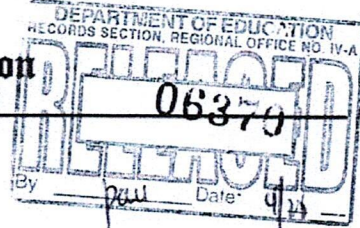




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



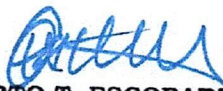
April 25, 2023

Regional Memorandum
No. 229 s. 2023

**REGIONAL SUPPLEMENTARY GUIDELINES ON THE
IMPLEMENTATION OF SCHOOL-BASED FEEDING
PROGRAM FOR SY 2023-2024**

To **Schools Division Superintendents**
All Others Concerned

1. The Department of Education (DepEd) through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), and Education Support Services Division (ESSD), shall implement the School-Based Feeding Program (SBFP) for SY 2023-2024.
2. The aim of this activity is to address the undernutrition issue and improve school enrollment and attendance and increase cognitive and academic performance among public school learners.
3. The SBFP shall only cover public elementary schools, with the primary beneficiaries being the Wasted (W) and Severely Wasted (SW) kinder to Grade VI learners.
4. Please see attached Regional Memorandum on the Supplementary Guidelines for reference.
5. For more details, please contact Annaliza T. Araojo, Regional SBFP Coordinator, through cellphone number 09165417823.


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ESSD-RM-2023-229

REGIONAL SUPPLEMENTARY GUIDELINES FOR THE SCHOOL-BASED FEEDING PROGRAM FOR REGION CALABARZON FOR SY2023-2024.

I. DESCRIPTION AND OBJECTIVES

The **School-Based Feeding Program** is an excellent mechanism for select intervention in school-age learners as it offers an opportunity not only for enhancing nutrition but also improving educational outcomes. The benefits of feeding school-age learners include:

- alleviating hunger
- reducing micronutrient deficiency and anemia
- improving physical resilience
- improving school enrolment and attendance; and increasing cognitive and academic performance.

The healthy meals provided are expected to contribute to the readiness of the learner to participate and benefit in the education process, complete their elementary education, and also to improve their nutritional status.

II. RATIONALE

In the past 6 years, the Department of Education through the Bureau of Learner Support Services (BLSS)-School Health Division (SHD) has done policy improvements to make sure that the feeding program meets its objectives. Annual Program evaluation indicates that 73% of the undernourished learner beneficiaries convert to normal nutritional status at the end of 120 feeding days. School attendance was also noted to have improved and is averaging at 98%. The learners were observed to have better class participation and exhibit positive health habits such as washing of hands before and after eating, toothbrushing, and good grooming practices.

RA 11037, “Masustansyang Pagkain para sa Batang Pilipino Act” institutionalized the National Feeding Program for Kindergarten and Elementary Schools to Combat Hunger and Undernutrition Among Filipino Children

The National Feeding Program that RA 11037 seeks to institutionalize is consistent with the Philippine Plan of Action for Nutrition formulated by the National Nutrition Council (NNC) wherein through the implementation of nutrition-specific and nutrition-sensitive programs, it aims to:

- reduce stunting and wasting among preschool and school children
- reduce micronutrient deficiencies

Section 4 of RA 11037, mandates DepEd, in consultation with other NGAs, LGUs, NGOs, and other development partners to promulgate their respective rules and regulations for the efficient and effective implementation of the National Feeding Program.

The SBFP appeared to work best when complemented with other school health programs such as deworming, micronutrient supplementation, Gulayan sa Paaralan, and Wash in Schools (WinS) Program. School heads underscore the importance of these programs to ensure that learners are ready to learn and thrive in a healthy school environment that allows them to develop health-promoting habits and behaviors for a healthier future generation.

III. SCOPE AND COVERAGE

A. Recipient Schools and Target Beneficiaries

1. The SBFP shall only cover public elementary schools. The proposed SBFP List of Participating Schools for each school year shall be prepared and may be accessed through the program managers in CO, ROs, and SDOs.

SDOs and recipient schools shall ensure to maximize utilization of funds, and to cover the target beneficiaries to the fullest extent possible.

2. Beneficiaries:

Wasted (W) and Severely Wasted (SW) Kindergarten to Grade 6 learners. In case of excess funds, the Secondary beneficiaries shall consider of the learners that fall under the following circumstances such as but not limited to; severely stunted and stunted learners; pupils at risk of dropping out (PARDOs); indigenous people (IP) learners; Indigent learners; Last Mile Schools (LMS) with 100 learners and below; undernourished learners in the Alternative Learning System; Special Education, members of Sports Club.

In case of a shortage in funds, the school shall prioritize the primary target from Kinder to Grade 3 then 4-6; or

Adjust the number of feeding days.

IV. POLICY STATEMENT

This policy establishes the guidelines for the implementation of the School-Based Feeding Program for SY 2023-2024. The program aims to contribute to the improvement of classroom attendance of target beneficiaries to more than 85% per annum. The program also aims to, provide feeding to learners, prioritizing the SW and W; improve the nutritional status of SW and W learners at the end of 120 feeding days; ensure 100% deworming of target beneficiaries prior to the activity; conduct group daily hand washing and tooth brushing activities as stipulated in DepEd Order No. 10, s.2016 to impact the development of positive health-promoting values and behaviors; promote health and nutrition information and awareness among target beneficiaries through the K-12 curriculum and its alternative modalities of education; and Encourage Gulayan sa Paaralan Program and backyard vegetable gardening to augment the feeding program and complement the nutrition and poverty reduction initiatives of the Government.

The DO No.31, s. 2021, DO No. 38, s. 2022, and DO No. 10 s. 2022 shall be used until the new issuance of SBFP guidelines is signed by the Vice President and Secretary Sara Z. Duterte.

V. PROCEDURES (Operating Mechanism)

Implementing Roles and Responsibilities

a. Regional Office

1. The Regional Office through the Education Support Services Division (ESSD) in coordination with the School Governance Division (SGOD) shall monitor the actual implementation of the School-Based Feeding Program;
2. The ESSD shall create the Regional Monitoring Team for approval of the Director;
3. The Regional Office shall validate the SBFP reports of the SDOs submitted;
4. Conduct planning meetings with the SDOs to determine school needs;
5. Provide technical assistance to SDOs in formulating strategies to support school preparedness;
6. Validate, Monitor and prepare report on the implementation of preparedness strategies.

b. Division Office

1. The division Office through the School-Based Feeding Program shall conduct daily monitoring and evaluation of the schools' implementation in coordination with the Public Schools District Supervisors. The unit shall create the division monitoring team for approval of the Schools Division Superintendent.
2. Recommend schools for monitoring by the Regional Office;
3. Conduct Orientation on the SBFP implementing guidelines;
4. Ensure availability of the summary of data of the school level;
5. Prepare a list of schools that would be needing most technical assistance from the regional office; and
6. Timely allocation and downloading of funds to schools.

c. School Heads

1. Spearhead the implementation of the school preparedness activities;

2. Ensure the conduct of SBFP activities as abovementioned.
3. School Heads shall document engagements and submit reports for transparency;
4. Provide updates to the District Office and Schools Division Office;
5. When the school has attained a state where all physical aspects have been improved and no further work needed to be done, the School Head may initiate innovations that will improve the performance level of the teachers and learners; and
6. Submit liquidation reports on time.

A. Budget Allocation

1. DepEd CO shall propose to DBM the budget allocation based on the national target beneficiaries per region (for this school year 2017 data was used);
2. For the current school year, the RO shall be responsible for determining the regional breakdown per division based on the GAA.
3. The SDOs, in turn, shall be responsible for determining the budget allocation and actual beneficiaries from the baseline school nutritional status report of the current school year. The budget allocated for feeding is Php18.00 per beneficiary multiplied by the number of feeding days while the budget allocated for operational expenses is Php 2.00 per beneficiary multiplied by the number of feeding days. The cost of feeding and operational expenses may be increased in succeeding years based on the approved budget by the Government and shall be downloaded to the schools as the case may be. The school shall be responsible in selecting the beneficiaries based on the guidelines, shall procure following the procurement procedures as provided in the RA 9164, and shall submit liquidation reports to the Schools Division Offices.
4. **Operational expenses** allowed under this program include the purchase of basic eating/cooking utensils, toothbrush and toothpaste, reasonable transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, kerosene, labor/service of cook, and common office supplies needed for the preparation of reports.
5. **The Program Support Funds (PSF)** for CO, Ros, and SDOs shall be used for the following:
 - a. Conduct of orientation activities, snacks/meals for face-to-face meetings/conferences, program implementation reviews, monitoring activities, reimbursement/augmentation of traveling expenses for SBFP activities, nutritional and/or microbiological analysis of Enutribun and other products, advocacy activities, communication-related expenses,

hiring of COS staff, transportation expenses of food commodities or hiring of service provider, and other SBFP-related activities;

b. Cover funding deficiencies in the NFP and Milk components and operational expenses related to the milk component, such as but not limited to the payment of a 3% service fee of the National Dairy Authority (NDA)/Philippine Carabao Center (PCC) offices, and transportation expenses for the distribution of milk from drop-off points to school to homes of learners. 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;

c. Cover expenses for the management of food-borne diseases with the approval of the Schools Division Superintendent.

d. Cover expenses for medical and dental examinations and treatments of beneficiaries, deworming, and vaccination.

e. Savings incurred from the procurement of food commodities may be used for the eligible expenses under the program support funds after the SDO Health and Nutrition Unit has certified that the target beneficiaries have been completely served by the program.

It is reiterated that teachers should be deloaded from SBFP activities to allow them to focus on their teaching functions. Other non-teaching personnel of the school may perform SBFP-related tasks, or the school may hire kitchen assistants to be charged against the school's operational expenses.

All ROs and SDOs are instructed to ensure that implementation, distribution of food commodities, and actual feeding will commence in August 2023.

B. Suggested Procurement/Food Preparation Modality

For Region CALABARZON the modalities are: **SDO led** (procurement for all the beneficiary schools is done by the SDO) and/ or **school led** (SDOs shall download the SBFP Budget to the implementing Schools) this will be based on their submitted beneficiaries for 2017. The choice of modality will be according to the terrain and needs of the schools in the specific Division.(D.O no.39, s. 2017)

a. SDO led Scheme

Description: Procurement for all the beneficiary schools is done by the SDO.

Feeding Mechanics: Parents/volunteers and/or hired cooks, prepare and serve the food.

Procurement Method

The SDO shall prepare the bidding documents or RFQ, conduct the procurement process and prepare the contract or P.O. Procured food items shall be delivered to each beneficiary school.

Schools shall prepare the inspection and acceptance report (IAR) of delivered food commodities.

Accounting and Liquidation Process.

Payment(s) for the food commodities shall be done at the SDO, while the funds for the operational expenses shall be downloaded to schools.

b. Regular SBFP Scheme (alternative scheme)

Description - Procurement of Food items, Food Preparation, and liquidation of funds is done by each school.

Schools with at least 5 beneficiaries can hire a cook (1 cook per 40 beneficiaries)

Feeding Mechanics - Parents and volunteers prepare and serve the food.

Procurement Method - The School Bids and Awards Committee (SBAC) conducts procurement of goods using the shopping or negotiated procurement following the consolidated guidelines for an alternative mode of Procurement (AMP)(Annex H of 2016 Revised implementing rules and Regulations (IRR of RA 9184).

c. Food Preparation - Done by hiring temporary labor/service in school.

Hiring of temporary labor/service of cook /job order workers as cooks for the school canteen or central kitchen. The wage of the hired cooks shall not be lower than the minimum wage set by DOLE for the locality.

Hired cooks will prepare the food. Parents and volunteers will serve the food.

Same as the regular SBFP Scheme the SBAC may consider using the Negotiated Procurement-Community participation in the delivery of goods subject to the Community Participation Procurement Manual issued by the GPPB.

Payment for the hired cooks maybe sourced from the operational funds and/or maybe augmented from school MOOE or canteen proceeds.

Payment and liquidation will be the same as the regular SBFP scheme.

1. Internal Preparation and Coordination.

- a. The School Governance and Operations Division (SGOD) at the SDO, through the SBFP Focal Person, shall prepare the following prior to implementation:
 - Cycle Menu for approval by the RO and BLSS-SHD.
 - Total Requirements for Procurement as reference in preparing the Work and Financial Plan (WFP).
 - WFP for the SBFP Funds received for hot meals/NFP, milk, and PSF for approval by the Schools Division Superintendent (SDS).
 - Project Procurement Management Plan (PPMP) for submission to the Supply Officer to be consolidated in the Annual Procurement Plan (APP).

- Technical Specifications for items to be procured.

b. Creation/Reactivation of SBFP Core Group

The School Heads shall create an SBFP Core Group from among the school personnel (feeding coordinator 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.

The Core Group shall be composed of:

One (1) or two (2) school personnel (feeding coordinator); and

One (1) or two (2) parents.

The members of the Core Group shall be submitted by the School Head to the SDO for reference in granting service credits to teachers.

The additional task as school feeding coordinator shall be included in School Form 7 (SF 7) – School Personnel List Assignment and Basic Profile pursuant to DepEd Order No. 58, s. 2017 titled “Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records.”

The SBFP Core Group shall:

1. Identify the target beneficiaries based on the provided criteria, for approval by the School Head;
2. Finalize the cycle menu (for school procurement) for the whole duration of feeding for approval by the SDO, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the SDO;
3. Submit a copy of the approved PPMP to the School BAC or BAC Secretariat for the preparation of the school Annual Procurement Plan (APP) for approval by the School Head;
4. 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);
5. Prepare the schedule of parents/volunteers who shall prepare and cook the menu for the day, prepare the feeding area, supervise the daily feeding, and wash the dishes;
6. Educate and capacitate parents who shall help in the food preparation;

7. Do the recording and reporting using SBFP Forms;
8. Coordinate with the Barangay and partner stakeholders for the conduct of training for parents in order to sustain family food security, increase school retention and improve the nutritional status of children in the long term on the following topics:
 1. Values Formation
 2. Climate-smart training/gardening
 - Bio-intensive gardening (BIG)
 - Food Always In The Home (FAITH) approach
 - Gulayan sa Paaralan Program
 - Fish culture using cement tank/drum.
 - Urban gardening
 - Livelihood/income-generating projects
9. Submit the terminal report at the end of the feeding period to the SDO; and
10. Coordinate with partners/ stakeholders/ civil society/municipality or barangay to assist in the delivery and distribution of food items to the respective residence of the beneficiary.

II. Orientation of Program Implementers

SDOs, through the TWG, shall conduct an orientation among School Heads and teachers using this Regional Guidelines circulated through DepEd Order.

The schools shall conduct orientation and consultative meetings among the school personnel, daycare workers, barangay officials, organizations of community and parents, and other stakeholders before program implementation to ensure effectiveness, common understanding of the program, and the roles and responsibilities of implementers and stakeholders.

It is also a good opportunity to seek the support of community members (i.e., school alumni, donor families, and private corporations) in providing weighing scales (beam balance), storage facilities (refrigerators or freezers), cooking and feeding paraphernalia, multivitamins, soap, toothbrushes and toothpaste, transportation of commodities, etc.

Orientation topics shall include:

- Overview of the program

- Background/rationale
- Implementing and partnership guidelines
- Roles of PTA and other stakeholders in program implementation
- Training/cooking demonstrations for teachers and parents
- Food preparation and food safety concepts
- Other Food Choices

III. Actual Feeding

Feeding Mechanics for Schools with Face-to-Face Classes

For learners in schools, feeding time shall be decided by the School Head in consultation with the SBFP Core Group and PTA according to the needs of the children and the practicability of feeding.

Feeding may be conducted at the school feeding center/area or separate room to avoid disruption of classes. The food shall be served and consumed inside the feeding area.

The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks, and lunch boxes or may be charged from the P2.00 operational expenses or program support funds. Placemats, table napkins/towels, and other feeding paraphernalia may also be used. The parents or volunteers shall likewise be responsible for the washing of used utensils. However, the schools are not allowed to collect any money from the parents.

The School Head or his/her authorized representative shall be responsible for supervising the daily feeding at the school site.

The highest standard of hygiene in the preparation and serving of food must be practiced and observed.

Aside from feeding, the children shall be taught proper hygiene (such as proper washing of hands before and after eating), table manners (prayers before and after meals), good grooming, simple concepts on health care, and the importance of nutrition in their health and development, among others. The children shall likewise be taught basic chores, (i.e., washing their own plates/trays or washing the dishes), cleanliness, and disinfecting of utensils and surroundings, which must be done and follow all the safety precautions to avoid other illnesses and COVID-19. The feeding teachers are encouraged to discuss daily the meal for the day and the nutrients which can be derived from the meal.

In order to facilitate the feeding activity and not to burden teachers, the PTAs and other volunteer workers shall be mobilized and tapped to assist in the conduct of feeding.

The SBFP Core Group is encouraged to minimize food wastage by practicing portion control.

Children who participated in daily feeding shall be recorded in SBFP Form 3.

In cases of interruption (i.e., school is used as temporary evacuation center, etc.), the School Head shall ensure that the feeding activity shall be for the targeted children only.

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 (i.e., the provision of food items intended for two days within a day, its consumption is recommended to be with interval) 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.

Double feeding may also be conducted if the estimated number of feeding days will exceed the number of school days in a fiscal year, subject to the approval of the RD prior to the implementation to complete the target feeding days.

IV. Reporting

All ROs, SDOs, and participating schools are required to prepare and submit the following the prescribed template. The SBFP Forms can be accessed at <https://bit.ly/2023-SBFP-Forms>

A. MONITORING AND EVALUATION

The Regional Office through the Education Support Services Division shall lead the monitoring and evaluation of the implementation of School-Based Feeding Program and the compliance of schools division offices, and schools vis-a-vis the guidelines set. The ESSD shall prepare the SBFP Monitoring and Evaluation (M&E) tool and Monitoring Plan for adoption of the Division Offices. The M&E tool and plan shall guide the Schools Division Offices with the Education Support Services Division (ESSD) as the lead division as well as the School Governance and Operations Division (SGOD) – as the lead unit which includes gathering of relevant data and submission of reports in the conduct of monitoring and evaluation.

V. References

1. D.O. No. 39, s. 2017
2. Supplementary Guidelines for SBFP 2021
3. Draft SBFP Institutional Guidelines
4. OUOPS No. 2023-03-3665 dated April 17, 2023, Advisory for the Implementation of SBFP SY 2023-2024.

VI. EFFECTIVITY/TRANSITORY PROVISION

This order shall take effect immediately upon the approval and shall remain in force and in effect unless sooner repealed, amended, or rescinded.

Regional Memorandum and all other issuances inconsistent with this order are hereby suspended or modified accordingly.