



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

June 07, 2024

REGIONAL MEMORANDUM

No. 89, s. 2024

To: Schools Division Superintendents

SEARCH FOR THE REGIONAL MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTERS FOR SY 2023-2024

1. The Education Support Services Division's School Health and Nutrition Unit (ESSD-SHNU) shall conduct the Search for the Most Outstanding School-Based Feeding Program (SBFP) Implementers in the Region for SY 2023-2024.
2. The 2024 Search for the Most Outstanding SBFP Implementers aims to recognize schools, Schools Division Offices and personnel for their exemplary implementation of SBFP for SY 2023-2024.
3. Guidelines on the Conduct of the Regional Search for the Most Outstanding Implementers for SY 2023-2024 is found in Enclosure 1.
4. The Schools Division Office shall conduct their own evaluation for their SBFP performance, identify their best SBFP implementing schools and nominate one (1) outstanding school feeding coordinator using the provided evaluation tools.
5. Submission of entries to the regional office shall not be later than July 26, 2024. Entries beyond this date shall no longer be accepted. The qualified entries shall be validated by the Regional Search Committee thru on-site visits or virtual screening. Awarding of winners will be on September 05, 2024.
6. Expenses for the above-mentioned activity shall be charged to OSEC-NCR-24-030 subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this memorandum is desired.

JOCELYN DR. ANDAYA
 Director IV

Encl: As stated
 Reference: DepEd Memorandum No. 051, s.2021
 To be indicated in the Perpetual Index



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(Enclosure No.1 to Regional Memorandum No. ____ s.2024)

GUIDELINES ON THE CONDUCT OF THE REGIONAL SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTERS FOR SY 2023-2024

I. RATIONALE

The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), has implemented the School-Based Feeding Program (SBFP) since 2010 pursuant to its steadfast commitment to address undernutrition among public school children.

In order to continue the gains achieved by the program, the Regional Stakeholders' Conference and Awarding Ceremony for the Most Outstanding Implementers of SBFP for SY 2022-2023 shall be conducted to provide crucial updates on health and nutrition and recognize the achievements of partner implementers who relentlessly pursued and supported the call to provide critical resources needed by the learners.

II. OBJECTIVES

This activity aims to recognize the efforts of partner implementers in the success of the SBFP implementation for SY 2023-2024.

III. EVALUATION PROCESS

A. Most Outstanding Division SBFP Implementer

1. The SDOs shall accomplish and submit the evaluation sheet in Enclosure 1 along with the supporting documentation. The SDOs shall also submit a 5 minute video presentation that encapsulates their implementation and highlight why they should be awarded as the most outstanding implementer of SBFP.
2. The Regional Search Committee (RSC) shall validate the evaluation forms submitted. On the scheduled date of validation, the division SBFP TWG shall be available to answer queries from the members of the RSC.
3. The SDOs with the top five (5) highest scores shall be recognized as the most outstanding SBFP division implementers and the SDO with the highest score shall be awarded the Regional Most Outstanding SBFP Implementer.



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B. Most Outstanding School Implementer

1. The SDS shall form a Schools Division Search Committee composed of 3 or 5 members from the members of the SBFP TWG with 1-2 representatives from partner agencies or NGOs to identify their nominated best implementing school using the evaluation tool on Enclosure 2.
2. The Regional Search Committee (RSC) shall validate the nomination forms submitted. On the scheduled date of validation, the heads of the school entries and school feeding coordinators shall be available to answer queries from the members of the RSC.
3. The schools with the top five (5) highest scores shall be recognized as the most outstanding SBFP implementers and the highest scorer shall be awarded the Regional Most Outstanding SBFP School Implementer.

C. Most Outstanding Division SBFP Focal Person and Alternate and Most Outstanding School Feeding Coordinator

1. The Schools Division Office shall nominate their Outstanding SBFP Division Focal Person and Alternate and School Feeding Coordinator.
2. The SDS shall endorse their nomination to the Regional Director together with the evaluation sheet, video interview using the guide questions and supporting documentation on or before the set deadline.
3. The Regional Search Committee (RSC) shall validate the nomination forms submitted. On the scheduled date of validation, the nominees shall be available to answer queries from the members of the RSC.
4. The nominees with the top five (5) highest scores shall be recognized as the most outstanding SBFP coordinators and the highest scorer shall be awarded the Regional Most Outstanding SBFP Division Focal Person and Alternate and Regional Most Outstanding SBFP School Feeding Coordinator.



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IV. TIME FRAME

Phases	Responsible Persons	Date
Schools Division and Submission of Entries	SDO Search Committee	Deadline of submission of entries: July 26, 2024
Validation of Entries and Nominations	Regional Search Committee	July-August 2024
Awarding Ceremony	Regional Office	September 05, 2024

V. AWARDS AND RECOGNITION

AWARDS	RECOGNITION
Plaque and Certificate	<ol style="list-style-type: none">1. Most Outstanding Division SBFP Implementer2. Most Outstanding SBFP School Implementers3. Most Outstanding Champions of SBFP (Procurement)4. Most Outstanding SBFP Focal Persons5. Most Outstanding SBFP Alternate Focal Persons6. Most Outstanding School Feeding Coordinators
Medal	<ol style="list-style-type: none">1. Top 5 Most Outstanding SBFP Focal Persons2. Top 5 Most Outstanding SBFP Focal Persons3. Top 5 Most Outstanding SBFP School Coordinators4. Top 5 Most Outstanding Champions of SBFP (Procurement)
Certificates	Special Citations

VI. ANNEXES-EVALUATION SHEETS AND GUIDE QUESTIONS (See attached)



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(Enclosure No.2 to Regional Memorandum No. ____ s.2024)

2024 REGIONAL SEARCH FOR BEST DIVISION SBFP IMPLEMENTERS

CRITERIA

Schools Division Office:

Date of Evaluation:

CRITERIA	WEIGHT	ACTUAL POINTS
FUNCTIONALITY	(30)	
1. Percentage of beneficiaries served	(5)	
1.a. more than 100% of target beneficiaries served	5	
1.b. 100% of target beneficiaries served	4	
1.c. 96-99% of target beneficiaries served	3	
1.d. 90-95% of target beneficiaries served	2	
1.e. <89% of target beneficiaries served	1	
2. Rehabilitation rate	(5)	
2.a. >50% of beneficiaries rehabilitated	5	
2.b. 50% of beneficiaries rehabilitated	3	
2.c. <50% of beneficiaries rehabilitated	1	
3. Attendance of children	(5)	
3.a. >85% increase in attendance	5	
3.b. 80-85% increase in attendance	3	
3.c. <80% increase in attendance	1	
4. Gulayan sa Paaralan Program	(5)	
4.a. >40% of garden yields shared to the feeding program	5	
4.b. 40% of garden yields shared to the feeding program	3	
4.c. <40% of garden yields shared to the feeding program	1	



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5. Parent Volunteers		(5)
4.a. with SBFP parent group that actively volunteers in the implementation	5	
4.b. with SBFP parent group but not actively volunteering in the implementation	1	
6. Advocacy		(5)
4.a. with SBFP social media page with more than 3x a week sharing of photos/videos	5	
4.b. with SBFP social media page with weekly or 2x a week sharing of photos/videos	3	
4.c. no SBFP social media page but shares photos/videos at least once a week	1	
<u>TIMELINESS OF IMPLEMENTATION</u>		(10)
1. Early Procurement Activities		(2)
(Provide timeline of procurement activities conducted)	2	
1.a. Early Procurement Activities conducted	1	
1.b. Procurement activities conducted beyond schedule		
2. Start of Implementation (Note exact date w/ MOVs)		(4)
2.a. On time or early start of implementation	4	
2.b. Delayed start of implementation	1	
3. End of Implementation (Note exact date w/ MOVs)		(4)
3.a. On time or early end of implementation	4	
3.b. Extended implementation/Double Feeding Conducted	1	
<u>COMPLIANCE TO GUIDELINES</u>		(25)
1. Completion of required number of feeding days (120 days for NFP and 43 days for milk)		(5)
1.a. Extended number of feeding days from savings/partnerships	5	
1.b. Complete number of feeding days	3	
1.c. Incomplete number of feeding days	1	
2. Forged partnership with LGUs/NGOs for SBFP		(3)
2.a. With MOA/MOU of feeding support with LGUs/NGOs	3	
2.b. With support from LGUs/NGOs but no MOA/MOU	1	



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3. Creation of SBFP TWG	(3)	
3.a. With memorandized composition of SBFP TWG	3	
3.b. With TWG but no memorandum	1	
4. Orientation for Implementers Conducted	(3)	
4.a Orientation conducted with complete documentation	3	
4.b Orientation conducted but not documented	1	
5. Use of NP-CP for Procurement of Milk Component	(3)	
5.a. Used NP-CP Procurement for Milk	3	
5.b. Used other modes of procurement	1	
6. Serving of IFR for 24 days	(5)	
6.1. Served IFR	5	
7. Approval of Double Feeding for Milk Component	(3)	
7.a. Conducted Double Feeding with approval from the Regional Director	3	
7.b. Conducted Double Feeding without approval from the Regional Director	1	
<u>PROGRAM MONITORING AND EVALUATION</u>	(5)	
1. Monitoring done using SBFP Form 11	2	
2. Monthly updating of Progress Report on OneDrive	3	
<u>REPORTS AND RECORDS</u>	(5)	
1. Use of approved Cycle Menu (Cycle Menu used reviewed by Regional Nutritionist and approved by SDS)	1	
2. Complete SBFP Forms	1	
3. On time submission of Nutritional Status Report	1	
4. Health Profile of Beneficiaries	1	
5. On time submission of Program Terminal Report	1	



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FINANCIAL ACCOMPLISHMENTS	(10)	
1. Prompt request of NCA (for SDO procurement) or release of funds to Schools (with approval of School Level Procurement)	(3)	
1.a. On time or early release of funds	3	
1.b. Late release of funds	1	
2. Prompt payment to suppliers (Note exact dates w/ MOVs)	(4)	
2.a. Payments made within 1 month	4	
2.b. Payments made beyond a month	1	
3. Liquidation Reports (Note exact date w/ MOVs)	(3)	
3.a. On time or early submission of liquidation reports	3	
3.b. Late submission of liquidation reports	1	
PHYSICAL FACILITIES	(5)	
1. Feeding Area	(2)	
1.a. 100% of Schools with separate Feeding Areas	2	
1.b. Not all schools with feeding areas	1	
2. Food Safety Practices	(3)	
2.a. With Division FSCO	3	
ESSENTIAL HEALTH CARE PRACTICE	(10)	
1. Handwashing Practice	(3)	
1.a. Handwashing facilities available in all feeding areas	3	
1.b. Not all schools with handwashing facilities	1	
2. Deworming	(4)	
2.a. 100% of beneficiaries dewormed before feeding	4	
2.b. Not all beneficiaries dewormed	1	
3. Toothbrushing	(3)	
3.a. Toothbrushing practice of schools documented	3	
TOTAL POINTS	(100)	
Plus factors (1 point each) <ul style="list-style-type: none"> • Nutrition Education for SBFP Beneficiaries and Partner Implementers • Extension of feeding program using savings/LGU or NGO augmentation • Division Level Recognition of Best SBFP Implementers 		



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<ul style="list-style-type: none">• Granting of Service Credits to SBFP Coordinators/Implementers• Other good practices (Please identify and provide MOV)		
_____ NAME AND SIGNATURE OF EVALUATOR		
Date:		



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