



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



ESSD-RM-2025-174

06 March 2025

Regional Memorandum

GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS

To **Schools Division Superintendents**

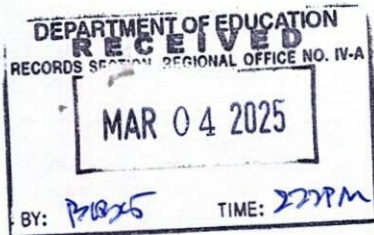
1. Relative to OM-OUOPS-2024-08-00378¹, this Office, through the Education Support Services Division (ESSD), hereby disseminates the guidelines on the utilization of Program Support Funds (PSF) for the implementation of the School-Based Feeding Program (SBFP) Components.
2. The attached guidelines provide mechanisms for the release, allocation, and utilization of the additional downloaded PSF, as well as the monitoring and evaluation for the following activities:
 - a. Refurbishment of selected Central Kitchens (CKs) for reactivation
 - b. Hiring of CoS (Contract of Service) for Central Kitchen Training Centers (CKTCs)
 - c. Operational funds for selected CKTCs;
 - d. Implementation of the WASH in Schools (WinS) Program;
 - e. Procurement of deworming medicines and/or soaps;
 - f. Implementation of the Gulayan sa Paaralan Program (GPP);
 - g. Implementation of the Integrated Schol Nutrition Model (ISNM); and
 - h. Implementation of the Home-Grown School Feeding Program (HGSF) for Calendar Year (CY) 2025.
3. The Sub-Allotment Release Order (Sub-ARO) will be issued upon the completion of processing by the DepEd Central Office Budget Division.
4. For inquiries, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Ms. Johnalen Aira S. Soberano, Nutritionist-Dietitian II of the Education Support Services Division at email address essd.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.

03/ROE7

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

¹ Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program Components



Records-UM01-2025-249

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2025-0148

FOR : MALCOLM S. GARMA
Assistant Secretary
Officer-in-Charge, Office of Undersecretary for Operations

DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services (BLSS)

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : CLEARANCE ON THE REVISED GUIDELINES ON THE UTILIZATION OF FY 2025 PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF SCHOOL BASED FEEDING PROGRAM (SBFP) COMPONENTS

DATE : February 17, 2025

This refers to the memorandum from the Bureau of Learner Support Services – School Health Division (BLSS-SHD), which requests a review of the Finance Strand within the policy issuance titled *Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components*.

The Finance Strand previously provided second feedback, as outlined in the *Office of the Undersecretary Memorandum (OUF-2024-01026)* dated December 18, 2024. We acknowledge that the recommendations made by the Finance Strand were successfully incorporated into the revised guidelines.

In light of the above, this Office has no further input and raises no objections to the issuance of the revised guidelines. Therefore, the guidelines may be issued by the Operations Strand with the signature of the Assistant Secretary and Officer-in-Charge for the Office of the Undersecretary for Operations.

Finally, given that the funds will be allocated to the Regions and the deadline for downloading is set on March 15, 2025, this office strongly recommends expediting the downloading process to ensure compliance with the deadline.

Should you require any further assistance, please do not hesitate to contact this Office through the Education Programs Management Office at epmo@deped.gov.ph or call (02) 8637-411.

Thank you.



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-08-00378

TO : ALL REGIONAL DIRECTORS
EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND
NUTRITION UNIT
SCHOOL-BASED FEEDING PROGRAM COORDINATORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

SUBJECT : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS
(PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING
PROGRAM (SBFP) COMPONENTS

DATE : January 2, 2025

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These programs are grouped under the Nutrition and Hygiene Unit of the School Health Division. These mentioned programs are complementary programs that support the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices; Gulayan sa Paaralan Program - for maintaining a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners.

The funding for the implementation of this policy shall be charged against the FY 2025 (R.A. No. 12116) School-Based Feeding Program (SBFP) funds.

For a detailed breakdown of the fund distribution across program components, please refer to **Annex A**, which provides the allocation list for the SBFP.



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For clarifications and concerns, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Ms. Christine Isabel B. Buenvenida**, HEPO II, **Ms. Gail Hariette C. dela Rosa**, TA II and **Mr. Dranoel Cyrus C. Baguio**, TA II, under the Nutrition and Hygiene Team through email at sbfp@deped.gov.ph or at telephone number (02) 8632 9935.

For immediate dissemination and compliance.



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ANNEX A

GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS

I. Rationale/Background

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process, complete their elementary education, and to improve their nutritional status. Concurrently, the WinS Program emphasizes the promotion of good hygiene and safe food preparation practices across all program components, particularly within meal preparation areas. In addition, the Gulayan sa Paaralan Program (GPP) and the Integrated School Nutrition Model (ISNM) focus on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools. These mentioned programs are complementary programs that directly affect the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices through our WinS Program; GPP and ISNM - for a healthy food environment in schools and communities.

II. Scope

This policy provides guidelines to the ROs and SDOs on the implementation of the SBFP and its program components in DepEd. It covers mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring and evaluation of the SBFP, WinS, GPP, and ISNM.

Specifically, on the following eight (8) activities subject to the usual accounting and auditing rules and regulations:

1. Refurbishment of selected Central Kitchens (CKs) for Reactivation
2. Hiring of CoS for Central Kitchen Training Centers (CKTCs)
3. Operational Funds for selected CKTCs;
4. Implementation of the WinS Program;
5. Procurement of Deworming Medicines and/or Soaps;
6. Implementation of the GPP;
7. Implementation of the ISNM; and
8. Implementation of the Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025.

III. Program Component

1. **Central Kitchen** - One of the components of SBFP is the Central Kitchen (CK). CK is a school or LGU supervised facility that centralizes the procurement and food preparation or cooking of a school or group of schools. The food preparation



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is done in the CKs, and the prepared food is delivered to or picked up by the satellite schools for distribution among its feeding program beneficiaries. As of this day, there are 56 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK were selected as training centers for Calendar Years (CYs) 2023-2025. These CKs will undergo training to become learning centers for benchmarking and training facilities for LGUs and other stakeholders that are willing to support the establishment of the central kitchen in their district or municipality. There were already 10 Central Kitchen Training Centers (CKTCs) that were established and trained and the other 5 will be trained in CY 2025.

2. **WinS Program** – The WinS Program is a comprehensive, sustainable and scalable school-based program that sets the basic requirements and standards on five (5) key elements: **Water, Sanitation, Hygiene, Deworming and Health Education**. It aims to ensure knowledge and understanding among learners of effective hygiene and sanitation projects; improve equitable access to safe water, adequate toilets and handwashing facilities; improve hygiene and sanitation practices among the learners to enable them to develop life-long positive hygiene and sanitation behaviors; and engage public and private partners for the program implementation and sustainability.

WinS Program is mandated by DepEd Order No. 10 s. 2016 “Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program”. Other supporting bases are DepEd Memorandum No. 194 “Implementing Guidelines to DepEd Order No. 10, s. 2016 “Police Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program” and DepEd Memorandum No. 13, s. 2021 “Designation of WinS Coordinators in the Department of Education Regional and Schools Division Offices”.

3. **GPP and ISNM** - **GPP** aims to establish and maintain a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners. It supports the hunger mitigation initiatives of the government and encourages both public elementary and secondary schools to establish school gardens to ensure continuous supply augmentation of vegetable supplies for the School-Based Feeding Program (SBFP), and other feeding programs. DM NO. 223, s. 2016 titled “Strengthening the Implementation of the *Gulayan sa Paaralan* Program in Public Elementary and Secondary Schools Nationwide” shall be used as reference in the disbursement of funds.

The **ISNM** is the integrated model showing the synergism of a school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities. Schools implementing the ISNM are called Lighthouse Schools

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. The established network of Lighthouse Schools adopted the ISNM and school-based Crop Museums that serve as repositories of traditional and indigenous



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vegetables. The Crop Museums, located within the network of the Lighthouse Schools, serve as seed banks fostering the multiplication and exchange of crop types and varieties across schools and with local communities to promote food diversity for food and nutrition of schoolchildren, and resilience of school gardens mitigating effects of climate change.

- 4. Home-Grown School Feeding Program** - The Home-Grown School Feeding (HGSF) is an innovative modality of school meals which promotes nutrition and learning for schoolchildren, while linking with local smallholder farmers the procurement of food commodities for the feeding program. The HGSF consists of daily delivery of nutritious hot meals that include locally sourced food, including rice, meats, vegetables, etc. through onsite cooking. By contributing to the education of children and addressing nutrition challenges, and creating market opportunities for local smallholder farmers, the HGSF is one of the most cost-effective and impactful strategies to implement the Government's school meals program.

Through the HGSF, World Food Programme (WFP) will support the Philippine Government in enhancing and expanding the national school meals program to reach 3.2 million schoolchildren and create transformative change for 1.6 million smallholder farmers and families by 2028. The core objective of the HGSF project is to foster the development of a robust national HGSF system, bolstering government efforts to manage local systems. WFP is directly supporting the Government in designing the pilot schools. This entails i) setting standards and establishing processes for local food purchases, ii) developing customized school menus, and iii) providing human resources for planning, implementing and monitoring the program.

The HGSF pilot is a partnership between the Philippine Government (national and sub-national levels) and WFP. In Luzon and BARMM, the program is funded and implemented by the Government with WFP's support. In consultation with the Government and based on the vulnerability of local communities, seven (7) local governments and nine (9) elementary schools in Maguindanao Province (BARMM), and three (3) local governments and 3 elementary schools in Isabela Province (Luzon) were identified to pilot the HGSF. Isabela Province (Luzon) is one of the two locations prone to natural disasters, wherein WFP aims to promote climate change mitigation and adaptation, including the utilization of climate-smart agricultural practice.

IV. Utilization of Funds

Program Component	Allowable Activities	Eligible Expenses
Central Kitchen (CK)	Refurbishment of Selected Central Kitchens for Reactivation for FY 2025	Payment of expenses for the minor repairs of the facility, such as but not limited to, repainting, fixtures of ceiling, etc. Minor repairs to be done in the CK should be in coordination with the Schools Division Office Engineers.

Program Component	Allowable Activities	Eligible Expenses										
		Purchase of additional kitchen tools, cookware, utensils and equipment (burners, refrigerators, or freezers) below P50,000.00 may be procured pursuant to Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022, subject to the usual accounting and auditing rules and regulations.										
	Hiring of CoS for Central Kitchen Training Centers (CKTCs)	Payment of salary of the hired Central Kitchen Technical Assistant (TA I) (CoS) The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Joint Memorandum of the Finance and Operations Strands titled "Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP)."										
	Operational Funds of CKTCs	An allocation of Fifty Thousand Pesos (Php 50,000.00) per CKTC is provided, covering the cost of conducting up to 10 sessions/visits, with a maximum capacity of 15 participants per session. Here is a sample expenses for reference: <table><tr><th></th><th>AMOUNT</th></tr><tr><td>Operation Expenses (Gasul, Dishwashing Soap etc.)</td><td>P1,300.00</td></tr><tr><td>Ingredients for the 2 menus (Php 22 x 50 pax x 2)</td><td>P2,200.00</td></tr><tr><td>Snacks of Visitors (Php100 x 15 pax)</td><td>P1,500.00</td></tr><tr><td>Total</td><td>P5,000.00</td></tr></table> The schools shall liquidate the downloaded funds to the SDO.		AMOUNT	Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00	Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00	Snacks of Visitors (Php100 x 15 pax)	P1,500.00	Total	P5,000.00
	AMOUNT											
Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00											
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00											
Snacks of Visitors (Php100 x 15 pax)	P1,500.00											
Total	P5,000.00											
WinS	Refurbishment of handwashing facilities not exceeding to P50,000	Repair/improvement of handwashing facilities										
	Conduct of water testing at least once every calendar year	Payment for the water testing										
	Production of IEC materials	Payment for the printing/ production of IEC materials										

Program Component	Allowable Activities	Eligible Expenses
	related to the WinS Program	
	Conduct and participation to any WinS program related activities (capacity buildings, seminars, meetings and advocacy campaigns)	Payment for board and lodging, meals, supplies/ materials, transportation expenses, and other related expenses to the activity
	Conduct of awarding and recognition activities	
	Provision of deworming medicines and soaps for All Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (3,398,541 SBFP beneficiaries) @P10 per beneficiary.	Purchase of deworming medicines and soaps
Gulayan sa Paaralan	Conduct of: <ul style="list-style-type: none"> - Capacity building - Advocacy Campaigns - Seminars, orientations, fora, and meetings 	Payment for Board and Lodging, supplies/materials, transportation expenses, and other related expenses to the activity
	Establishment, maintenance and	Purchase of garden tools, materials and equipment

Program Component	Allowable Activities	Eligible Expenses
	sustainability of school gardens	
ISNM	Establishment of Lighthouse	Purchase of garden inputs for the improvement/ maintenance of crop museum and nurseries of indigenous vegetables.
	Conduct of benchmarking, capacity building, and orientation activities among nearby schools with school gardens and other ISNM related activities as deemed necessary.	Payment for board and lodging, meals, supplies/materials, and other related expenses to the activity
	Advocacy	Procurement of signages, reproduction/ development of information materials such as leaflets and videos for advocacy activities, and reproduction of appropriate nutrition education materials.
Home Grown Feeding Program	Implementation of HGSF	Purchase of daily nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

V. Release of Funds

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office to the field implementers based on the Allocation of Funds provided by the Bureau of Learner Support Services - School Health Division. The receiving of downloaded funds at the Regional Offices or Schools Division Offices shall be consistent with the established procedures.

VI. Use of Balance/Excess/Unutilized Funds

A. Central Kitchens (CKs)

1. Hiring of CoS for CKTCs

Any excess from the downloaded funds due to non-hiring in the field offices for FY 2025, the Regional Director and Schools Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2026 and other CKTC Activities related activities.

2. Operational Funds of CKTCs

a. When allocation has not been used and there is no request for visits

At the end of the year, all unexpended funds shall be used by the CKTC for the improvement of the facility subject to the approval of the Schools Division Superintendent and the usual accounting and auditing rules and regulations.

B. Other SBFP program component

1. For other SBFP program components such as **WinS, Gulayan sa Paaralan, ISNM and HGSP**, any excess of unutilized funds may be used to other SBFP related activities or other SBFP Program Component Activities.

VII. Request additional budget

A. Operational Funds of CKTCs

a. When allocation has been used and still receiving requests for visits

When the funds from the DepEd Central Office is fully utilized, the SDOs may provide funds to CKTCs using the SBFP PSF. The CO and ROs may also provide additional funds using their SBFP PSF.

VIII. Monitoring and Evaluation

For the effective monitoring of the implementation and utilization of the downloaded PSF, the Regional Office shall submit a Utilization Report to the Central Office through the BLSS-SHD, copy furnished to the Office of the Undersecretary for Operations.

The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of the activity.



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ANNEX B

SUMMARY OF BREAKDOWN OF THE PSF ALLOCATED PER RO AND SDO FOR THE EIGHT (8) ACTIVITIES

1. Refurbishment of Central Kitchens for Reactivation for FY 2025

Refurbishment of Central Kitchens for Reactivation for FY 2025			
REGION	No. of Central Kitchens	Allocated funds for minor repairs	Amount
Region 3	2	50,000.00	100,000.00
Region 4A	1	50,000.00	50,000.00
Region 5	3	50,000.00	150,000.00
Region 6	1	50,000.00	50,000.00
Region 11	14	50,000.00	700,000.00
Region 12	1	50,000.00	50,000.00
Caraga	1	50,000.00	50,000.00
GRAND TOTAL			1,150,000.00

2. Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 1-SDO La Union/Bacnotan Central School	Technical Assistant I	28,000.00	2,800.00	1	12	330,000.00
Region 2/SDO Tuguegarao City/Tuguegarao West Central School	Technical Assistant I	28,000.00	2,800.00	1	12	330,000.00
Region 4A/SDO Antipolo City/Juan Sumulong Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 5/SDO Sorsogon/Sta. Magdalena Central Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 6/SDO Sagay City/Maria Lopez Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 6/SDO Sipalay City/Agripino Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 7/SDO Mandaue City/Opao Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 10/SDO Iligan City/ Sta. Filomena Central School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 11/SDO Davao del Norte/Maniki Central Elementary School SPED Center	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Total						3,696,000.00

3. Operational Funds of CKTCs

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 1-SDO La Union/ Bacnotan Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 2/SDO Tuguegarao/ Tuguegarao West Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 4A/SDO Antipolo City/ Juan Sumulong Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 5/SDO Sorsogon/ Sta. Magdalena Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sagay City/ Maria Lopez Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sipalay City/Agripino Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 7/SDO Mandaue City/ Opao Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 10/SDO Iligan City/Sta. Filomena Central School	1,300.00	2,200.00	1,500.00	10	50,000.00

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 11/SDO Davao del Norte/ Maniki Central Elementary School SPED Center	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Total					500,000.00
GRAND TOTAL (Hiring of COS and Operational)					3,800,000.00

4. Implementation of Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program.

The WinS Program Support Funds is intended for the ROs and SDOs and will be downloaded by the CO to the ROs (Please refer to Annex B for the breakdown of fund allocation.) Each RO shall be downloaded with the amount of Two Hundred Thousand Pesos (P200,000.00) while each SDO shall receive One Hundred Thousand Pesos (P100,000.00). CO

Downloading of Program Support Funds on WinS					
Region	No. of ROs	Amount (ROs)	No. of SDOs	Amount (SDOs)	Total Amount to be downloaded
Region 1	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 2	1	200,000.00	9	900,000.00	1,100,000.00
Region 3	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 4A	1	200,000.00	23	2,300,000.00	2,500,000.00
Region 4B	1	200,000.00	7	700,000.00	900,000.00
Region 5	1	200,000.00	13	1,300,000.00	1,500,000.00.00
Region 6	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 7	1	200,000.00	20	2,000,000.00	2,200,000.00
Region 8	1	200,000.00	13	1,300,000.00	1,500,000.00
Region 9	1	200,000.00	8	800,000.00	1,000,000.00
Region 10	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 11	1	200,000.00	11	1,100,000.00	1,300,000.00
Region 12	1	200,000.00	8	800,000.00	1,000,000
Caraga	1	200,000.00	12	1,200,000.00	1,400,000
NCR	1	200,000.00	16	1,600,000.00	1,800,000
CAR	1	200,000.00	8	800,000.00	1,000,000
Total	16	3,200,000 .00	218	21,800,000	25,000,000

Liquidation of Funds - The SDOs shall liquidate the downloaded funds to the ROs.

- 5. Procurement of Deworming Medicines and Soaps (Charge against SBFP 2025 Current Funds)** – For this, the total budget allocation is Thirty-Three Million Nine Hundred Eighty-Five Thousand Four Hundred Ten Pesos (**P33,985,410**). The ROs/SDOs may provide additional funds for this purpose using their Program Support Funds (PSF). CO will download to ROs.

DEWORMING MEDICINE/ AND OR SOAP				
Region	Items/ Particular Unit Cost	No. Of Pax	No. Of Days	Amount
Region I	10.00	156,706	1	1,567,060.00
Region II	10.00	101,807	1	1,018,070.00
Region III	10.00	362,962	1	3,629,620.00
Region IV-A	10.00	528,660	1	5,286,600.00
Region IV-B	10.00	146,180	1	1,461,800.00
Region V	10.00	282,989	1	2,829,890.00
Region VI	10.00	272,712	1	2,727,120.00
Region VII	10.00	260,532	1	2,605,320.00
Region VIII	10.00	167,133	1	1,671,330.00
Region IX	10.00	155,950	1	1,559,500.00
Region X	10.00	171,138	1	1,711,380.00
Region XI	10.00	178,712	1	1,787,120.00
Region XII	10.00	163,714	1	1,637,140.00
CARAGA	10.00	102,869	1	1,028,690.00
NCR	10.00	309,853	1	3,098,530.00
CAR	10.00	36,624	1	366,240.00
TOTAL:				33,985,410.00

The target number of beneficiaries are All Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (**3,398,541 SBFP beneficiaries**). For details, please see below.

SCHOOL-BASED FEEDING PROGRAM (SBFP) PROPOSAL FOR FY 2025 NEP LEVEL						
SUMMARY BY REGIONAL LEVEL (NATIONAL DATA)						
REGION	Total Beneficiaries	Cost of Hot Meals/NFP (P25.00 for 120 days)	Cost of Milk (P22.00 for 15 days)	Total (Hot Meals + Milk)	PSF (E*3.3% + 800,000 (CO+RO+SDO))	TOTAL
CO-BLSS-SHD					316,745,383.00	316,745,383.00
Region I	156,706	470,118,000.00	39,903,600.00	510,021,600.00	17,630,713.00	527,652,313.00
Region II	101,807	305,421,000.00	27,309,480.00	332,730,480.00	11,780,106.00	344,510,586.00
Region III	362,962	1,088,886,000.00	97,180,380.00	1,186,066,380.00	39,940,191.00	1,226,006,571.00
Region IV-A	528,660	1,585,980,000.00	137,593,170.00	1,723,573,170.00	57,677,915.00	1,781,251,085.00
Region IV-B	146,180	438,540,000.00	36,681,150.00	475,221,150.00	16,482,298.00	491,703,448.00
Region V	282,989	848,967,000.00	69,323,100.00	918,290,100.00	31,103,573.00	949,393,673.00
Region VI	272,712	818,136,000.00	68,035,110.00	886,171,110.00	30,043,647.00	916,214,757.00
Region VII	260,532	781,596,000.00	68,545,620.00	850,141,620.00	28,854,673.00	878,996,293.00
Region VIII	167,133	501,399,000.00	42,860,070.00	544,259,070.00	18,760,549.00	563,019,619.00
Region IX	155,950	467,850,000.00	41,012,070.00	583,763,580.00	17,592,448.00	526,454,518.00
Region X	171,138	513,414,000.00	45,899,370.00	559,313,370.00	19,257,341.00	578,570,711.00
Region XI	178,712	536,136,000.00	47,627,580.00	583,315,968.00	20,064,198.00	603,827,778.00
Region XII	163,714	491,142,000.00	42,438,330.00	533,580,330.00	18,408,151.00	551,988,481.00
Caraga	102,869	308,607,000.00	27,159,990.00	335,766,990.00	11,880,311.00	347,647,301.00
NCR	309,853	929,559,000.00	83,717,370.00	1,013,276,370.00	34,238,120.00	1,047,514,490.00
CAR	36,624	109,872,000.00	10,781,430.00	120,653,430.00	4,781,563.00	125,434,993.00
TOTAL	3,398,541	10,195,623,000.00	886,067,820.00	11,081,690,820.00	695,241,180.00	11,776,932,000.00

The unit cost per beneficiary is set at Ten Pesos (P10.00). However, the ROs/SDOs may use the funds to procure deworming medicines only if that is their priority, or to they may buy both deworming medicines and soap per beneficiary.

The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded by the CO to Regional Offices (ROs).

ROs have the option to download the funds to Schools Division Offices (SDOs) or they may undertake the procurement of the deworming medicines and/or soaps.

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

6. Implementation of Gulayan sa Paaralan Program (GPP)



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The SDO PSF shall be downloaded to ROs in the amount of One Hundred Thousand Pesos (Php100,000.00) per SDO. CO to download to ROs

Downloading of Program Support Funds for the Implementation of the Gulayan Sa Paaralan Program (GPP) for Calendar Year (CY) 2025		
REGION	SDO	Gulayan sa Paaralan Program (P100,000 per SDO)
CO-BLSS-SHD		
Region I	14	1,400,000.00
Region II	9	900,000.00
Region III	21	2,100,000.00
Region IV-A	23	2,300,000.00
Region IV-B	7	700,000.00
Region V	13	1,300,000.00
Region VI	21	2,100,000.00
Region VII	20	2,000,000.00
Region VIII	13	1,300,000.00
Region IX	8	800,000.00
Region X	14	1,400,000.00
Region XI	11	1,100,000.00
Region XII	8	800,000.00
Caraga	12	1,200,000.00
NCR	16	1,600,000.00
CAR	8	800,000.00
TOTAL	218	21,800,000.00

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

7. Implementation of the Integrated School Nutrition Model (ISNM)

The Lighthouse Schools shall prepare an Accomplishment Report (Annex 3) to be submitted on or before December 31, 2025, through email address sbfp@deped.gov.ph.

For SY 2024-2025, the established lighthouse schools will be provided with Forty Thousand Pesos (Php 40,000.00) program support funds to be used for the following activities. Attached is the list of the Lighthouse Schools for ready reference.



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Downloading of Program Support Funds for the Implementation of the Integrated School Nutrition Model (ISNM) for Calendar Year (CY) 2025		
REGION	Lighthouse Schools	ISNM Lighthouse Schools (P40,000 per LS)
Region I	14	560,000
Region II	9	360,000
Region III	20	800,000
Region IV-A	73	2,920,000
Region IV-B	8	320,000
Region V	13	520,000
Region VI	19	760,000
Region VII	19	760,000
Region VIII	13	520,000
Region IX	8	320,000
Region X	14	560,000
Region XI	11	440,000
Region XII	8	320,000
Caraga	12	480,000
NCR	16	640,000
CAR	8	320,000
TOTAL	265	10,600,000

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

8. Implementation of Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025

BLSS-SHD shall download eight million pesos (P8,000,000.00) to SDO Cauayan City in Isabela Province for the implementation of HGSF to be used for the daily provision of nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

OFFICE OF THE DIRECTOR

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

THROUGH : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

FROM : **Dr. MIGUEL ANGELO S. MANTARING**
Director

SUBJECT : **COMPLETE STAFF WORK FOR APPROVAL/SIGNING ON THE
GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT
FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-
BASED FEEDING PROGRAM (SBFP) COMPONENTS**

DATE : January 9, 2025

I. BACKGROUND INFORMATION

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (Wins) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These are grouped under the Nutrition and Hygiene Unit of the School Health Division as complementary programs that support the operations of SBFP; WinS for ensuring safe and drinking water, proper sanitation facilities and improving our learners' hygiene practices; Gulayan sa Paaralan Program for establishing and maintaining a vegetable garden for a healthy environment in schools and communities.

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process.

The guidelines is issued for the effective use of the resources on the utilization of the Program Support Funds to be downloaded to the field. It also covers the mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring evaluation of the SBFP, WinS, GPP and ISNM.

It is worth noting that the Guidelines have already been reviewed by the Finance Strand.

Activities	Date
First draft routed for approval	September 9, 2024
First draft approved by the Undersecretary for Operations (OUOPS) and was routed to Undersecretary for Finance (OUF)	September 27, 2024
OUF routed the guidelines to Education Program Management Office (EPMO) for review and comments	October 1, 2024
EPMO reviewed the guidelines and provided a copy to Accounting and Budget Divisions for their review and comments	October 2, 2024
EPMO consolidated comments and review to these guidelines and submitted to OUF	October 10, 2024
OUF provided their comments to these said guidelines then routed to OUOPS then OUOPS routed the said document to BLSS-Office of the Director (BLSS-OD) then BLSS-School Health Division (BLSS-SHD)	October 14, 2024
BLSS-SHD revised the guidelines and submitted the document for approval	December 5, 2024
OUOPS approved the revised version then was routed to OUF then EPMO	December 16, 2024
EPMO and OUF provided new comments to the guidelines and routed this comment to BLSS-OD and BLSS-SHD	December 20, 2024
BLSS-SHD revised the guidelines incorporating the new comments from OUF and submitted the current version of the document for approval	January 3, 2025

II. LEGAL BASIS/REFERENCES

1. Republic Act No. 11037 also known as the *"Masustansyang Pagkain para sa Batang Pilipino Act"* mandates DepEd to implement a School-Based Feeding and Milk Feeding Program
2. DepEd Order No. 31, s. 2021 or the *"Operational Guidelines on the Implementation of the School-Based Feeding Program"*, DepEd Order Nos. 10 and 38, s. 2022 as Supplemental Guidelines of DO No. 31, s. 2021

III. OBJECTIVES

To ensure effective use of the Program Support Funds downloaded to ROS/SDOs.

IV. EXPECTED OUTPUT

Signed copy of the Guidelines on the Utilization of PSF for the Implementation of the SBFP Components.

V. AVAILABILITY OF FUNDS

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub-allotment Release Order (Sub-Aro) by the Budget Division of the DepEd Central Office to the field implementers based on the allocation of Funds provided by the BLSS-SHD SBFP FY 2025 Current Funds.

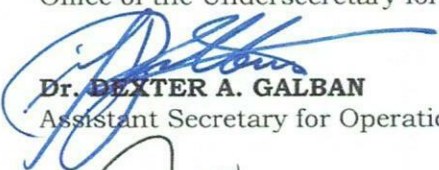


Republic of the Philippines
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OFFICE OF THE DIRECTOR

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

THROUGH : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations


Dr. DEXTER A. GALBAN
Assistant Secretary for Operations

FROM : **Dr. MIGUEL ANGELO S. MANTARING**
Director

SUBJECT : **COMPLETE STAFF WORK FOR APPROVAL/SIGNING ON THE GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS**

DATE : January 9, 2025

I. BACKGROUND INFORMATION

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (Wins) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These are grouped under the Nutrition and Hygiene Unit of the School Health Division as complementary programs that support the operations of SBFP; WinS for ensuring safe and drinking water, proper sanitation facilities and improving our learners' hygiene practices; Gulayan sa Paaralan Program for establishing and maintaining a vegetable garden for a healthy environment in schools and communities.

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The guidelines is issued for the effective use of the resources on the utilization of the Program Support Funds to be downloaded to the field. It also covers the mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring evaluation of the SBFP, WinS, GPP and ISNM.

It is worth noting that the Guidelines have already been reviewed by the Finance Strand.

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BLSS-SHD revised the guidelines incorporating the new comments from OUF and submitted the current version of the document for approval	January 3, 2025

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1. Republic Act No. 11037 also known as the "*Masustansyang Pagkain para sa Batang Pilipino Act*" mandates DepEd to implement a School-Based Feeding and Milk Feeding Program
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III. OBJECTIVES

To ensure effective use of the Program Support Funds downloaded to ROS/SDOs.

IV. EXPECTED OUTPUT

Signed copy of the Guidelines on the Utilization of PSF for the Implementation of the SBFP Components.

V. AVAILABILITY OF FUNDS

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub-allotment Release Order (Sub-Aro) by the Budget Division of the DepEd Central Office to the field implementers based on the allocation of Funds provided by the BLSS-SHD SBFP FY 2025 Current Funds.



Republic of the Philippines
Department of Education
EDUCATION PROGRAMS MANAGEMENT OFFICE

MEMORANDUM FOR THE UNDERSECRETARY FOR FINANCE

EPMO-2025-0055

January 27, 2025

FROM :  **ATTY. TARA C. RAMA**
Project Manager III

SUBJECT : **CLEARANCE ON THE REVISED GUIDELINES ON THE UTILIZATION OF FY 2025 PROGRAM SUPPORT FUNDS FOR THE IMPLEMENTATION OF SCHOOL BASED FEEDING PROGRAM (SBFP) COMPONENTS**

This refers to the memorandum from the Bureau of Learner Support Services – School Health Division (BLSS-SHD), requesting a review of the Finance Strand within the policy issuance titled *Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components*.

The Finance Strand previously provided second feedback outlined in the *Office of the Undersecretary Memorandum (OUF-2024-01026)* dated December 18, 2024. This Office acknowledges that the Finance Strand's recommendations were incorporated into the revised guidelines.

In view thereof, **the approval of the said guidelines is recommended** and for the Undersecretary for Finance to affix signature in the face of memorandum OM-OUPS-2024-08-00378 to signify approval.

Respectfully submitted for consideration and possible approval.

APPROVED/DISAPPROVED

 **ANNALYN M. SEVILLA**
Undersecretary for Finance

For clarifications and concerns, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Ms. Christine Isabel B. Buenvenida**, HEPO II, **Ms. Gail Hariette C. dela Rosa**, TA II and **Mr. Dranoel Cyrus C. Baguio**, TA II, under the Nutrition and Hygiene Team through email at sbfp@deped.gov.ph or at telephone number (02) 8632 9935.

For immediate dissemination and compliance.



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ANNEX A

GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS

I. Rationale/Background

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process, complete their elementary education, and to improve their nutritional status. Concurrently, the WinS Program emphasizes the promotion of good hygiene and safe food preparation practices across all program components, particularly within meal preparation areas. In addition, the Gulayan sa Paaralan Program (GPP) and the Integrated School Nutrition Model (ISNM) focus on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools. These mentioned programs are complementary programs that directly affect the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices through our WinS Program; GPP and ISNM - for a healthy food environment in schools and communities.

II. Scope

This policy provides guidelines to the ROs and SDOs on the implementation of the SBFP and its program components in DepEd. It covers mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring and evaluation of the SBFP, WinS, GPP, and ISNM.

Specifically, on the following eight (8) activities subject to the usual accounting and auditing rules and regulations:

1. Refurbishment of selected Central Kitchens (CKs) for Reactivation
2. Hiring of CoS for Central Kitchen Training Centers (CKTCs)
3. Operational Funds for selected CKTCs;
4. Implementation of the WinS Program;
5. Procurement of Deworming Medicines and/or Soaps;
6. Implementation of the GPP;
7. Implementation of the ISNM; and
8. Implementation of the Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025.

III. Program Component

1. **Central Kitchen** - One of the components of SBFP is the Central Kitchen (CK). CK is a school or LGU supervised facility that centralizes the procurement and food preparation or cooking of a school or group of schools. The food preparation



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is done in the CKs, and the prepared food is delivered to or picked up by the satellite schools for distribution among its feeding program beneficiaries. As of this day, there are 56 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK were selected as training centers for Calendar Years (CYs) 2023-2025. These CKs will undergo training to become learning centers for benchmarking and training facilities for LGUs and other stakeholders that are willing to support the establishment of the central kitchen in their district or municipality. There were already 10 Central Kitchen Training Centers (CKTCs) that were established and trained and the other 5 will be trained in CY 2025.

2. **WinS Program** – The WinS Program is a comprehensive, sustainable and scalable school-based program that sets the basic requirements and standards on five (5) key elements: **Water, Sanitation, Hygiene, Deworming** and **Health Education**. It aims to ensure knowledge and understanding among learners of effective hygiene and sanitation projects; improve equitable access to safe water, adequate toilets and handwashing facilities; improve hygiene and sanitation practices among the learners to enable them to develop life-long positive hygiene and sanitation behaviors; and engage public and private partners for the program implementation and sustainability.

WinS Program is mandated by DepEd Order No. 10 s. 2016 “Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program”. Other supporting bases are DepEd Memorandum No. 194 “Implementing Guidelines to DepEd Order No. 10, s. 2016 “Police Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program” and DepEd Memorandum No. 13, s. 2021 “Designation of WinS Coordinators in the Department of Education Regional and Schools Division Offices”.

3. **GPP and ISNM** - **GPP** aims to establish and maintain a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners. It supports the hunger mitigation initiatives of the government and encourages both public elementary and secondary schools to establish school gardens to ensure continuous supply augmentation of vegetable supplies for the School-Based Feeding Program (SBFP), and other feeding programs. DM NO. 223, s. 2016 titled “Strengthening the Implementation of the *Gulayan sa Paaralan* Program in Public Elementary and Secondary Schools Nationwide” shall be used as reference in the disbursement of funds.

The **ISNM** is the integrated model showing the synergism of a school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities. Schools implementing the ISNM are called Lighthouse Schools

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. The established network of Lighthouse Schools adopted the ISNM and school-based Crop Museums that serve as repositories of traditional and indigenous



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vegetables. The Crop Museums, located within the network of the Lighthouse Schools, serve as seed banks fostering the multiplication and exchange of crop types and varieties across schools and with local communities to promote food diversity for food and nutrition of schoolchildren, and resilience of school gardens mitigating effects of climate change.

4. **Home-Grown School Feeding Program** - The Home-Grown School Feeding (HGSF) is an innovative modality of school meals which promotes nutrition and learning for schoolchildren, while linking with local smallholder farmers the procurement of food commodities for the feeding program. The HGSF consists of daily delivery of nutritious hot meals that include locally sourced food, including rice, meats, vegetables, etc. through onsite cooking. By contributing to the education of children and addressing nutrition challenges, and creating market opportunities for local smallholder farmers, the HGSF is one of the most cost-effective and impactful strategies to implement the Government's school meals program.

Through the HGSF, World Food Programme (WFP) will support the Philippine Government in enhancing and expanding the national school meals program to reach 3.2 million schoolchildren and create transformative change for 1.6 million smallholder farmers and families by 2028. The core objective of the HGSF project is to foster the development of a robust national HGSF system, bolstering government efforts to manage local systems. WFP is directly supporting the Government in designing the pilot schools. This entails i) setting standards and establishing processes for local food purchases, ii) developing customized school menus, and iii) providing human resources for planning, implementing and monitoring the program.

The HGSF pilot is a partnership between the Philippine Government (national and sub-national levels) and WFP. In Luzon and BARMM, the program is funded and implemented by the Government with WFP's support. In consultation with the Government and based on the vulnerability of local communities, seven (7) local governments and nine (9) elementary schools in Maguindanao Province (BARMM), and three (3) local governments and 3 elementary schools in Isabela Province (Luzon) were identified to pilot the HGSF. Isabela Province (Luzon) is one of the two locations prone to natural disasters, wherein WFP aims to promote climate change mitigation and adaptation, including the utilization of climate-smart agricultural practice.

IV. Utilization of Funds

Program Component	Allowable Activities	Eligible Expenses
Central Kitchen (CK)	Refurbishment of Selected Central Kitchens for Reactivation for FY 2025	Payment of expenses for the minor repairs of the facility, such as but not limited to, repainting, fixtures of ceiling, etc. Minor repairs to be done in the CK should be in coordination with the Schools Division Office Engineers.

Program Component	Allowable Activities	Eligible Expenses										
		Purchase of additional kitchen tools, cookware, utensils and equipment (burners, refrigerators, or freezers) below P50,000.00 may be procured pursuant to Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022, subject to the usual accounting and auditing rules and regulations.										
	Hiring of CoS for Central Kitchen Training Centers (CKTCs)	Payment of salary of the hired Central Kitchen Technical Assistant (TA I) (CoS) The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Joint Memorandum of the Finance and Operations Strands titled “Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP).”										
	Operational Funds of CKTCs	An allocation of Fifty Thousand Pesos (Php 50,000.00) per CKTC is provided, covering the cost of conducting up to 10 sessions/visits, with a maximum capacity of 15 participants per session. Here is a sample expenses for reference: <table><tr><th></th><th>AMOUNT</th></tr><tr><td>Operation Expenses (Gasul, Dishwashing Soap etc.)</td><td>P1,300.00</td></tr><tr><td>Ingredients for the 2 menus (Php 22 x 50 pax x 2)</td><td>P2,200.00</td></tr><tr><td>Snacks of Visitors (Php100 x 15 pax)</td><td>P1,500.00</td></tr><tr><td>Total</td><td>P5,000.00</td></tr></table> The schools shall liquidate the downloaded funds to the SDO.		AMOUNT	Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00	Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00	Snacks of Visitors (Php100 x 15 pax)	P1,500.00	Total	P5,000.00
	AMOUNT											
Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00											
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00											
Snacks of Visitors (Php100 x 15 pax)	P1,500.00											
Total	P5,000.00											
WinS	Refurbishment of handwashing facilities not exceeding to P50,000	Repair/improvement of handwashing facilities										
	Conduct of water testing at least once every calendar year	Payment for the water testing										
	Production of IEC materials	Payment for the printing/ production of IEC materials										

Program Component	Allowable Activities	Eligible Expenses
	related to the WinS Program	
	Conduct and participation to any WinS program related activities (capacity buildings, seminars, meetings and advocacy campaigns)	Payment for board and lodging, meals, supplies/ materials, transportation expenses, and other related expenses to the activity
	Conduct of awarding and recognition activities	
	Provision of deworming medicines and soaps for All Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (3,398,541 SBFP beneficiaries) @P10 per beneficiary.	Purchase of deworming medicines and soaps
Gulayan sa Paaralan	Conduct of: <ul style="list-style-type: none"> - Capacity building - Advocacy Campaigns - Seminars, orientations, fora, and meetings 	Payment for Board and Lodging, supplies/materials, transportation expenses, and other related expenses to the activity
	Establishment, maintenance and	Purchase of garden tools, materials and equipment

Program Component	Allowable Activities	Eligible Expenses
	sustainability of school gardens	
ISNM	Establishment of Lighthouse	Purchase of garden inputs for the improvement/ maintenance of crop museum and nurseries of indigenous vegetables.
	Conduct of benchmarking, capacity building, and orientation activities among nearby schools with school gardens and other ISNM related activities as deemed necessary.	Payment for board and lodging, meals, supplies/materials, and other related expenses to the activity
	Advocacy	Procurement of signages, reproduction/ development of information materials such as leaflets and videos for advocacy activities, and reproduction of appropriate nutrition education materials.
Home Grown Feeding Program	Implementation of HGSP	Purchase of daily nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

V. Release of Funds

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office to the field implementers based on the Allocation of Funds provided by the Bureau of Learner Support Services - School Health Division. The receiving of downloaded funds at the Regional Offices or Schools Division Offices shall be consistent with the established procedures.

VI. Use of Balance/Excess/Unutilized Funds

A. Central Kitchens (CKs)

1. Hiring of CoS for CKTCs

Any excess from the downloaded funds due to non-hiring in the field offices for FY 2025, the Regional Director and Schools Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2026 and other CKTC Activities related activities.

2. Operational Funds of CKTCs

a. When allocation has not been used and there is no request for visits

At the end of the year, all unexpended funds shall be used by the CKTC for the improvement of the facility subject to the approval of the Schools Division Superintendent and the usual accounting and auditing rules and regulations.

B. Other SBFP program component

1. For other SBFP program components such as **WinS, Gulayan sa Paaralan, ISNM and HGSP**, any excess of unutilized funds may be used to other SBFP related activities or other SBFP Program Component Activities.

VII. Request additional budget

A. Operational Funds of CKTCs

a. When allocation has been used and still receiving requests for visits

When the funds from the DepEd Central Office is fully utilized, the SDOs may provide funds to CKTCs using the SBFP PSF. The CO and ROs may also provide additional funds using their SBFP PSF.

VIII. Monitoring and Evaluation

For the effective monitoring of the implementation and utilization of the downloaded PSF, the Regional Office shall submit a Utilization Report to the Central Office through the BLSS-SHD, copy furnished to the Office of the Undersecretary for Operations.

The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of the activity.

ANNEX B

SUMMARY OF BREAKDOWN OF THE PSF ALLOCATED PER RO AND SDO FOR THE EIGHT (8) ACTIVITIES

1. Refurbishment of Central Kitchens for Reactivation for FY 2025

Refurbishment of Central Kitchens for Reactivation for FY 2025			
REGION	No. of Central Kitchens	Allocated funds for minor repairs	Amount
Region 3	2	50,000.00	100,000.00
Region 4A	1	50,000.00	50,000.00
Region 5	3	50,000.00	150,000.00
Region 6	1	50,000.00	50,000.00
Region 11	14	50,000.00	700,000.00
Region 12	1	50,000.00	50,000.00
Caraga	1	50,000.00	50,000.00
GRAND TOTAL			1,150,000.00

2. Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 1-SDO La Union/Bacnotan Central School	Technical Assistant I	28,000.00	2,800.00	1	12	330,000.00
Region 2/SDO Tuguegarao City/Tuguegarao West Central School	Technical Assistant I	28,000.00	2,800.00	1	12	330,000.00
Region 4A/SDO Antipolo City/Juan Sumulong Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 5/SDO Sorsogon/Sta. Magdalena Central Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 6/SDO Sagay City/Maria Lopez Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 6/SDO Sipalay City/Agripino Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 7/SDO Mandaue City/Opao Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 10/SDO Iligan City/ Sta. Filomena Central School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 11/SDO Davao del Norte/Maniki Central Elementary School SPED Center	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	Technical Assistant I	28,000.00	2,800.00	1	12	369,600.00
Total						3,696,000.00

3. Operational Funds of CKTCs

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 1-SDO La Union/ Bacnotan Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 2/SDO Tuguegarao/ Tuguegarao West Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 4A/SDO Antipolo City/ Juan Sumulong Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 5/SDO Sorsogon/ Sta. Magdalena Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sagay City/ Maria Lopez Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sipalay City/Agripino Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 7/SDO Mandaue City/ Opao Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 10/SDO Iligan City/Sta. Filomena Central School	1,300.00	2,200.00	1,500.00	10	50,000.00

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 11/SDO Davao del Norte/ Maniki Central Elementary School SPED Center	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Total					500,000.00
GRAND TOTAL (Hiring of COS and Operational)					3,800,000.00

4. Implementation of Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program.

The WinS Program Support Funds is intended for the ROs and SDOs and will be downloaded by the CO to the ROs (Please refer to Annex B for the breakdown of fund allocation.) Each RO shall be downloaded with the amount of Two Hundred Thousand Pesos (P200,000.00) while each SDO shall receive One Hundred Thousand Pesos (P100,000.00). CO

Downloading of Program Support Funds on WinS					
Region	No. of ROs	Amount (ROs)	No. of SDOs	Amount (SDOs)	Total Amount to be downloaded
Region 1	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 2	1	200,000.00	9	900,000.00	1,100,000.00
Region 3	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 4A	1	200,000.00	23	2,300,000.00	2,500,000.00
Region 4B	1	200,000.00	7	700,000.00	900,000.00
Region 5	1	200,000.00	13	1,300,000.00	1,500,000.00.00
Region 6	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 7	1	200,000.00	20	2,000,000.00	2,200,000.00
Region 8	1	200,000.00	13	1,300,000.00	1,500,000.00
Region 9	1	200,000.00	8	800,000.00	1,000,000.00
Region 10	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 11	1	200,000.00	11	1,100,000.00	1,300,000.00
Region 12	1	200,000.00	8	800,000.00	1,000,000
Caraga	1	200,000.00	12	1,200,000.00	1,400,000
NCR	1	200,000.00	16	1,600,000.00	1,800,000
CAR	1	200,000.00	8	800,000.00	1,000,000
Total	16	3,200,000 .00	218	21,800,000	25,000,000

Liquidation of Funds - The SDOs shall liquidate the downloaded funds to the ROs.

- 5. Procurement of Deworming Medicines and Soaps (Charge against SBFP 2025 Current Funds)** – For this, the total budget allocation is Thirty-Three Million Nine Hundred Eighty-Five Thousand Four Hundred Ten Pesos (**P33,985,410**). The ROs/SDOs may provide additional funds for this purpose using their Program Support Funds (PSF). CO will download to ROs.

DEWORMING MEDICINE/ AND OR SOAP				
Region	Items/ Particular Unit Cost	No. Of Pax	No. Of Days	Amount
Region I	10.00	156,706	1	1,567,060.00
Region II	10.00	101,807	1	1,018,070.00
Region III	10.00	362,962	1	3,629,620.00
Region IV-A	10.00	528,660	1	5,286,600.00
Region IV-B	10.00	146,180	1	1,461,800.00
Region V	10.00	282,989	1	2,829,890.00
Region VI	10.00	272,712	1	2,727,120.00
Region VII	10.00	260,532	1	2,605,320.00
Region VIII	10.00	167,133	1	1,671,330.00
Region IX	10.00	155,950	1	1,559,500.00
Region X	10.00	171,138	1	1,711,380.00
Region XI	10.00	178,712	1	1,787,120.00
Region XII	10.00	163,714	1	1,637,140.00
CARAGA	10.00	102,869	1	1,028,690.00
NCR	10.00	309,853	1	3,098,530.00
CAR	10.00	36,624	1	366,240.00
TOTAL:				33,985,410.00

The target number of beneficiaries are All Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (**3,398,541 SBFP beneficiaries**). For details, please see below.

SCHOOL-BASED FEEDING PROGRAM (SBFP) PROPOSAL FOR FY 2025 NEP LEVEL						
SUMMARY BY REGIONAL LEVEL (NATIONAL DATA)						
REGION	Total Beneficiaries	Cost of Hot Meals/NFP (P25.00 for 120 days)	Cost of Milk (P22.00 for 15 days)	Total (Hot Meals + Milk)	PSF (E*3.3% + 800,000 (CO+RO+SDO))	TOTAL
CO-BLSS-SHD					316,745,383.00	316,745,383.00
Region I	156,706	470,118,000.00	39,903,600.00	510,021,600.00	17,630,713.00	527,652,313.00
Region II	101,807	305,421,000.00	27,309,480.00	332,730,480.00	11,780,106.00	344,510,586.00
Region III	362,962	1,088,886,000.00	97,180,380.00	1,186,066,380.00	39,940,191.00	1,226,006,571.00
Region IV-A	528,660	1,585,980,000.00	137,593,170.00	1,723,573,170.00	57,677,915.00	1,781,251,085.00
Region IV-B	146,180	438,540,000.00	36,681,150.00	475,221,150.00	16,482,298.00	491,703,448.00
Region V	282,989	848,967,000.00	69,323,100.00	918,290,100.00	31,103,573.00	949,393,673.00
Region VI	272,712	818,136,000.00	68,035,110.00	886,171,110.00	30,043,647.00	916,214,757.00
Region VII	260,532	781,596,000.00	68,545,620.00	850,141,620.00	28,854,673.00	878,996,293.00
Region VIII	167,133	501,399,000.00	42,860,070.00	544,259,070.00	18,760,549.00	563,019,619.00
Region IX	155,950	467,850,000.00	41,012,070.00	583,763,580.00	17,592,448.00	526,454,518.00
Region X	171,138	513,414,000.00	45,899,370.00	559,313,370.00	19,257,341.00	578,570,711.00
Region XI	178,712	536,136,000.00	47,627,580.00	583,315,968.00	20,064,198.00	603,827,778.00
Region XII	163,714	491,142,000.00	42,438,330.00	533,580,330.00	18,408,151.00	551,988,481.00
Caraga	102,869	308,607,000.00	27,159,990.00	335,766,990.00	11,880,311.00	347,647,301.00
NCR	309,853	929,559,000.00	83,717,370.00	1,013,276,370.00	34,238,120.00	1,047,514,490.00
CAR	36,624	109,872,000.00	10,781,430.00	120,653,430.00	4,781,563.00	125,434,993.00
TOTAL	3,398,541	10,195,623,000.00	886,067,820.00	11,081,690,820.00	695,241,180.00	11,776,932,000.00

The unit cost per beneficiary is set at Ten Pesos (P10.00). However, the ROs/SDOs may use the funds to procure deworming medicines only if that is their priority, or to they may buy both deworming medicines and soap per beneficiary.

The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded by the CO to Regional Offices (ROs).

ROs have the option to download the funds to Schools Division Offices (SDOs) or they may undertake the procurement of the deworming medicines and/or soaps.

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

6. Implementation of Gulayan sa Paaralan Program (GPP)



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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The SDO PSF shall be downloaded to ROs in the amount of One Hundred Thousand Pesos (Php100,000.00) per SDO. CO to download to ROs

Downloading of Program Support Funds for the Implementation of the Gulayan Sa Paaralan Program (GPP) for Calendar Year (CY) 2025		
REGION	SDO	Gulayan sa Paaralan Program (P100,000 per SDO)
CO-BLSS-SHD		
Region I	14	1,400,000.00
Region II	9	900,000.00
Region III	21	2,100,000.00
Region IV-A	23	2,300,000.00
Region IV-B	7	700,000.00
Region V	13	1,300,000.00
Region VI	21	2,100,000.00
Region VII	20	2,000,000.00
Region VIII	13	1,300,000.00
Region IX	8	800,000.00
Region X	14	1,400,000.00
Region XI	11	1,100,000.00.00
Region XII	8	800,000.00
Caraga	12	1,200,000.00
NCR	16	1,600,000.00
CAR	8	800,000.00
TOTAL	218	21,800,000.00

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

7. Implementation of the Integrated School Nutrition Model (ISNM)

The Lighthouse Schools shall prepare an Accomplishment Report (Annex 3) to be submitted on or before December 31, 2025, through email address sbfp@deped.gov.ph.

For SY 2024-2025, the established lighthouse schools will be provided with Forty Thousand Pesos (Php 40,000.00) program support funds to be used for the following activities. Attached is the list of the Lighthouse Schools for ready reference.

Downloading of Program Support Funds for the Implementation of the Integrated School Nutrition Model (ISNM) for Calendar Year (CY) 2025		
REGION	Lighthouse Schools	ISNM Lighthouse Schools (P40,000 per LS)
Region I	14	560,000
Region II	9	360,000
Region III	20	800,000
Region IV-A	73	2,920,000
Region IV-B	8	320,000
Region V	13	520,000
Region VI	19	760,000
Region VII	19	760,000
Region VIII	13	520,000
Region IX	8	320,000
Region X	14	560,000
Region XI	11	440,000
Region XII	8	320,000
Caraga	12	480,000
NCR	16	640,000
CAR	8	320,000
TOTAL	265	10,600,000

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

8. Implementation of Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025

BLSS-SHD shall download eight million pesos (P8,000,000.00) to SDO Cauayan City in Isabela Province for the implementation of HGSF to be used for the daily provision of nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs



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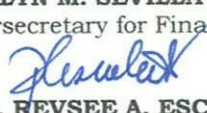
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-__ -__

TO : ALL REGIONAL DIRECTORS
EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND
NUTRITION UNIT
SCHOOL-BASED FEEDING PROGRAM COORDINATORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS
(PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING
PROGRAM (SBFP) COMPONENTS

DATE : November 29, 2024

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These programs are grouped under the Nutrition and Hygiene Unit of the School Health Division. These mentioned programs are complementary programs that support the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices; Gulayan sa Paaralan Program - for maintaining a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners.

To ensure the effective use of the resources, BLSS-SHD issues the implementing guidelines on the utilization of the PSF (**Annex A**) with the summarized breakdown of the PSF allocated per RO and SDO (**Annex B**).

For clarifications and concerns, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Ms. Christine Isabel B. Buenvenida**, HEPO II, **Ms. Gail Harriette C. dela Rosa**, TA II and **Mr. Dranoel Cyrus C. Baguio**, TA II, under the Nutrition and Hygiene Team through email at sbfp@deped.gov.ph or at telephone number (02) 8632 9935.

For immediate dissemination and compliance.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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OFFICE OF THE UNDERSEC

MEMORANDUM

OM-OUOPS-2024-08.00378

TO : ALL REGIONAL DIRECTOR
EDUCATION SUPPORT SEI
SCHOOLS DIVISION SUPE
SCHOOL GOVERNANCE
NUTRITION UNIT
SCHOOL-BASED FEEDIN
SCHOOL HEADS
ALL OTHERS CONCERN

FROM : ANNALYN M. SEVILLA
Undersecretary for Finan

MALCOLM S. GARMA
Assistant Secretary, Off
Office of the Undersecr

SUBJECT : GUIDELINES ON THE UTILIZATION
(PSF) FOR THE IMPLEMENTATION OF THE SCHOOL
PROGRAM (SBFP) COMPONENTS

DATE : January 2, 2025

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These programs are grouped under the Nutrition and Hygiene Unit of the School Health Division. These mentioned programs are complementary programs that support the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices; Gulayan sa Paaralan Program - for maintaining a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners.

The funding for the implementation of this policy shall be charged against the FY 2025 (R.A. No. 12116) School-Based Feeding Program (SBFP) funds.

For a detailed breakdown of the fund distribution across program components, please refer to **Annex A**, which provides the allocation list for the SBFP.

For/To: BLSS-SHD

Date: 01/08/2024

- ☐ URGENT
☒ Appropriate / Immediate Action
☐ For Information / Reference
☐ Draft Reply / Comment / Recommendation
- ☐ For CSW
☐ For Approval
☐ For Attendance
☐ For Compliance

Notes / Instructions:

Dear SHD,
Kindly draft a CSW addressed to
Usec. Fatima for the clearance
of OSEC.

Deadline: Thank you!
Thank you!

HAIDEE T. MALANA
Executive Assistant II



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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ANNEX A

GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS

I. Rationale/Background

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process, complete their elementary education, and to improve their nutritional status. Concurrently, the WinS Program emphasizes the promotion of good hygiene and safe food preparation practices across all program components, particularly within meal preparation areas. In addition, the Gulayan sa Paaralan Program (GPP) and the Integrated School Nutrition Model (ISNM) focus on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools. These mentioned programs are complementary programs that directly affect the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices through our WinS Program; GPP and ISNM - for a healthy food environment in schools and communities.

II. Scope

- This policy provides guidelines to the ROs and SDOs on the implementation of the SBFP and its program components in DepEd. It covers mechanisms for the release, allocation, utilization of the downloaded additional program support funds and monitoring and evaluation of the SBFP, WinS, GPP, and ISNM.

Specifically, on the following eight (8) activities subject to the usual accounting and auditing rules and regulations:

1. Refurbishment of selected Central Kitchens (CKs) for Reactivation
2. Hiring of CoS for Central Kitchen Training Centers (CKTCs)
3. Operational Funds for selected CKTCs;
4. Implementation of the WinS Program;
5. Procurement of Deworming Medicines and/or Soaps;
6. Implementation of the GPP;
7. Implementation of the ISNM; and
8. Implementation of the Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025.

III. Program Component

1. **Central Kitchen** - One of the components of SBFP is the Central Kitchen (CK). CK is a school or LGU supervised facility that centralizes the procurement and food preparation or cooking of a school or group of schools. The food preparation



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2024-01026

FOR : **ATTY. REVSEE ESCOBEDO** *DIC-Use MALCOLM GARCIA*
Undersecretary for Operations.

DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services (BLSS)

FROM : *Annalyn M. Sevilla 12/23*
ANNALYN M. SEVILLA
Undersecretary

SUBJECT : **REVIEW ON THE REVISED GUIDELINES ON THE UTILIZATION OF
PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF
THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS**

DATE : December 18, 2024

This refers to the memorandum from the Bureau of Learner Support Services – School Health Division (BLSS-SHD), requesting the review of the Finance Strand on the policy issuance titled, *Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components*.

Upon thorough review, it has been observed that the guidelines, particularly on the financial provisions, need further enhancements for clarity. Therefore, the guidelines is returned with the comments and recommendations from the Finance Strand, attached as **Annex A**.

Should you require further assistance, kindly contact this Office, through the Education Programs Management Office at epmo@deped.gov.ph or call (02) 8637-411.

Thank you.

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ANNEX A

Recommendations on the Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components

PROVISION	COMMENTS/RECOMMENDATION
<p>Utilization of Funds</p>	<p>In line with the revisions, the "Source of Fund" column shall be omitted and instead addressed within this separate provision.</p> <p>This office reiterates the necessity of incorporating a provision that clearly specifies the funding source for the program. The provision should include the following details:</p> <ul style="list-style-type: none"> • Fiscal Year: Indicate the relevant fiscal year for the funding allocation. • Legal Basis: Reference the applicable Republic Act authorizing the use of funds. • Budget Line Item: Specify the relevant budget line item that will cover the program's expenses. <p>The proponent office may also reference Annex A, which contains the comprehensive allocation list detailing the distribution of funds across the SBFP program components.</p> <p>Funding Source</p> <p><i>The funding for the implementation of this policy shall be charged against the FY 2025 (R.A. No. xxx) School-Based Feeding Program (SBFP) funds.</i></p> <p><i>For a detailed breakdown of the fund distribution across program components, please refer to Annex A, which provides the allocation list for the SBFP.</i></p>
<p>Operational Expenses</p> <p><i>The sum of fifty thousand (50,000) for each CKTC enabling 10 sessions/visits with a maximum capacity of 15 participants per session.</i></p>	<p>The program proponent is advised to generalize the provision on operational expenses to allow for flexibility in implementation and avoid limiting the field implementers.</p> <p>In view of the comprehensive allocation list provided in the Annex section of the guidelines, this office recommends either revising or omitting the specific provision on operational expenses. To maintain flexibility, the proponent office may consider incorporating operational expenses under the "Eligible Expenses" column. Alternatively, the provision could be revised as follows to provide greater flexibility:</p>

PROVISION	COMMENTS/RECOMMENDATION
	<p><i>"An allocation of Fifty Thousand Pesos (Php 50,000) per CKTC is provided, covering the cost of conducting up to 10 sessions/visits, with a maximum of 15 participants per session."</i></p> <p>This revision ensures clarity while giving field implementers the flexibility to manage expenses as needed, without being overly prescriptive.</p>
<p><i>Use of Balances/Excess/Unutilized Funds</i></p> <p><i>Operational Funds of CKTCs</i></p> <ul style="list-style-type: none"> <i>a. Reallocation of Budget</i> <i>b. Requesting Additional Budget</i> 	<p>This office recommends omitting the term "reallocation," as its use may lead to potential financial implications during auditing processes.</p> <p>To address this, the proponent office may consider removing the phrase "Re-allocation of budget" and instead include a provision on the use of unutilized funds for CKTC operational expenses.</p> <p>Furthermore, the provision regarding requests for additional funding is advised to be placed in a separate section for clarity and proper distinction.</p>

is done in the CKs, and the prepared food is delivered to or picked up by the satellite schools for distribution among its feeding program beneficiaries. As of this day, there are 56 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK were selected as training centers for Calendar Years (CYs) 2023-2025. These CKs will undergo training to become learning centers for benchmarking and training facilities for LGUs and other stakeholders that are willing to support the establishment of the central kitchen in their district or municipality. There were already 10 Central Kitchen Training Centers (CKTCs) that were established and trained and the other 5 will be trained in CY 2025.

2. **WinS Program** – The WinS Program is a comprehensive, sustainable and scalable school-based program that sets the basic requirements and standards on five (5) key elements: **Water, Sanitation, Hygiene, Deworming** and **Health Education**. It aims to ensure knowledge and understanding among learners of effective hygiene and sanitation projects; improve equitable access to safe water, adequate toilets and handwashing facilities; improve hygiene and sanitation practices among the learners to enable them to develop life-long positive hygiene and sanitation behaviors; and engage public and private partners for the program implementation and sustainability.

WinS Program is mandated by DepEd Order No. 10 s. 2016 “Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program”. Other supporting bases are DepEd Memorandum No. 194 “Implementing Guidelines to DepEd Order No. 10, s. 2016 “Police Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program” and DepEd Memorandum No. 13, s. 2021 “Designation of WinS Coordinators in the Department of Education Regional and Schools Division Offices”.

3. **GPP and ISNM** - **GPP** aims to establish and maintain a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners. It supports the hunger mitigation initiatives of the government and encourages both public elementary and secondary schools to establish school gardens to ensure continuous supply augmentation of vegetable supplies for the School-Based Feeding Program (SBFP), and other feeding programs. DM NO. 223, s. 2016 titled “Strengthening the Implementation of the *Gulayan sa Paaralan* Program in Public Elementary and Secondary Schools Nationwide” shall be used as reference in the disbursement of funds.

The **ISNM** is the integrated model showing the synergism of a school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities. Schools implementing the ISNM are called Lighthouse Schools

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. The established network of Lighthouse Schools adopted the ISNM and school-



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based Crop Museums that serve as repositories of traditional and indigenous vegetables. The Crop Museums, located within the network of the Lighthouse Schools, serve as seed banks fostering the multiplication and exchange of crop types and varieties across schools and with local communities to promote food diversity for food and nutrition of schoolchildren, and resilience of school gardens mitigating effects of climate change.

- 4. Home-Grown School Feeding Program** - The Home-Grown School Feeding (HGSF) is an innovative modality of school meals which promotes nutrition and learning for schoolchildren, while linking with local smallholder farmers the procurement of food commodities for the feeding program. The HGSF consists of daily delivery of nutritious hot meals that include locally sourced food, including rice, meats, vegetables, etc. through onsite cooking. By contributing to the education of children and addressing nutrition challenges, and creating market opportunities for local smallholder farmers, the HGSF is one of the most cost-effective and impactful strategies to implement the Government's school meals program.

Through the HGSF, World Food Programme (WFP) will support the Philippine Government in enhancing and expanding the national school meals program to reach 3.2 million schoolchildren and create transformative change for 1.6 million smallholder farmers and families by 2028. The core objective of the HGSF project is to foster the development of a robust national HGSF system, bolstering government efforts to manage local systems. WFP is directly supporting the Government in designing the pilot schools. This entails i) setting standards and establishing processes for local food purchases, ii) developing customized school menus, and iii) providing human resources for planning, implementing and monitoring the program.

The HGSF pilot is a partnership between the Philippine Government (national and sub-national levels) and WFP. In Luzon and BARMM, the program is funded and implemented by the Government with WFP's support. In consultation with the Government and based on the vulnerability of local communities, seven (7) local governments and nine (9) elementary schools in Maguindanao Province (BARMM), and three (3) local governments and 3 elementary schools in Isabela Province (Luzon) were identified to pilot the HGSF. Isabela Province (Luzon) is one of the two locations prone to natural disasters, wherein WFP aims to promote climate change mitigation and adaptation, including the utilization of climate-smart agricultural practice.

IV. Utilization of Funds

Program Component	Allowable Activities	Eligible Expenses	Fund Source/ Amount
Central Kitchen (CK)	Refurbishment of Selected Central Kitchens for	Payment of expenses for the minor repairs of the facility, such as but not limited to, repainting, fixtures of ceiling,	FY 2025 SBFP Current Funds - P1,150,000.00

Program Component	Allowable Activities	Eligible Expenses	Fund Source/ Amount						
	Reactivation for FY 2025	<p>etc. Minor repairs to be done in the CK should be in coordination with the Schools Division Office Engineers.</p> <p>Purchase of additional kitchen tools, cookware, utensils and equipment (burners, refrigerators, or freezers) below P50,000.00 may be procured pursuant to Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022, subject to the usual accounting and auditing rules and regulations.</p>							
	Hiring of CoS for Central Kitchen Training Centers (CKTCs)	<p>Payment of salary of the hired Central Kitchen Technical Assistant (TA I) (CoS)</p> <p>The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Joint Memorandum of the Finance and Operations Strands titled "Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP)."</p>	FY 2025 SBFP Current Funds - P3,300,000.00						
	Operational Funds of CKTCs	<p>A sum of fifty thousand pesos (Php 50,000.00) for each CKTC enabling ten (10) sessions/visits with a maximum capacity of 15 participants per session.</p> <table><thead><tr><th></th><th>AMOUNT</th></tr></thead><tbody><tr><td>Operation Expenses (Gasul, Dishwashing Soap etc.)</td><td>P1,300.00</td></tr><tr><td>Ingredients for the 2 menus (Php 22 x 50 pax x 2)</td><td>P2,200.00</td></tr></tbody></table>		AMOUNT	Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00	Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00	FY 2025 SBFP Current Funds - P500,000.00
	AMOUNT								
Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00								
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00								

Program Component	Allowable Activities	Eligible Expenses		Fund Source/ Amount
		Snacks of Visitors (Php100 x 15 pax)	P1,500.00	
		Total	P5,000.00	
		The schools shall liquidate the downloaded funds to the SDO.		
WinS	Refurbishment of handwashing facilities not exceeding to P50,000	Repair/improvement of handwashing facilities		FY 2025 SBFP Current Funds - P200,000.00 – ROs P100,000.00 – SDOs Total amount- 25,000,000.00
	Conduct of water testing at least once every calendar year	Payment for the water testing		
	Production of IEC materials related to the WinS Program	Payment for the printing/ production of IEC materials		
	Conduct and participation to any WinS program related activities (capacity buildings, seminars, meetings and advocacy campaigns)	Payment for board and lodging, meals, supplies/ materials, transportation expenses, and other related expenses to the activity		
	Conduct of awarding and recognition activities			
	Provision of deworming medicines and soaps for All Kinder and Severely Wasted and Wasted Grade 1-6 learners of	Purchase of deworming medicines and soaps		
		Total Amount - P33,985,410.00 SBFP FY 2025 Current Funds ROs/SDOs Note: - ROs have the option to download the funds to Schools Division Offices		

Program Component	Allowable Activities	Eligible Expenses	Fund Source/ Amount
		reproduction/ development of information materials such as leaflets and videos for advocacy activities, and reproduction of appropriate nutrition education materials.	
Home Grown Feeding Program	Implementation of HGSF	Purchase of daily nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).	FY 2025 SBFP Current Funds – P8,000,000.00 – SDO Cauayan City in Isabela Province

V. Release of Funds

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office to the field implementers based on the Allocation of Funds provided by the Bureau of Learner Support Services - School Health Division. The receiving of downloaded funds at the Regional Offices or Schools Division Offices shall be consistent with the established procedures.

VI. Use of Balance/Excess/Unutilized Funds/Request additional budget

A. Central Kitchens (CKs)

1. Hiring of CoS for CKTCs

Any excess from the downloaded funds due to non-hiring in the field offices for FY 2025, the Regional Director and Schools Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2026 and other CKTC Activities related activities.

2. Operational Funds of CKTCs

a. Re-allocation of budget (When allocation has not been used and there is no request for visits)

At the end of the year, all unexpended funds shall be used by the CKTC for the improvement of the facility subject to the approval of the Schools Division Superintendent and the usual accounting and auditing rules and regulations.

b. Requesting Additional Budget: (When allocation has been used and still receiving requests for visits)

When the funds from the DepEd Central Office is fully utilized, the SDOs may provide funds to Central Kitchen Training Center using the

SBFP PSF. The CO and ROs may also provide additional funds using their SBFP PSF.

B. Other SBFP program component

1. For other SBFP program components such as **WinS, Gulayan sa Paaralan, ISNM and HGSE**, any excess of unutilized funds may be used to other SBFP related activities or other SBFP Program Component Activities.

VIII. Monitoring and Evaluation

For the effective monitoring of the implementation and utilization of the downloaded PSF, the Regional Office shall submit a Utilization Report to the Central Office through the BLSS-SHD, copy furnished to the Office of the Undersecretary for Operations.

The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of the activity.



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ANNEX B

SUMMARY OF BREAKDOWN OF THE PSF ALLOCATED PER RO AND SDO FOR THE EIGHT (8) ACTIVITIES

1. Refurbishment of Central Kitchens for Reactivation for FY 2025

Refurbishment of Central Kitchens for Reactivation for FY 2025			
REGION	No. of Central Kitchens	Allocated funds for minor repairs	Amount
Region 3	2	50,000.00	100,000.00
Region 4A	1	50,000.00	50,000.00
Region 5	3	50,000.00	150,000.00
Region 6	1	50,000.00	50,000.00
Region 11	14	50,000.00	700,000.00
Region 12	1	50,000.00	50,000.00
Caraga	1	50,000.00	50,000.00
GRAND TOTAL			1,150,000.00

2. Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 1-SDO La Union/Bacnotan Central School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 2/SDO Tuguegarao City/Tuguegarao West Central School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 4A/SDO Antipolo City/Juan Sumulong Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 5/SDO Sorsogon/Sta. Magdalena Central Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 6/SDO Sagay City/Maria Lopez Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 6/SDO Sipalay City/Agripino Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00

Hiring of Contract of Service (CoS) Employee for Central Kitchen Training Centers (CKTCs)						
REGION/SDO/ TRAINING CENTER	Work Category	Rate	Premium (10%)	Number of Staff to be Hired	Number of Months of service	Amount
Region 7/SDO Mandaue City/Opao Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 10/SDO Iligan City/ Sta. Filomena Central School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 11/SDO Davao del Norte/Maniki Central Elementary School SPED Center	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	Technical Assistant I	25,000.00	2,500.00	1	12	330,000.00
Total						3,300,000.00

3. Operational Funds of CKTCs

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 1-SDO La Union/ Bacnotan Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 2/SDO Tuguegarao/ Tuguegarao West Central School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 4A/SDO Antipolo City/ Juan Sumulong Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 5/SDO Sorsogon/ Sta. Magdalena Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sagay City/ Maria Lopez Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 6/SDO Sipalay City/Agripino Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 7/SDO Mandaue City/ Opao Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 10/SDO Iligan City/Sta. Filomena Central School	1,300.00	2,200.00	1,500.00	10	50,000.00

Operational Funds for Central Kitchen Training Centers (CKTCs)					
REGION/SDO/ TRAINING CENTER	Operational Expenses	Ingredients for 2 menus (P22 x 50 pax x 2)	Snacks of Visitors (P100 x 15 pax)	Number of visits allotted per year	Amount
Region 11/SDO Davao del Norte/ Maniki Central Elementary School SPED Center	1,300.00	2,200.00	1,500.00	10	50,000.00
Region 12/SDO South Cotabato/Tupi Central Elementary School	1,300.00	2,200.00	1,500.00	10	50,000.00
Total					500,000.00
GRAND TOTAL (Hiring of COS and Operational)					3,800,000.00

4. Implementation of Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program.

The WinS Program Support Funds is intended for the ROs and SDOs and will be downloaded by the CO to the ROs (Please refer to Annex B for the breakdown of fund allocation.) Each RO shall be downloaded with the amount of Two Hundred Thousand Pesos (P200,000.00) while each SDO shall receive One Hundred Thousand Pesos (P100,000.00). CO

Downloading of Program Support Funds on WinS					
Region	No. of ROs	Amount (ROs)	No. of SDOs	Amount (SDOs)	Total Amount to be downloaded
Region 1	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 2	1	200,000.00	9	900,000.00	1,100,000.00
Region 3	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 4A	1	200,000.00	23	2,300,000.00	2,500,000.00
Region 4B	1	200,000.00	7	700,000.00	900,000.00
Region 5	1	200,000.00	13	1,300,000.00	1,500,000.00
Region 6	1	200,000.00	21	2,100,000.00	2,300,000.00
Region 7	1	200,000.00	20	2,000,000.00	2,200,000.00
Region 8	1	200,000.00	13	1,300,000.00	1,500,000.00
Region 9	1	200,000.00	8	800,000.00	1,000,000.00
Region 10	1	200,000.00	14	1,400,000.00	1,600,000.00
Region 11	1	200,000.00	11	1,100,000.00	1,300,000.00
Region 12	1	200,000.00	8	800,000.00	1,000,000.00
Caraga	1	200,000.00	12	1,200,000.00	1,400,000.00
NCR	1	200,000.00	16	1,600,000.00	1,800,000.00
CAR	1	200,000.00	8	800,000.00	1,000,000.00
Total	16	3,200,000.00	218	21,800,000.00	25,000,000.00

Liquidation of Funds - The SDOs shall liquidate the downloaded funds to the ROs.

- 5. Procurement of Deworming Medicines and Soaps (Charge against SBFP 2025 Current Funds)** – For this, the total budget allocation is Thirty-Three Million Nine Hundred Eighty-Five Thousand Four Hundred Ten Pesos (**P33,985,410**). The ROs/SDOs may provide additional funds for this purpose using their Program Support Funds (PSF). CO will download to ROs.

DEWORMING MEDICINE/ AND OR SOAP				
Region	Items/ Particular Unit Cost	No. Of Pax	No. Of Days	Amount
Region I	10.00	156,706	1	1,567,060.00
Region II	10.00	101,807	1	1,018,070.00
Region III	10.00	362,962	1	3,629,620.00
Region IV-A	10.00	528,660	1	5,286,600.00
Region IV-B	10.00	146,180	1	1,461,800.00
Region V	10.00	282,989	1	2,829,890.00
Region VI	10.00	272,712	1	2,727,120.00
Region VII	10.00	260,532	1	2,605,320.00
Region VIII	10.00	167,133	1	1,671,330.00
Region IX	10.00	155,950	1	1,559,500.00
Region X	10.00	171,138	1	1,711,380.00
Region XI	10.00	178,712	1	1,787,120.00
Region XII	10.00	163,714	1	1,637,140.00
CARAGA	10.00	102,869	1	1,028,690.00
NCR	10.00	309,853	1	3,098,530.00
CAR	10.00	36,624	1	366,240.00
TOTAL:				33,985,410.00

The target number of beneficiaries are All Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (**3,398,541 SBFP beneficiaries**). For details, please see below.

SCHOOL-BASED FEEDING PROGRAM (SBFP) PROPOSAL FOR FY 2025 NEP LEVEL						
SUMMARY BY REGIONAL LEVEL (NATIONAL DATA)						
REGION	Total Beneficiaries	Cost of Hot Meals/NFP (P25.00 for 120 days)	Cost of Milk (P22.00 for 15 days)	Total (Hot Meals + Milk)	PSF (E*3.3% + 800,000 (CO+RO+SDO))	TOTAL
CO-BLSS-SHD					316,745,383.00	316,745,383.00
Region I	156,706	470,118,000.00	39,903,600.00	510,021,600.00	17,630,713.00	527,652,313.00
Region II	101,807	305,421,000.00	27,309,480.00	332,730,480.00	11,780,106.00	344,510,586.00
Region III	362,962	1,088,886,000.00	97,180,380.00	1,186,066,380.00	39,940,191.00	1,226,006,571.00
Region IV-A	528,660	1,585,980,000.00	137,593,170.00	1,723,573,170.00	57,677,915.00	1,781,251,085.00
Region IV-B	146,180	438,540,000.00	36,681,150.00	475,221,150.00	16,482,298.00	491,703,448.00
Region V	282,989	848,967,000.00	69,323,100.00	918,290,100.00	31,103,573.00	949,393,673.00
Region VI	272,712	818,136,000.00	68,035,110.00	886,171,110.00	30,043,647.00	916,214,757.00
Region VII	260,532	781,596,000.00	68,545,620.00	850,141,620.00	28,854,673.00	878,996,293.00
Region VIII	167,133	501,399,000.00	42,860,070.00	544,259,070.00	18,760,549.00	563,019,619.00
Region IX	155,950	467,850,000.00	41,012,070.00	583,763,580.00	17,592,448.00	526,454,518.00
Region X	171,138	513,414,000.00	45,899,370.00	559,313,370.00	19,257,341.00	578,570,711.00
Region XI	178,712	536,136,000.00	47,627,580.00	583,315,968.00	20,064,198.00	603,827,778.00
Region XII	163,714	491,142,000.00	42,438,330.00	533,580,330.00	18,408,151.00	551,988,481.00
Caraga	102,869	308,607,000.00	27,159,990.00	335,766,990.00	11,880,311.00	347,647,301.00
NCR	309,853	929,559,000.00	83,717,370.00	1,013,276,370.00	34,238,120.00	1,047,514,490.00
CAR	36,624	109,872,000.00	10,781,430.00	120,653,430.00	4,781,563.00	125,434,993.00
TOTAL	3,398,541	10,195,623,000.00	886,067,820.00	11,081,690,820.00	695,241,180.00	11,776,932,000.00

The unit cost per beneficiary is set at Ten Pesos (P10.00). However, the ROs/SDOs may use the funds to procure deworming medicines only if that is their priority, or to they may buy both deworming medicines and soap per beneficiary.

The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded by the CO to Regional Offices (ROs).

ROs have the option to download the funds to Schools Division Offices (SDOs) or they may undertake the procurement of the deworming medicines and/or soaps.

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

6. Implementation of Gulayan sa Paaralan Program (GPP)

The SDO PSF shall be downloaded to ROs in the amount of One Hundred Thousand Pesos (Php100,000.00) per SDO. CO to download to ROs

Downloading of Program Support Funds for the Implementation of the Gulayan Sa Paaralan Program (GPP) for Calendar Year (CY) 2025		
REGION	SDO	Gulayan sa Paaralan Program (P100,000 per SDO)
CO-BLSS-SHD		
Region I	14	1,400,000.00
Region II	9	900,000.00
Region III	21	2,100,000.00
Region IV-A	23	2,300,000.00
Region IV-B	7	700,000.00
Region V	13	1,300,000.00
Region VI	21	2,100,000.00
Region VII	20	2,000,000.00
Region VIII	13	1,300,000.00
Region IX	8	800,000.00
Region X	14	1,400,000.00
Region XI	11	1,100,000.00.00
Region XII	8	800,000.00
Caraga	12	1,200,000.00
NCR	16	1,600,000.00
CAR	8	800,000.00
TOTAL	218	21,800,000.00

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

7. Implementation of the Integrated School Nutrition Model (ISNM)

The Lighthouse Schools shall prepare an Accomplishment Report (Annex 3) to be submitted on or before December 31, 2025, through email address sbfp@deped.gov.ph.

For SY 2024-2025, the established lighthouse schools will be provided with Forty Thousand Pesos (Php 40,000.00) program support funds to be used for the following activities. Attached is the list of the Lighthouse Schools for ready reference.

Downloading of Program Support Funds for the Implementation of the Integrated School Nutrition Model (ISNM) for Calendar Year (CY) 2025		
REGION	Lighthouse Schools	ISNM Lighthouse Schools (P40,000 per LS)
Region I	14	560,000
Region II	9	360,000
Region III	20	800,000
Region IV-A	73	2,920,000
Region IV-B	8	320,000
Region V	13	520,000
Region VI	19	760,000
Region VII	19	760,000
Region VIII	13	520,000
Region IX	8	320,000
Region X	14	560,000
Region XI	11	440,000
Region XII	8	320,000
Caraga	12	480,000
NCR	16	640,000
CAR	8	320,000
TOTAL	265	10,600,000

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs.

8. Implementation of Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025

BLSS-SHD shall download eight million pesos (P8,000,000.00) to SDO Cauayan City in Isabela Province for the implementation of HGSF to be used for the daily provision of nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

Liquidation of Funds – If the funds will be downloaded to SDOs, the latter shall liquidate the downloaded funds to the ROs



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2024-0820

FOR : ATTY. REVSEE ESCOBEDO
Undersecretary for Operations

DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services (BLSS)

FROM : ANNALYN M. SEVILLA
Undersecretary

SUBJECT : RECOMMENDATIONS ON THE GUIDELINES ON THE UTILIZATION OF DOWNLOADED ADDITIONAL PROGRAM SUPPORT FUNDS FOR CENTRAL KITCHEN, WINS PROGRAM, PROCUREMENT OF DEWORMING MEDICINES AND/OR SOAPS, IMPLEMENTATION OF THE GPP AND ISNM, AND HGSF FOR FY 2025

DATE : October 8, 2024

This refers to the request for approval of the policy issuance titled, *Guidelines on the Utilization of Downloaded Additional Program Support Funds (PSF) for Central Kitchen (CK), Water, Sanitation, and Hygiene (WASH) in Schools (WINS) Program, Procurement of Deworming Medicines and/or Soaps, Implementation of the Gulayan sa Paaralan Program (GPP), Integrated School Nutrition Model (ISNM), and Home-Grown School Feeding Program (HGSF) for Fiscal Year (FY) 2025.*

Upon thorough review, it has been observed that the guidelines, particularly on the financial provisions, need further enhancements for clarity. Therefore, the guidelines is returned with the comments and recommendations from the Finance Strand, attached as **Annex A**.

Should you require further assistance, kindly contact this Office, through the Education Programs Management Office at epmo@deped.gov.ph or call (02) 8637-411.

Thank you.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

ANNEX A

Recommendations on the guidelines on the utilization of downloaded additional Program Support Funds for Central Kitchen, WINS Program, Procurement of Deworming Medicines and/or Soaps, Implementation of the GPP and ISNM, and HGSF for FY 2025

PROVISION	COMMENTS/RECOMMENDATION
<i>General Comments</i>	<p>It is observed that the guidelines encompass various components of the School-Based Feeding Program (SBFP). While we appreciate the proponent office's intention to consolidate the implementing guidelines for these components, this approach has unfortunately resulted in a document that is complex and difficult to navigate.</p> <p>To improve clarity and provide more straightforward instructions for field offices, we recommend organizing the guidelines by component. This revision will help streamline the content, enhancing usability and making it easier for stakeholders to implement the SBFP components effectively.</p> <p>Furthermore, we encourage the proponent office to carefully review the guidelines to ensure the document is free from spelling and grammatical errors.</p>
<i>Title/Subject</i>	<p>This office recommends adopting a concise and focused title for the implementing guidelines. As noted in our general comments, the programs outlined are subprograms of the SBFP, therefore, to enhance clarity and brevity, the title is proposed to be revised as follows:</p> <p><i>Guidelines on the Utilization of Program Support Funds for the Implementation of the School-Based Feeding Program (SBFP) Components</i></p>
<i>Rationale/Background</i>	<p>We recommend including a brief background section in the guidelines. The program proponent should outline the relevant laws and regulations that align with the program components of SBFP, as well as provide an explanation of how these programs became integral components of the School-Based Feeding Program.</p>
<i>Hiring of Contract of Service (COS) and Operational Funds for selected Central Kitchen (CK) Training Centers</i>	<p>We seek clarification on whether the allowable expenses and activities apply to personnel in CKs trained in 2023 as well as those to be trained in 2024. Additionally, we request confirmation on whether these CKs will receive the Php 50,000.00 program support funds.</p> <p>Regarding the hiring of Contract of Service (COS) personnel, this office defers the evaluation of the terms of reference and appropriate salary rates to the Human Resource and Organizational Development (HROD)</p>

PROVISION	COMMENTS/RECOMMENDATION								
	strand. Although the program owner referenced the previously issued memorandum from the Finance and Operations strand titled “Guidelines on the Hiring of SBFP Feeding Coordinators under Contract of Service for the School-Based Feeding Program (SBFP),” recent developments may require reassessment by the HROD strand. Also, should the said memorandum will be used as reference for this policy, please attached the said memorandum in these guidelines.								
Hiring of COS for the CKTC	Please provide clarification on the difference between the COS “feeding coordinators” and “feeding assistants.” Additionally, please provide the basis for the salary.								
Use of Funds	<p>To streamline the provisions on the use of funds, the program team must consider listing down all the allowable activities and eligible expenses per component. For instance, the program team may adopt the matrix below and expound for each components. Moreover, general provision on the use of funds should be clearly outlined in this section.</p> <table><tr><th>Program Component</th><th>Allowable Activities</th><th>Eligible Expenses</th></tr><tr><td rowspan="2">Central Kitchen</td><td>Refurbishment of CK</td><td>Purchase of utensils.....</td></tr><tr><td>Hiring of COS</td><td>Payment of Salary....</td></tr></table> <p>The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.</p> <p>Lastly, the program team is reminded to carefully consider the allowable expenses outlined in the guidelines, particularly those related to the repair and refurbishment of CKs, which must not exceed the Php 50,000.00 threshold under Maintenance and Other Operating Expenses (MOOE). If the procurement of equipment or the repair and refurbishment of CKs requires funding under the Capital Outlay (CO) allotment, the program team must either propose additional Capital Outlay funds or modify the existing SBFP budget in the FY 2025 National Expenditure Program from MOOE to CO, based on a thorough assessment of the program’s needs.</p>	Program Component	Allowable Activities	Eligible Expenses	Central Kitchen	Refurbishment of CK	Purchase of utensils.....	Hiring of COS	Payment of Salary....
Program Component	Allowable Activities	Eligible Expenses							
Central Kitchen	Refurbishment of CK	Purchase of utensils.....							
	Hiring of COS	Payment of Salary....							
Funding Source ?	This office recommends incorporating a provision that specifies the funding source for the program. This should include details such as the fiscal year, the relevant Republic Act authorizing the use of funds, and the specific budget line item.								

PROVISION	COMMENTS/RECOMMENDATION
	<p><i>Funding Source</i></p> <p><i>The funding for the implementation of this policy shall be charged against the FY 2025 (R.A. No. xxx) School-Based Feeding Program (SBFP) funds.</i></p>
<p><i>Release of Funds</i></p>	<p>The program team must clearly outline in the guidelines how funds will be released to Schools Division Offices (SDOs) and schools as a key policy consideration. While the policy states that all funds will be downloaded, it does not specify the level at which this will occur (e.g., whether funds will be released to Regional Offices (ROs), who will then download them to SDOs for non-implementing unit schools, or directly to ROs, SDOs, and schools).</p> <p>To prevent confusion during implementation, the process for releasing funds to SDOs and schools must be clearly detailed in the guidelines.</p>
<p><i>Use of Balance/Excess/Unutilized Funds</i></p>	<p>Considering the scope of the policy, there is no flexibility for the field offices in the utilization of funds. In cases where there will be balances from the downloaded funds, the field offices are limited to use the funds for hiring of COS personnel only for Central Kitchen and other activities for other components.</p> <p>Suggested provision:</p> <p><i>For the CK component, any excess from the downloaded funds due to non-hiring in the field offices for FY 2025, the Regional Director and Schools Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2026 and other Central Kitchen-related activities.</i></p> <p><i>For other SBFP program Component, the excess or unutilized funds may be used to other SBFP related activities or other SBFP Program Component Activities.</i></p> <p>Note: The suggested provision presupposes that the “purpose” of the Sub-Aro, which will be issued for the downloading of these funds, allows for a certain flexibility regarding its purpose. Thus, we recommend that the purpose of the Sub-Aro be stated in general term to encompass all contemplated activities.</p>

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PROVISION	COMMENTS/RECOMMENDATION
Liquidation Process	<p>This office recommends omitting the "Process" and change the provision to "Liquidation."</p> <p>Include details on when to liquidate and provide references and basis of the liquidation.</p>
Monitoring and Evaluation	<p>This Office has noted the absence of a provision for monitoring and evaluation, which is essential for any policy issuance. Therefore, the program team is advised to incorporate the following provisions. Additionally, the team is encouraged to develop a reporting template that includes the necessary information and data required for the effective monitoring and evaluation of this policy.</p> <p>Monitoring and Evaluation</p> <p><i>For the effective monitoring of the implementation and utilization of the downloaded PSF, the Regional Office shall submit a Utilization Report to the Central Office through the BLSS-SHD, copy furnished to the Office of the Undersecretary for Operations.</i></p> <p><i>The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the Education Support Services Division (ESSD) and the involved Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of the activity.</i></p>
Annex 1. Breakdown of Fund Allocation	<p>The program team is reminded to provide the detailed allocation per RO, SDO, and down to the school if applicable in the attachment.</p>

DOCUMENT FEEDBACK FORM	
Title of Document	: Guidelines on the Utilization of Downloaded Additional PSF for Central Kitchen, Water, Sanitation and Hygiene (WASH) in Schools (WINS) Program, Procurement of Deworming Medicines and/or Soaps, Implementation of the Gulayan sa Paaralan Program (GPP) and Integrated School Nutrition Model (ISNM), and Home-Grown School Feeding Program (HGSF) for FY2025
Reference No.	: N/A
Date of Issuance	: N/A
Document Owner	: BLD-OD
Feedback Source	: FS-BD <i>gm</i>
General Feedback	
Specific Feedback	
I. Hiring of COS and Operation Funds for Selected Central Kitchen Training Centers	Comments: <ul style="list-style-type: none"> The sections are suggested to be re-arranged per activity/program and include sub-sections to discuss details such as financial arrangements
<ul style="list-style-type: none"> List of CKs that were trained for the 1st Batch – CY2023 	<ul style="list-style-type: none"> Add sub-section for trainings of Central Kitchen
A. Approved Budget Breakdown BLSS-SHD will download a sum of fifty thousand pesos (Php 50,000.00) for each CK Training Center, enabling ten (10) sessions/ visits with a maximum capacity of 15 participants per session. Breakdown per budget item is summarized on the table	Comments: <ul style="list-style-type: none"> Include this in sub-section for financial arrangement Please mention the level of governance where the funds will be downloaded: <i>"The BLSS-SHD through the Finance Strand of the Central Office will download to the Implementing Units (IUs) for"</i>
B. Guidelines for Re-Allocation of Budget	Suggestion: B. Use of Unutilized Balances
C. Guidelines for requesting Additional Budget	Suggestion: C. Additional Funding Requirement Revise/simplify: Additional Funding requirement may be requested for downloading from CO/RO/SDOs using SBFP-PSF funds
D. Liquidation Process	Suggestion: D. Liquidation (Process) - Include details on when to liquidate, and provide references and basis of the liquidation

<p>E. Guidelines for the Hiring of COS for the CKTC</p>	<p>Comment:</p> <p>What is the difference of the COS "feeding coordinators" to the "feeding assistants" as proposed based salary of 500 per day in the separate guidelines vetted?</p>
<p>II. Refurbishment of selected Central Kitchens for Reactivation</p>	<p>Comments/suggestions:</p> <ul style="list-style-type: none"> • Make this a sub-section • Total fund requirement for CKTC is suggested to be indicated under financial sub-section. Also, present the breakdown per activity of CKTC
<p>III. Water, Sanitation and Hygiene (WASH) in schools (WINS) Program PSF</p> <p>Paragraph 3: The WINS Program Support Funds is intended for the ROs and SDOs and will be downloaded to the ROs</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Add sub-section for financial arrangements. • Please revise this paragraph and clarify. Indicate that CO will download to RO. Also, will RO download to SDO? Or CO will also download to SDO?
<p>IV. Procurement of Deworming Medicines and Soaps</p> <p>A. The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded to the Regional Offices (ROs).</p>	<p>Comment:</p> <p>Please revise and indicate CO to download funds to Ros.</p>
<p>V. Implementation of Gulayan sa Paaralan (GPP) and Integrated School Nutrition Model and RO (Regional Office) PSF</p>	<p>Comment:</p> <p>Please revise and indicate CO to download funds to ROs.</p>