

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

**ORD No. 921 S. 2024**

**TO :** Schools Division Superintendents  
 Division SBFP Focal Persons  
 All Other Concerned Staff

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **REMINDER FOR THE TAGGING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM (LIS)**

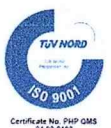
**DATE :** August 27, 2024

1. Attached is Memorandum-OM-OUOPS-2024-9-05523 dated July 04, 2024, from Atty. Revsee A. Escobedo, Undersecretary for Operations of DepEd Central Office, Pasig City, relative to the abovementioned subject, contents of which are self-explanatory, for appropriate action.
2. All Division SBFP Focal Persons are requested to coordinate with the schools to ensure that SBFP Beneficiaries are tagged in the LIS school database at the start of the School Year (SOSY) and again at the End of the School Year (EOSY) starting SY 2024-2025.
3. Immediate dissemination of this Memorandum is desired.



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Effectivity	01.26.23	Page	1 of 1



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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

**MEMORANDUM**  
**OM-OUOPS-2024-9 - 05528**

**FOR :** REGIONAL DIRECTORS  
**SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
 Undersecretary for Operations

*[Signature]*  
**DR. DEXTER A. GALBAN**  
 Assistant Secretary for Operations

**SUBJECT :** *[Signature]* **REMINDER FOR THE TAGGING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM (LIS)**

**DATE :** 4 July 2024

Digitally signed by  
 Galban Dexter Azyr  
 Date: 2024.07.08  
 14:48:42+08'00'

This has reference to the Memorandum OUOPS No. 2023-03-4363 regarding the request of the Bureau of Learner Support Services (BLSS), through the School Health Division (SHD), on the measurement of the retention rate of the SBFP beneficiaries for SY 2023-2024 and onwards through the Learner Information System (LIS), this will ensure tracking of the SBFP beneficiaries.

BLSS-SHD coordinated with the Planning Service-Education Management Information System Division (PS-EMISD) to retrieve the retention rate of the SBFP beneficiaries for SY 2023-2024. However, only 100,000 beneficiaries have been tagged.

Therefore, all SBFP Focal Persons are requested to coordinate with the schools to ensure that SBFP beneficiaries are tagged in the LIS school database at the Start of the School Year (SOSY) and again at the End of the School Year (EOSY) starting SY 2023-2024. For guidance, please refer to the attached SBFP Tagging Tutorial Guide to ensure that all schools tag their SBFP beneficiaries.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).



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Effectivity	03.23.23	Page	1 of 5



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# SBFP Tagging Facility

## Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2<sup>nd</sup> semester are allowed to be tagged.

## Steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using the School user account.

Please sign in

Sign in

Forgot password?

For more information, contact the Information Management Services Division Office, Department of Education, Pasig City. For assistance, contact the Information Management Services Division Office, Pasig City.



## Steps:

2. Once logged-in, click the Learner Information System link.



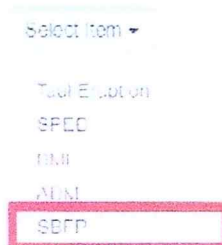
## Note:

For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

3. In the Dashboard, click the **List of Classes** tab.



4. Click "Select Item" dropdown list, then select "SBFP".



## Steps:

### For SHS:

Click the **SHS Tagging Facility**. Then, click **SBFP**.



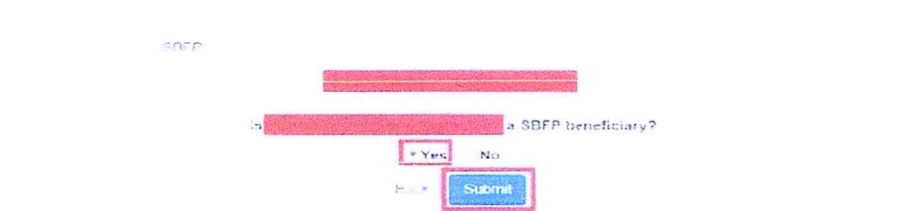
5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Click **Yes** option. Then click the **Submit** button.

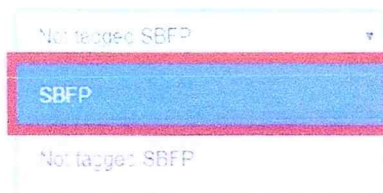


## Steps:

A notification message will be displayed once successfully updated.

Learner updated

- To see the list of learners' who were tagged as SBFP beneficiaries, click the SBFP in the dropdown.



The learner with Y under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

### Masterlist

• Filter: All records with matching data

Columns

#	Learner	Gender	Date of official enrollment	SBFP	Action
1	[REDACTED]	M	2023-01-01	Y	View ✓
2	[REDACTED]	F	2023-01-01		View ✓
3	[REDACTED]	M	2023-01-01		View ✓





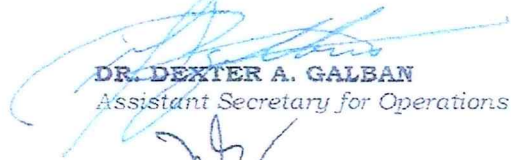
Republic of the Philippines  
**Department of Education**  
OPERATIONS


OUOPS No. 2023-03-4363

**MEMORANDUM**

TO : **ROGER B. MASAPOL**  
Director IV, Planning Service

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

  
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

  
**NENNETH ESPLANA-ALAMA**  
Director IV

SUBJECT : **Request for the Measurement of the Retention Rate of the School-Based Feeding Program (SBFP) Beneficiaries for SY 2023-2024**

DATE : 2 May 2023

The School-Based Feeding Program (SBFP) is one of the Department's big ticket programs which aims to address hunger and encourage learners to enroll and attend school, 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 and behavior. As a learner-support program, it aims to feed the undernourished learners and keep them in school.

Anent to this, the Bureau of Learner Support Services (BLSS), through the School Health Division (SHD), is respectfully requesting for the measurement of the retention rate of the in-coming SBFP beneficiaries for SY 2023-2024 and onwards either through the Learner Information System (LIS) or the Enhanced Basic Information System (EBEIS). The data is being requested to assess the program's contribution to the beneficiaries' learning outcomes. These data are important and

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part of the verification that may directly or indirectly connect to the gains of the SBFP to the learners.

For any concerns and clarifications regarding this matter, you may contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist and SBFP Team Lead, and Ms. Mei-Ling V. Duhig, Health Education Program Officer III, thru email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph) or cp no. 0923-8715146.

Thank you very much.





Republic of the Philippines  
Department of Education

# 9-05523

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This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

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Subject: **Reminder for the Tagging of the School-Based Feeding Program (SBFP) Beneficiaries in the Learner Information System (LIS)**  
Document Code: **CO-BLSS1-2024-07-1075**  
Date and Time Added: **2024-JUL-05 09:56:15 AM**  
Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

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07/05	SHD	OD	FOR APPROVAL	Anina 7-5-24 1:26pm
7-5-24	OD	SHD	w/ Initial	BWA 07/05/24 8:00pm
7-6-24	SHD	OASOPS	FOR APPROVAL	
7-8-24	OASOPS	SHD	for release	Received by: JO LIQUIGAN Date/Time: 7/9/24 9:41 am
7-9-24	SHD	OADRS	FOR APPROVAL	DEPARTMENT OF EDUCATION OFFICE OF THE UNDERSECRETARY FOR OPERATIONS <b>RECEIVED</b> BY: NINO DATE: 7/9/24 TIME: 9:52
	SHD	SHD	signed	Received by: JO LIQUIGAN Date: 7/10/24 6:00 pm

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