

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




18 September 2023

Regional Memorandum
No.561 s.2023

**AGREEMENTS ON THE IMPLEMENTATION OF
SCHOOL-BASED FEEDING PROGRAM**

To **Schools Division Superintendents**

1. In reference to Regional Memorandum No. 478 s. 2023¹, this Office, through the Education Support Services Division, reiterates the agreements as an offshoot of the activity relative to the planning, implementation, monitoring, and evaluation of the School-Based Feeding Program (SBFP) held last September 14–15, 2023.
2. This aims to provide a summary of the information covered during the recent workshop, ensuring that all participants have a clear and concise guide to the implementation of SBFP.
3. For further information, kindly contact Chief Michael Girard R. Alba or Dr. Annaliza T. Araojo, Regional School-Based Feeding Program Coordinator through mobile at 09165417823 or through email at essd.calabarzon@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: 03/ROE7

¹ Workshop in Intensifying School-Based Feeding Program



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Enclosure A.

**CONSIDERATIONS FOR THE PLANNING, IMPLEMENTATION, MONITORING,
AND EVALUATION OF SCHOOL-BASED FEEDING PROGRAM**

- In procurement, planning is crucial and important. Utilize PhilGEPS as a resource to identify available suppliers. Strictly comply with the procurement process as stipulated in RA 9184.
- When procuring hauling services, it is essential to conduct a supplier forum and pre-bid conference. Maintain a list of potential suppliers and create a list of qualified suppliers. Bid invitations should be handled by the procurement unit.
- For deworming tablets, coordinate with the LGU. Request a certificate of non-availability if no deworming tablets are available and attach this certificate to the deworming tablet procurement request.
- Provide food safety training for SBFP personnel before commencing the feeding program to establish safe and hygienic practices. Teachers should not participate in the preparation and cooking of meals.
- Avoid reassigning new SBFP coordinators while the program is ongoing; consider replacing them at the end of the school year to ensure continuity.
- Liquidation reports on SBFP and canteens should undergo validation and review by the assigned SDO monitoring team, with reference to canteen guidelines or consultation with team members as needed.
- Apart from focusing on the implementation phase, the primary goal should be a reduction in the percentage of severely underweight learners. Ensure that the feeding program is clearly stipulated in the implementation plan and consistently adhered to.
- SBFP Coordinators should closely monitor and collaborate with the School Governance and Operations Division (SGOD) Chief to ensure proper guidance and directives.
- The SGOD Chiefs should review the responsibilities and mandate of the Medical Officer III and provide guidance to create a program addressing issues with severely underweight individuals and consider revisiting the School Training Program (STP).
- The Regional Office will provide a Google link for tracking progress, implementation plans, and coordination regarding budget utilization. Monthly online coordination meetings will be held, with updates provided through a regional memo. Furthermore, regular meetings will be conducted by the Regional Office's nutrition and dental team with the SBFP Coordinators.
- A culminating activity is essential to evaluating and recognizing collaborative efforts in the successful implementation of SBFP.