



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



DEPED-4A-03-RM-21-125

17 March 2021

Regional Memorandum

SCHOOL-BASED FEEDING PROGRAM (SBFP) MONITORING TOOL

To **Schools Division Superintendents**

1. Pursuant to DepEd Order No. 23 s. 2020 entitled **Operational Guidelines on the Implementation of the School-Based Feeding Program for School Year 2020-2021**, the Regional Office through the Education Support Services Division is hereby providing the School-Based Feeding Program Monitoring Tool to be used during the monitoring of the School-Based Feeding Program in schools.
2. The monitoring tool includes indicators on food safety and minimum health protocols to be followed in schools based on DepEd Order 23 s. 2020. The Monitoring Tool can be localized and modified based on the scenarios in the SDOs and Schools.
3. Attached is the Monitoring Tool for your reference.
4. For further information, please contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II at +639472998999 or email at neil.evangelista@deped.gov.ph
5. Immediate dissemination of this Memorandum is earnestly desired.

WILFREDO E. CABRAL
Regional Director

essd/nbe



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

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ENCLOSURE A. SCHOOL-BASED FEEDING PROGRAM MONITORING TOOL

SCHOOL-BASED FEEDING PROGRAM MONITORING TOOL FOR SY 2020-2021

NAME OF SCHOOL	
DIVISION	
DROP OFF	YES <input type="checkbox"/> NO <input type="checkbox"/>
START OF DISTRIBUTION	
AVERAGE WEIGHT	_____ Bread _____ Fruits
MILK COMPONENT	_____ Fresh or Pasteurized Milk _____ Sterilized Milk _____ Others

INSTRUCTIONS:

This monitoring tool is being provided to determine the degree of implementation of School Based Feeding Program for SY 2020-2021. The purpose of this is to gather data pertaining to the implementation of the program basis for continuous improvement and policy recommendations. The questions are drawn from DepEd Order No. 23 s. 2020.

The responses in this Monitoring Tool will be handled responsibly and will not be used to assess the performance of the school.

Please check the box corresponds to your answer and provide requested information on space provided as objective and truthful as possible.

INDICATORS	NOT EVIDENT	SOMEWHAT EVIDENT	MODERATELY EVIDENT	HIGHLY EVIDENT	REMARKS
A. MONITORING ON DROP OFF POINTS					
<i>Leave blank if school monitored is not identified as drop off points for milk or NFP</i>					
A.1 DELIVERY AND PICK UP ON DROP OFF POINTS (MILK AND NFP)					
Delivered by supplier on drop off points on scheduled and agreed time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Picked-up by schools immediately after delivery on drop off points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2 HEALTH AND SAFETY PROTOCOL ON DROP OFF POINTS (MILK AND NFP)					
Conducted thermo-scanning upon entering the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accepted delivery of goods in open spaces and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available sanitizing foot bath was evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available alcohol and hand sanitizers were evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face mask was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face shield was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical distancing was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3 FOOD SAFETY ON DROP OFF POINTS					
A.3.1 For Milk					
Delivered milk were frozen/chilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were placed in coolers with ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Delivered milk were with 7 days shelf life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3.2 For Nutritious Food Products (for Fortified Bread and Pastries)					
Delivered Nutritious Food Product were placed in sealed container or bag to maintain freshness, quality and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of Production or Consume Before date were indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NFP were placed in a tray or container upon delivery to avoid touching surfaces and maintain safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. MONITORING ON DISPATCHING AREAS IN SCHOOLS					
B.1 FOOD SAFETY IN DISPATCHING AREA					
Dispatching area was well-lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area was pest free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area was clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2 OBSERVANCE OF PROPER HYGIENE FOR FOOD SAFETY					
Washing of hands were observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of disposable plastic gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of hairnet was evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of apron was evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3 FOOD SAFETY OF THE MILK AND NFP					
B.3.1 For Milk					
Delivered milk were frozen/chilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were placed in coolers with ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were with 7 days shelf life indicated in the packaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.2 For Nutritious Food Products (for Fortified Bread and Pastries)					
Delivered NFP were placed in sealed container or any packaging to maintain its freshness, quality and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of Production or Consume Before date were indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NFP were placed in a tray or container upon delivery to avoid touching surfaces and maintain safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4 HEALTH AND SAFETY PROTOCOL ON DISPATCHING AREAS IN SCHOOLS (MILK AND NFP)					
Thermos scanning upon entering the premises was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available sanitizing foot bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available alcohol and hand sanitizers in dispatching area were evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Wearing of face mask was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face shield was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical distancing was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area was properly ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER OBSERVATION (Please provide information on the space provided)

AREAS FOR IMPROVEMENT (Please provide information on the space provided)

MONITORED BY:

SIGNATURE:	
NAME:	
DATE:	