milk Deliveries)** – shall be accomplished by the SBFP Core Group in the SBFP Monitoring Summary in Google Sheet for SDOs and Schools on the first delivery and monthly thereafter. This will be consolidated monthly and online by the SDO SBFP Focal Persons in the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs.
- h. **SBFP Form 7a** – shall be filled-up by the School Drop-Off Point to record the milk volume received from the local dairy suppliers and then distributed to the recipient schools.



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- i. **SBFP Form 8 (SBFP Monthly Report)** – shall be accomplished monthly and online by the schools to record the funds received from the SDO, disbursed, and liquidated. This will be consolidated monthly and online by the SDO SBFP Focal Persons in the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs. While the RO SBFP Focal Persons shall accomplish this form quarterly in the SBFP Monitoring Summary in Google Sheet for CO, ROs, and SDOs.
- j. **SBFP Form 9 (Parent’s Consent for Milk)** – shall be distributed to the parents of the beneficiaries before they are allowed to participate in the program. This shall be kept at the school for record purposes.
- k. **SBFP Form 10** – Monitoring Tool for CO
- l. **SBFP Form 11** – suggested Monitoring Tool for ROs
- m. **SBFP Form 12** – suggested Monitoring Tool for SDOs

## 2. SBFP Monitoring Summary

- a. SBFP Monitoring Summary for SDOs and Schools – Each SDO shall have its own SBFP Monitoring Summary in Google Sheet to be shared to all of its SBFP schools. The SDO SBFP Focal Persons and School Feeding Coordinators shall update the sheets before feeding starts and monthly thereafter. The link to this file shall be provided by the BLSS-SHD through the RO SBFP Focal Persons.
- b. SBFP Monitoring Summary for CO, ROs, and SDOs - All RO/SDO SBFP Focal Persons shall update the sheets in this file before feeding starts and monthly thereafter. This form may be accessed at [https://bit.ly/CO\\_SBFP\\_Monitoring\\_Summary](https://bit.ly/CO_SBFP_Monitoring_Summary).

## 3. Terminal and Narrative Report

- a. All School Heads shall submit a terminal report to include the following:
  - i. program accomplishments;
  - ii. list of names of beneficiaries; findings of the monitoring activities;
  - iii. issues encountered and actions taken;
  - iv. procurement process;
  - v. good practices or lessons learned;
  - vi. personnel involved, pictures before, during, and after the feeding activities, and goods procured using the OK sa DepEd Form C which may be accessed at [https://bit.ly/OKD\\_Forms](https://bit.ly/OKD_Forms).
- b. The said report shall be submitted by email at [okd@deped.gov.ph](mailto:okd@deped.gov.ph) at the end of the school year.





- c. The SDOs and ROs shall likewise prepare a **Narrative Report** on the accomplishments, status of funds, issues and concerns, good practices, policy recommendation, and pictures, to be emailed at [sbfmilk@deped.gov.ph](mailto:sbfmilk@deped.gov.ph) at the end of the school year.

**C. Program Evaluation-** Evaluation shall be conducted during the first quarter of FY 2021. Guidelines shall be issued subsequently to this effect.

## **XII. SPECIAL PROVISIONS**

- A. Nutritional assessment for baseline data is **suspended** for this period to avoid COVID-19 transmission. However, nutritional assessment for endline data is **temporarily suspended** until the issuance of an advisory for its continuation.
- B. To maximize the use of funds in a school year, or to catch up on missed feeding days due to natural or man-made calamities or pandemic, schools may propose to conduct double feeding for approval by the RD in coordination with the auditor and accountant. In this way, current funds for the school year will be fully utilized.
- C. Double feeding may also be conducted if the estimated number of feeding days will exceed the number of school days, subject to the approval of the RD prior to the implementation to complete at least 60 feeding days.
- D. The SBFP Focal Persons with the assistance of the Barangay Health Workers/Barangay Nutrition Scholars may conduct house visits to record the progress of the nutritional status of the target beneficiaries only if Enhanced Community Quarantine (ECQ)/General Community Quarantine (GCQ) is no longer imposed in the area and social distancing is no longer required.
- E. The SBFP Core Group, per DO 39, s. 2017, shall coordinate with local partners and stakeholders (e.g., city/municipality/barangay and civil society linkages) to assist in the delivery and distribution of nutritious food products to the respective residence of the beneficiary.
- F. All activities to be conducted from the CO, ROs, SDOs, and schools shall comply with the required health standards, per DepEd Order No. 14, s. 2020, or the *Guidelines on the Required Health Standards in Basic Education Offices and Schools*.
- G. Per Department of Health (DOH) Department Memorandum No. 2020-260, deworming campaigns requiring mass gathering are postponed until further notice.
- H. The CO, ROs, and SDOs shall ensure that the SBFP TWG are organized at the national, regional, and division levels, per DO 39, s. 2017. The



TWG shall be composed of, but not limited to, the DepEd focal person and his/her alternate, Adopt-a-School coordinator, accountant/finance/budget, and procurement personnel and Planning officer. The TWG shall review and recommend program policies for food and milk component, coordinate and monitor program implementation, and provide guidance and support to school implementers.

### **XIII. ADMINISTRATIVE RESPONSIBILITY**

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

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

### **XIV. REFERENCES**

Republic Act 11037, Masustansyang Pagkain para sa Batang Pilipino Act

Republic Act 11469, Bayanihan Heal as One Act

DOH AO-2020-015, Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation

DOH DM No. 2020-260 Interim Guidelines on Integrated Helminth Control Program and Schistosomiasis Control and Elimination Program During the COVID-19 Pandemic

DepEd Order No. 14, s. 2020 Guidelines on the Required Health Standards in Basic Education Offices and Schools

DepEd Memo on Minimum Public Health Standards for COVID-19 Mitigation in Schools and DepEd Offices

National Budget Circular No. 578 and 580

### **XV. SEPARABILITY CLAUSE**

If for any reason, any portion or provision of this Order is declared unconstitutional, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

### **XVI. REPEALING CLAUSE**

All prior orders, rules and regulations, part or parts thereof, inconsistent with the provisions of this Order, are hereby repealed.



## **XVII. EFFECTIVITY**

This policy rescinds all previous issuances on SBFP and shall be registered in the official gazette and/or newspaper of general circulation, and with the Office of the National Administrative Register, University of the Philippines (UP) Law Center, Diliman, Quezon City. These guidelines shall take effect immediately upon its approval.

### **Annexes**

**Annex 1:** Specifications and Quality Standards

**Annex 2:** Inspection and Acceptance Report (IAR) Form

**Annex 3:** Breakdown of Allocation of the SBFP Funds for SY 2020-2021

**Annex 4.1:** List of DOST-FNRI-developed Technologies relevant for School-based Feeding Program

**Annex 4.2:** FNRI-provided List of Complementary Food Production Facilities Nationwide

**Annex 4.3:** List of Transferrable and Commercializable FNRI Food Technologies



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