



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 13, 2021

DIVISION MEMORANDUM

No. 267, s. 2021

COMPOSITION OF THE TECHNICAL WORKING GROUP (TWG) FOR DIVISION SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTERS FOR SY 2020-2021

To: Assistant Schools Division Superintendent
SGOD Personnel
Budget and Finance Officer
Supply Officer
BAC Secretariat
City Nutrition Office

1. In consonance with Regional Memorandum No. 193 s. 2021. Search for Most Outstanding School-Based Feeding Program (SBFP) for SY 2020-2021. The following personnel shall constitute the Division Search for School-Based Feeding Program Technical Working Group (SBFP- TWG) to wit:

Chairman : **DANTE G. PARUNGAO, CEO VI**
Schools Division Superintendent

Co-Chairman : **ZUREX T. BACAY, PhD**
Asst. Schools Division Superintendent

Members : **BERNARDO A. GARGABITE, EdD**
Chief Education Supervisor- SGOD

: **MARIANNE C. CORONEL, MD**
Medical Officer III

: **EVANGELINE A. BAUTISTA, RN**
Nurse II/ SBFP Focal Person

: **JOMEL V. MANGAWANG**
Accountant III

: **MINDA V. MANGALINDAN**
Budget Officer



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DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



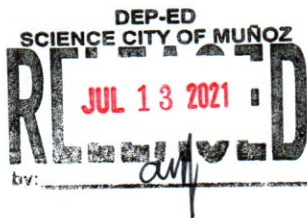
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- : **LAMBERTO P. CORPUZ**
SEPS – M&E Focal Person
- : **JOEL G. DIZON**
EpS II- Division Partnership Focal Person
- : **JOHAN M. TABING**
Chairman BAC Secretariat
- : **KARREN JOY C. DUMALE**
OIC- Supply Officer
- : **AMELIA C. IGNAGIO**
City Nutrition Officer III, City Health Office

2. The TWG shall function in accordance with the guidelines set forth in the above Regional Memorandum.
3. Attached herewith is the Regional Memorandum No. 193 s, 2021. Search for the Most Outstanding School-Based Feeding Program(SBFP) Implementers SY. 2020-2021.
4. For the information and guidance.



DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



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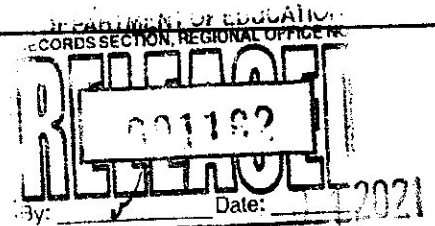


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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM
No. 453, s. 2021



**SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM
(SBFP) IMPLEMENTERS FOR SY. 2020-2021**

To: Schools Division Superintendents
Chiefs, Schools Governance and Operations Division
Division SBFP Coordinator
School Heads of Public Elementary

1. The Department of Education, Regional Office III, Education Support Services Division (ESSD), shall conduct the Search for the Most Outstanding School-Based Feeding Program (SBFP) Implementers for SY. 2020-20221
2. The 2021 Search for Most Outstanding Implementers of the SBFP aims to recognize the Outstanding schools, Schools Division Offices (SDOs), Regional Offices (ROs) and their respective SBFP Focal Persons for their exemplary implementation of SBFP for SY 2020-2021.
3. The Schools Division may conduct its own search on the division level to come up with the best entry for the regional search.
4. Submission of entry to the Regional Office (ESSD) shall not be later than August 13, 2021. Entry beyond this date shall not be accepted. The screening and evaluation of the Search Committee may be conducted face- to- face but strict compliance to IATF protocols or recorded virtual screening may be adopted.
5. Guidelines on the Conduct of the Nationwide Search for the Most Outstanding Implementers of the School-based Feeding program (SBFP) for Sy 2020-2021 is found in Enclosure 1.
6. Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding program (SBFP) SDO level/ SY 2020-2021 is found in Enclosure 2.
7. Widest dissemination of this memorandum is enjoined.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encl.: As stated
ESSD/CSP
May 31, 2021



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph



Certificate No. A.117-0077

Enclosure No. 1 to the Regional Memorandum No. 193, s.2021 (Search for the Most Outstanding School-Based Feeding Program (SBFP) Implementers for SY 2020-2021)

Guidelines on the Conduct of the Nationwide Search for the Most Outstanding Implementers of the School-Based Feeding Program (SBFP) for SY 2020-2021

I. Rationale

The Department of Education (DepEd), through the Bureau of Learner Support Services–School Health Division (BLSS-SHD), is steadfast in its commitment to address undernutrition among public school children. It is generally recognized that learners' nutritional status is directly related to their capacity to learn. Thus, the School-Based Feeding Program (SBFP) has been implemented since 2010 to contribute to learners' readiness to maximize their full educational potential.

In recent years, the DepEd has been continually assessing and improving its policies, implementation strategies and operational guidelines to better ensure that the SBFP attains its objectives. Program evaluation and review has proved that, through the program, the undernourished learner-beneficiaries have improved on their nutritional status, were observed to have better class participation, exhibited positive health habits, and increased in their school attendance. The SBFP appeared to work best when complemented with other School Health Programs such as deworming, micronutrient supplementation, Gulayan sa Paaralan Program (GPP) and WASH in schools (WinS) Program - programs that are primarily aimed at ensuring that children are ready to learn and thrive in a healthy school environment that allows them to develop health-promoting habits and behaviors for a healthier future generation.

The implementation of SBFP showcased not only the improvement in nutritional status of undernourished children, but at the same time, best practices were seen in the implementing areas, such as collaboration and partnership with various stakeholders. The continuing assessment and review in the implementation of the program enabled the management to draw out operational strategies that maximize the cooperation and support of stakeholders.

In order to continue the gains achieved by the program, this Search for the Most Outstanding Implementers of SBFP for SY 2020-2021 is being proposed to recognize the achievements of field implementers who relentlessly pursued and supported the government's call to provide critical resources needed by the learners especially at the time that the global pandemic immobilized the world.

II. Objectives

The 2021 Search for Most Outstanding Implementers of the SBFP aims to recognize the outstanding schools, Schools Division Offices (SDOs), Regional Offices (ROs) and their respective SBFP Focal Persons for their exemplary implementation of SBFP for SY 2020-2021.

III. Evaluation Process

A. Schools Division Level

1. SBFP school implementers shall submit all the supporting documents, including photos and videos, needed/mentioned in the SDO Evaluation Sheet. The schools shall encapsulate their implementation in a 20-30 minute video presentation and be able to show why they should be awarded as the Most Outstanding School Implementer of SBFP and impressions and success stories from parents and learners. Also included is a separate video interview of the School Feeding Coordinator for his/her answer to the attached Guide Questions.
2. The SDS shall form a Schools Division Search Committee from among the members of the SBFP Technical Working Group (TWG) with 1-2 representatives from partner agencies or NGOs who shall evaluate the entries from participating schools.
3. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
4. On the scheduled date of screening, the heads of the school entries and school feeding coordinators should be available to answer queries from the members of the Search Committee.
5. The Schools Division Search Committee shall evaluate the schools and shall choose one (1) school to represent the division whose score shall be given a weighted average of 20%.
6. The SDS shall nominate the entry school to the Regional Director together with the SDO Level Evaluation Sheet and school documentation of their implementation on or before the set deadline. Also included is a video interview of the SDO Focal Persons (for regular and milk components) for his/her answer to the attached Guide Questions.

B. Regional Level

1. The Regional Director (RD) shall form a Regional Search Committee from among the members of the SBFP Technical Working Group

- (TWG) with 1-3 representatives from partner agencies or NGOs who shall evaluate the SDO entry to the contest.
2. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
 3. On the scheduled date of screening, the heads of the school entries, school feeding coordinators, SGOD Chief, and SDO Focal Persons should be available to answer queries from the members of the Search Committee.
 4. The Regional Search Committee shall evaluate the schools and shall choose one (1) school to represent the region whose score shall be given a weighted average of 30%.
 7. The RD shall nominate one (1) Regional school entry to Dr. Lope B. Santos III, OIC, Director IV, Bureau of Learner Support Services, Department of Education, DepEd Complex, Meralco Ave., Pasig City together with the SDO & Regional Level Evaluation Sheets and school documentation of their implementation on or before the set deadline. Also included is a video interview of the RO Focal Person for his/her answer to the attached Guide Questions.

C. National Level

1. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
2. On the scheduled date of screening, the heads of the school entries, school feeding coordinators, ESSD and SGOD Chiefs, and RO and SDO Focal Persons should be available to answer queries from the members of the Search Committee.
3. The National Evaluation Team shall evaluate the regional entries and scores shall be given a weighted average of 50%. The scores given by the SDO, RO, and National Evaluation Team shall be added to come up with a final score.
4. The schools with the top three (3) highest scores shall be awarded as the Most Outstanding SBFP School Implementer and two (2) Runners-up while the remaining 13 winners shall be awarded as Regional Winners.
5. The Regional and Schools Division Offices where the top three (3) schools came from shall automatically be awarded as the Most Outstanding Regional and Schools Division Implementers of SBFP for SY 2020-2021.
6. Similarly, the Feeding Coordinators and RO/SDO Focal Persons of the winning schools, SDOs, and ROs, respectively, shall be awarded as the Most Outstanding School Feeding Coordinators, Most

Outstanding SDO Focal Persons, and Most Outstanding RO Focal Persons.

7. The winners will be announced through a DepEd Memorandum.
8. The decision of the National Evaluation Team shall be final and unappealable.
9. The evaluation summary is as follows:8\||

Phases	Percentage
	School Category
Schools Division Level	20%
Regional Level	30%
National Level	50%
Total	100%

IV. Time Frame

Phases	Persons Responsible	Date
• Schools Division selection and submission of the SDO entry	SDO Search Committee	Deadline of submission of entries to SDOs: July 16, 2021
• Regional selection and submission of the Regional entry	RO Search Committee	Deadline of submission of entries to ROs: August 13, 2021
• Final Evaluation by the National Evaluation Team	National Evaluation Committee	Deadline of submission of entries to CO: September 17, 2021

V. Awards and Prizes

Awards	Prizes
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<p>Grand Winner for the Most Outstanding Implementer of SBFP</p> <ul style="list-style-type: none"> ● School Category ● SDO Category ● RO Category 	<ul style="list-style-type: none"> ● P100,000 cash prize plus trophy and certificates ● P40,000 cash prize plus trophy and certificates ● P30,000 cash prize plus trophy and certificates ● School Feeding Coordinators, SDO & RO SBFP Focal Persons shall receive Plaques, and Certificates of Recognition
<p>1st Runner-up for the Most Outstanding Implementer of SBFP</p> <ul style="list-style-type: none"> ● School Category ● SDO Category ● RO Category 	<ul style="list-style-type: none"> ● P75,000 cash prize plus trophy and certificates ● P35,000 cash prize plus trophy and certificates ● P25,000 cash prize plus trophy and certificates ● School Feeding Coordinators, SDO & RO SBFP Focal Persons shall receive Plaques, and Certificates of Recognition
<p>2nd Runner-up for the Most Outstanding Implementer of SBFP</p> <ul style="list-style-type: none"> ● School Category ● SDO Category ● RO Category 	<ul style="list-style-type: none"> ● P50,000 cash prize plus trophy and certificates ● P30,000 cash prize plus trophy and certificates ● P20,000 cash prize plus trophy and certificates ● School Feeding Coordinators, SDO & RO SBFP Focal Persons shall receive Plaques, and Certificates of Recognition

<p>Regional Winners for the Most Outstanding Implementer of SBFP</p> <ul style="list-style-type: none"> • School Category • SDO Category • RO Category 	<ul style="list-style-type: none"> • P30,000 cash prize plus plaque and certificates • P20,000 cash prize plus plaque and certificates • P10,000 cash prize plus plaque and certificates • School Feeding Coordinators, SDO & RO SBFP Focal Persons shall receive Plaques, and Certificates of Recognition

VI. Evaluation Sheet and Guide Questions

(Please see attached)

**Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)
SDO Level/SY 2020-2021**

		Points	Score
1	Percentage of actual beneficiaries served versus the target beneficiaries	10	
	10 points if 100% beneficiaries were served with NFP and milk		
	8 points if at least 90% beneficiaries were served with NFP and milk		
	6 points if at least 70-89% beneficiaries were served with NFP and milk		
2	Prompt implementation of the program	5	
	5 points if the program was implemented on schedule.		
	4 points or below if the program was implemented behind schedule.		
3	Compliance to guidelines	5	
	1 point each if complied		
	Creation of SBFP Core Group	1	
	Orientation for Implementers conducted	1	
	Compliance to the minimum health requirements against COVID-19	1	
	Food safety standards followed	1	
	Orderly distribution of food commodities	1	
4	Presence & Completeness of the following forms:	14	
	2 points for every form properly-filled-up and updated		
	1 point only if filled-up but not complete and updated		
	Cycle Menu		
	SBFP Form 1		
	SBFP Form 3		
	SBFP Form 5		
	SBFP Form 6		
	SBFP Form 7		
	SBFP Form 9		
5	Prompt submission of Liquidation Reports	10	
	10 points if liquidation is on-time and at least 75% of cash advance		
	8 points if liquidation of at least 75% of cash advance but not on-time		
	8 points if on-time liquidation but not 75% of cash advance		
6	Prompt submission of Program Terminal Report (PTR)	10	
	10 points if the PTR was submitted complete and on-time		
	8 points or less if the PTR was submitted late and incomplete		
7	Documentation of innovations or good practices developed	5	
	5 points if innovations or good practices developed were recorded and documented		
	4 points or less if innovations or good practices were developed but not documented		

8	Involvement/support of parents & community	5	
	5 points if the involvement/support of parents & community are recorded and documented		
	4 points or less if there is involvement/support of parents & community but not documented		
9	Conduct of advocacy and social/resource mobilization activities	5	
	5 points if advocacy and social/resource mobilization activities were recorded and documented		
	4 points or less if advocacy and social/resource mobilization activities were conducted but not documented		
10	Coordination with the barangay/partner for the safe distribution of food commodities	6	
	6 points if coordinated with & supported by the barangay/partner		
	3 point if coordinated with the barangay/partner but was not supported		
11	Result of interview with parents	15	
	15 points if all respondents gave positive feedback from the interview		
	10 points or less if not all respondents gave positive feedback from the interview (Must be supported with pictures and videos from parents and beneficiaries)		
12	Impression on the video interview of the SBFP School Feeding Coordinator	10	
	10 points if the School Feeding Coordinator provided complete and sincere answers to the guide questions		
	8 points or less if the School Feeding Coordinator provided incomplete and not so sincere answers to the guide questions		
	TOTAL:	100	0
	SDO Weighted Score (20%):		0

NOTABLE REMARKS:

Name, Signature, & Designation of the Members of the Search Committee

APPROVED BY:

Schools Division Superintendent

**Guide Questions for Video Interview for the
Most Outstanding Implementers of SBFP for 2020-2021**
(15-20 min video presentation for School Feeding Coordinators,
SDO & RO Focal Persons)

1. State personal details (name, age, years of service in DepEd and years of service as SBFP Coordinators).
2. When SBFP was assigned to you what was your initial reaction and why?
3. What are the challenges that you encounter in your first year of managing SBFP and what makes you decide to continue in handling the program.
4. For SY 2020-21 and 2021-22, what are the steps you initiated to implement the program in terms of the following KRAs:
 - Identifying the beneficiaries
 - Managing the funds for NFP and Milk
 - Procurement of NFP and Milk (including activities in the preparation and signing of MOA & PO, and transfer of funds to NDA & PCC or payment to suppliers)
 - Orientation of implementers
 - Distribution of commodities
 - Monitoring of implementation in schools
 - Gathering reports from schools
 - Liquidation of funds
 - Submission of reports
5. How did you maintain a good relationship with your SBFP partners and stakeholders?
6. For SBFP 2020-2021, what do you think was your best contribution in the enrichment of the program implementation?
7. As a SBFP focal are you confident with the effectivity and efficiency of the Program. Why?
8. What are the best practices that you can share to your fellow SBFP focal persons when it comes to the program implementation and management.
9. What ideas can you contribute to have a successful monitoring and evaluation for the SBFP Program?
10. Facing the realities of the pandemic, what are the lessons learned you can share in the realization of this program despite the challenges.
11. Given a chance to handle another OKD program/s should you still choose to be in the SBFP? Why and why not?