



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
DIVISION OF NEGROS ORIENTAL  
Dumaguete City



**DIVISION MEMORANDUM**

No. 409 s. 2014

**IMPLEMENTATION OF THE DEPARTMENT OF EDUCATION (DepED) AND DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FUNDED SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR SCHOOL YEAR (SY) 2014-2015**

**TO:** Public Schools District Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

**FROM:** SALUSTIANO T. JIMENEZ, LI.B.  
Schools Division Superintendent

**DATE:** September 12, 2014

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1. Attached is DepED Order No. 37, s. 2014, re "Implementation of the Department of Education (DepED) and Department of Social Welfare and Development (DSWD) Funded School-Based Feeding Program (SBFP) for School Year (SY) 2014-2015, which is self-explanatory.
  2. For more details, refer to the attached Order.
  3. For immediate dissemination, guidance and compliance.

  
SALUSTIANO T. JIMENEZ, LI.B., CESO VI  
Schools Division Superintendent 



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



SEP 04 2014

REGIONAL MEMORANDUM  
No. 539, s. 2014

D: 9/5/14

**IMPLEMENTATION OF THE DEPARTMENT OF EDUCATION (DepED) AND DEPARTMENT  
OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FUNDED SCHOOL-BASED  
FEEDING PROGRAM (SBFP) FOR SCHOOL YEAR (SY) 2014-2015**

TO: Schools Division Superintendents  
Officers-in-Charge of Regular and Interim Divisions  
Heads of Public Elementary Schools  
All Others Concerned

1. Attached is DepED Order No. 37, s. 2014, re "Implementation of the Department of Education (DepED) and Department of Social Welfare and Development (DSWD) Funded School-Based Feeding Program (SBFP) for School Year (SY) 2014-2015, which is self-explanatory.
2. For important details, refer to the attached Order.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

CTD/VGG/rmc  
ESSD

*"Educating for a Strong Republic"*

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Republic of the Philippines  
**Department of Education**



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DepEd ORDER  
 No. 37, s. 2014

**IMPLEMENTATION OF THE DEPARTMENT OF EDUCATION (DepEd)  
 AND DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 (DSWD) FUNDED SCHOOL-BASED FEEDING PROGRAM (SBFP)  
 FOR SCHOOL YEAR (SY) 2014-2015**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau Directors  
 Directors of Services, Centers and Heads of Units  
 Regional Directors  
 Schools Division Superintendents  
 Heads, Public Elementary Schools  
 All Others Concerned

1. The Department of Education (DepEd), through the Health and Nutrition Center (HNC), and the Department of Social Welfare and Development (DSWD), shall implement the **School-Based Feeding Program (SBFP) for School Year (SY) 2014-2015** to address the undernutrition problem and short-term hunger among public school children.
2. For this school year, the Program will prioritize 562,262 or 100% of the Kindergarten to Grade 6 pupils categorized under severely wasted in all schools based on the nutritional status report as of SY 2011-2012. The Program will also cater to pupils from Kindergarten to Grade 6 categorized under wasted if funds are still available. The 120-day Feeding Program is expected to improve the nutritional status of the children which is expected to result in 85-100% classroom attendance and improve the children's health and nutrition values and behavior.
3. The Program shall also be implemented in partnership with local government units (LGUs), and non-government organizations (NGOs), and civic society organizations (CSOs).
4. The schools division offices (SDOs) are expected to initiate and orient the LGUs and other partners about the Program and create local alliance in order to cover more school children.
5. The regional Technical Working Group (TWG), in coordination with their DSWD-Field Office (FO) counterpart, is expected to lead the implementation of the Program and the orientation activities for the divisions and schools under them. Likewise, they are expected to monitor the activities of the SDOs such as the request for funds, submission of required documents from the schools, timely release of funds to the school heads (SHs), progress of implementation, and liquidation of funds.

6. The schools, divisions, and regions shall submit their respective Monthly Physical and Financial Reports. The school is expected to submit the report to the SDOs every 5th day of the month. The SDOs shall consolidate the report and submit to the regional offices (ROs) every 15th day of the month. The ROs shall consolidate the report and submit to the DSWD FOs every 22nd day of the month, copy furnish Health and Nutrition Center (HNC).


7. The schools implementing the SBFP funded by DepEd-DSWD and Partners are required to submit a Program Terminal Report to the SDOs immediately after the end of implementation. The SDOs shall consolidate the report and submit to the ROs. The ROs shall consolidate the report and submit to the DSWD-FOs, copy furnished the HNC.

8. All regional directors (RDs), schools division superintendents (SDSs), and SHs are enjoined to extend full administrative support to the management of the Program.

9. The following documents are enclosed for reference:

- Enclosure No. 1 : Operational Guidelines on the Implementation of School-Based Feeding Program for SY 2014-2015;
- Enclosure No. 2 : SBFP Forms;
- Enclosure No. 3 : Physical and Financial Report;
- Enclosure No. 4 : Program Terminal Report; and
- Enclosure No. 5 : Monitoring Tool.

10. Immediate dissemination of and strict compliance with this Order is directed.

  
BR. ARMIN A. LUYASTRO PSC  
Secretary

Encls.:  
As stated

References:  
DepEd Order Nos.: 87, s. 2012 and 54, s. 2013

To be indented in the Perpetual Index  
under the following subjects:

CLASSES  
FUNDS  
HEALTH EDUCATION  
POLICY  
PROGRAMS  
SCHOOLS

[Enclosure No. 1 to DepEd Order No. 37, s. 2014]

Department of Education  
**SCHOOL-BASED FEEDING PROGRAM**  
Operational Guidelines  
SY 2014-2015

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### **I. Description**

The Department of Education (DepEd) recognizes the importance of good nutrition for the improvement of academic performance of learners. It is considered to be a sound investment in education as it is associated with increased enrolment, improved attendance, better performance, decreased repetition, and decreased dropout. Hence, DepEd proposed in the 2014 Budget a School-Based Feeding Program (SBFP) that will cater to a targeted 562,262 severely wasted (SW) schoolchildren in Kinder to Grade 6 nationwide. The proposal was approved but the budget was lodged with the Department of Social Welfare and Development (DSWD) as President Benigno C. Aquino directed the DSWD to implement a national feeding program that will cover the daycare center pupils and the schoolchildren.

With the thrust of President Benigno C. Aquino's administration to strengthen and maximize Public-Private Partnerships along implementation of various programs and projects, the SBFP shall be implemented in partnership with the Local Government Units and Non-Government Organizations (NGOs)/ Civil Society Organizations (CSOs) to sustain the initiative of partners and pool the resources to cover more beneficiaries.

The SBFP aims to provide hot meals to children following the developed standardized recipes using *mahunggay* and 20-day cycle menu utilizing locally produced and/or grown foods. By following the menu, the beneficiaries are assured of additional 300 calories per day to address their nutritional deficiencies. To avoid commodity fatigue, a variety of vegetables from their garden produce may be added in the menu. This is the reason why schools are encouraged to establish vegetable gardens to serve as food basket and have a ready source of vegetables in school. Food preparation may be handled by the homeroom Parents and Teachers Association (PTA) on rotation basis, the home economics/feeding teachers, or a combination of the homeroom PTA and the home economics/feeding teachers. The feeding program is also utilized as an avenue for the development of health and nutrition values and behavior among the children.

The SBFP is to be implemented at the school level in accordance with decentralization efforts introduced through R.A. 9155 and the policy principles of School-Based Management (SBM) of DepEd. It is expected that the SBFP will be included as part of the School Improvement Plan (SIP).

### **II. Objectives**

General:

To prioritize the rehabilitation of 562,262 severely wasted (SW) children into normal nutritional status at the end of 120 feeding days.

Specifically, this interagency Program aims to:

1. ensure 85-100% classroom attendance of the target beneficiaries;
2. develop positive health promoting values and behavior among beneficiaries and

3. extend the program to wasted (W) children in areas where there are local government or non-government partners that will contribute additional resources.

### **III. Coverage**

#### **A. Priority Target Beneficiaries**

The priority target beneficiaries shall be the SW Kinder to Grade 6 pupils in identified schools. Schools shall take the responsibility of feeding identified severely wasted students either through DepEd DSWD Funds or through collaboration with the LGUs, NGOs, PTA and other stakeholders. Schools that will not receive DepEd/DSWD funds, or has no partner stakeholders to cover their SW children may source out funds from school MOOE, canteen proceeds and other related income generating projects that may also be utilized for this purposes.

Smaller schools that have no capacity to fund themselves should be prioritized in the DepEd-DSWD SBFP Funds as Central schools has more opportunities and greater capability to seek out partners for implementation.

Schools that do not have access from any of the above given fund sources but still has SW children for feeding is requested to be reported to School Health Division (SHD) Central Office for proper action in coordination with the Office of Partnerships and External Linkages.

The W learners shall be included in the feeding program if funds are still available and/or if there are local government, non-government organizations and other partners that would cover the W children, following the partnership guidelines (DepEd Order No. 54, s. 2013).

In the selection of wasted beneficiaries, priority should be given to Kinder to Grade 3 learners. These children are prioritized due to high level of dropout rate, vulnerability to illnesses, and under nutrition and are considered at the critical stage of mental and physical development.

1. All schools are expected to have conducted the nutritional assessment of Kinder to Grade 6 pupils for SY 2014-15 in the first three weeks of June 2014.
2. Each school is expected to identify the SW and W pupils and submit to the DepEd Division Office (DO) not later than June 30, 2014 the names of the SW and W pupils, nutrition profile (birthdate, age, weight in kilograms, height in meters, date of weighing, and nutritional status), location of school, name and contact number of Principal and/or authorized personnel and District Supervisor using SBFP Forms 1 and 2 duly signed by the School Head. The List of SW pupils shall be segregated from the W pupils. In the submission of the Master List of Beneficiaries for SBFP (Form 1), the schools may use the Learner Information

System (US). In the US, SBFP Form 1 may be generated or downloaded after all the pupils in the schools have been enrolled and their height and weight have been encoded. A generated Form 1 from the US in Microsoft Excel Format already has information on the name of pupils, sex, date of birth, date of weighing, age in years/months, weight in kilograms, height in centimeters, body mass index (BMI), nutritional status, and name of guardian. The school has to encode the data in the columns for the pupil's participation in 4Ps or SBFP in previous years. Once the school has filled-out all the needed information, SBFP Form 1 may then be printed and signed by the School Head for submission to the DO. In areas where internet connection is not available, the schools may also opt to manually fill-out the SBFP forms and submit the signed hard copy to the DO. Please note that only the names of the SW and W pupils included in the SBFP shall be listed in SBFP Form 1.

3. The names of the beneficiaries for the feeding program whether: a) partner-funded, b) DepEd-DSWD-funded; or c) school-funded shall be submitted to the DO using SBFP Forms 1 and 2. The list shall be segregated by funding source.
4. All SBFP Forms 1 & 2 submitted by the schools shall be compiled by the DOs grouped by funding source; the DO shall also prepare SBFP Form 3 based on the EBEIS data. The DO shall submit to the Regional Office (RO) compiled SBFP Forms 1, 2, & 3 not later than July 11, 2014; the DO shall likewise submit copies of SBFP Forms 1, 2, & 3 to their partners.
5. The RO shall consolidate the compiled SBFP Forms 1, 2, & 3 Reports submitted by the Division Offices. A Regional Consolidated Report of the DepEd-DSWD funded schools will be submitted to the DSWD Field Office (FO) on or before July 18, 2014, copy furnished DepEd-SHO. Regional Consolidated Reports from partner funded schools shall be submitted to DepEd-SHO.

#### **8. Duration**

To achieve a significant impact on the nutritional status of the children, the feeding shall be done for 120 days, five times a week (with classes). It is expected to be implemented within July 2014 to March 2015, but the start of feeding activity shall not be later than September 2014. The number of feeding days can not be shortened.

#### **IV. Budget Allocation per Region**

The regional allocation for SBFP R.A. 10633 General Appropriations Act FY 2014 is as follows:



Region	Target # of Beneficiaries <sup>21</sup>	Budget Allocation (in PHP)
I	26,714	51,290,880.00
II	11,964	22,970,880.00
III	39,165	75,196,800.00
IV-A	109,237	209,735,040.00
IV-B	30,646	58,840,320.00
V	51,774	99,406,080.00
VI	45,895	88,118,400.00
VII	45,928	88,181,760.00
VIII	29,283	56,223,360.00
IX	17,859	34,189,280.00
X	17,529	33,655,680.00
XI	18,349	35,230,080.00
XII	15,332	29,437,440.00
Caraga	10,839	20,810,880.00
CAR	3,570	6,869,760.00
ARMM	29,497	56,634,240.00
NCR	58,673	112,652,160.00
<b>TOTAL:</b>	<b>562,262</b>	<b>1,079,543,040.00</b>

<sup>21</sup> - based on the DepEd Nutritional Status Report SY 2011-12

The budget allocation for feeding is P15.00 per beneficiary multiplied by 120 feeding days while the budget allocation for operational expenses allowed under Section VII of this guidelines is P1.00 per beneficiary multiplied by 120 feeding days.

#### **V. Partnership-Building and Creation of Local Alliance**

##### **A. Value of Partnership-Building**

Recognizing that by working cooperatively with partners, the SBFP can result to greater impact, scale, reform and sustainability. The LGUs, NGOs, and other private sector groups can be tapped in the implementation of the SBFP in order to reach out to more pupils.

Partnerships can provide a better opportunity to harness the strengths and competencies of each partner. They can also help in finding new ways of doing things to achieve a common vision since each partner can bring in its own unique value to the partnership, especially resources, which will enable SBFP to reach more children in need.

##### **B. Partnership Arrangement**

The DepEd will work with partner organizations in the provincial, city, and/or the municipality levels willing to support a feeding program and will create a local alliance for the SBFP implementation, except in places where the LGUs are not keen about supporting a feeding program and there are no NGOs providing such services.

1. Identification of Potential Partners for SBFP

- a. DepEd DO shall make an initial list of current and potential SBFP partners which may include the LGUs, NGOs/CSOs, professional organizations, religious groups, local private sector groups, migrant organizations, cooperatives or people's organizations that produce crops and other food items that can be used for the feeding program.
- b. DepEd DOs shall formalize the partnership through a Memorandum of Agreement (MOA) containing the terms of the partnership. It is important that each partner is aware of his/her roles and responsibilities.
- c. The partners will implement the SBFP on a task-sharing and cost-sharing basis. Each one will be assigned a number of schools based on the resources that each one will contribute.
- d. Regardless of which partner is assigned in each school, the program will be implemented at the school level according to the minimum standards set by DepEd for school feeding in its Department Order 54, s. 2Dt3.

2. Convening the Planning Meeting

- a. Once the list of potential partners is ready, DepEd DOs will initiate and orient the current and potential partners about SBFP and the need to build partnerships and create local alliance in order to cover more schoolchildren.
- b. In areas where the LGU agrees to partner in the SBFP, the LGU shall take the lead in convening and managing the other partners as identified by the DepEd DO. In preparation for the planning meeting, the DepEd DO shall prepare the program of activities for the convening of partners. The DepEd DO may also provide sample of invitation letters. These may help the LGU staff make the coordination work more efficient.
- c. The planning meeting may take the form of one big gathering for local alliance-building, or a series of more targeted conversations with the target partners. DepEd DO shall work out with the LGU what is more doable and strategic given the LGU's current relationships with the stakeholders.
- d. In cases when the LGU is not available to support the SBFP for SY 2014-2015, the DepEd DO shall take the lead in convening the current and potential partners for the SBFP.
- e. It is recommended to include the following elements in the planning meeting:

- Commitment setting among all partners with concrete modes of support (manpower, financial donations, etc.)
- Oversight of process and output generation
- Reporting mechanism for gathering data
- Setting of performance indicators and key result areas to make the oversight function more effective and efficient.

### 3. Mapping and Assignment of Schools at the Division Level

- a. The partners will agree on schools to be covered and the target number of beneficiary schoolchildren in the locality, covering all those identified as SW. The number of W beneficiary schoolchildren will be determined by the partners depending on available fund sources.
- b. The DO shall map the schools with SW under three categories – those to be covered by partners, those to be covered under DepEd-DSWD funds, and those to be locally funded by the schools. School/s assignment shall be finalized not later than the 4th week of June 2014.
- c. If there are still schools with SW that cannot be covered by the DepEd-DSWD funds, partners, or school funds, the DO shall identify these schools and report to the Office of the Undersecretary for Partnerships and External Linkages or the SHD on or before July 18, 2014.

### 4. Special Cases

- a. If there are partners who are interested to do school feeding but cannot meet the 120 day feeding period as suggested in Department Order 54, s. 2013, the DO shall pool the resources from other partners to complete the standard number of feeding days. In cases where there are no other partners to fund the remaining days, the number of beneficiaries may be decreased to suffice the budget of the donor to complete 120 days.
- b. Partners are not allowed to implement the program simultaneously in one (1) school except for food that would complement the hot meals, e.g. (a) hot meals/snacks + nutritional beverage (i.e. fresh milk, Nutri-juice, etc.), (b) hot meals/snacks + vitameal, (c) hot meals/snacks + vitamin supplements.

### C. Coordination Mechanism

With the involvement of various partners in the SBFP, a mechanism for coordination must be established to ensure that agreements during the planning meeting will be carried out effectively and efficiently:

### 1. Coordination Meeting

The SBFP local alliance shall regularly meet within the school year to keep track of the progress and identify challenges and corresponding solutions in the SBFP implementation. It is recommended that the coordination meetings of the local alliance be held (a) before the start of the program in June 2014 (aside from the Planning meeting); (b) midyear (October 2014), and (c) year-end (January 2015).

The coordination meeting can cover the following topics:

- a. Program monitoring including trouble-shooting
- b. Mid-year and Year-end evaluation results of SBFP
- c. Updates on data needed from each partner involved

### 2. Roles and Responsibilities in the Coordination Process

Roles in the coordination process of SBFP local alliance shall be made clear and agreed upon by each of the local alliance member and that decision-making process be made in consultation with all of the members.

- a. **Convener**- the essential characteristic of the convener is that they have the credibility and authority to bring together current and potential partners to the local alliance. In areas where the LGU agreed to be a partner of the SBFP, the convener can be the LGU, but in close coordination with the DepEd DO. However, in areas where the LGU is not available, the DepEd DO should act as the convener.
- b. **Facilitator**- the DepEd DO is recommended to facilitate the coordination process and ensure that it is moving forward and all partners are invested in the process. The facilitator role may not be limited to the DepEd but may also be played by the LGU or the NGO/ private sector group of the local alliance. Regardless of who plays the role, the person to be assigned must have the facilitation skills that will lead to the achievement of the goals set by the local alliance.
- c. **Stakeholder/Partner representative**- all of the members of the local alliance are encouraged to actively participate, invest in the process, own and commit to the program to achieve its success.

### 3. Resolving Partnership Issues/Conflicts

The DepEd DO shall formalize the partnership with the LGUs, NGOs, private sector and/ or other groups through a MOA containing the outline of basic roles and responsibilities of each party. In cases when partnership issues arise, managing it is necessary.

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4. Together with the School Head, identify parents/volunteers who shall help in the whole duration of the program (these parents/volunteers should be in good health condition);
5. Prepare the schedule of parents/volunteers who shall prepare the foods, cook the menu for the day, prepare the feeding area, supervise the daily feeding and wash the dishes;
6. Train the parents who shall help in the food preparation;
7. Do the recording and reporting using SBFP Forms; and
8. Submit the terminal report at the end of feeding to the Division Office through the District Office.

**B. Orientation of Program Implementers**

1. DepEd DOs in coordination with the local Technical Working Group (TWG) shall conduct an orientation among school Principals or School Heads and teachers.
2. The schools shall conduct an orientation and consultative meetings among the school personnel, day care workers, barangay officials, organizations of community and parents (i.e. PTAs, DCSPGs) and other stakeholders before program implementation to ensure effectiveness, common understanding of the program and the roles and responsibilities of implementers and stakeholders. It is also a good opportunity to seek the support of the community members (i.e., school alumni, affluent families, private corporations) in providing weighing scales (beam balance), storage facilities (refrigerators or freezers), and cooking and feeding paraphernalia.
3. Orientation topics shall include:
  - a. Overview of the program
  - b. Background/rationale
  - c. Operational and partnership guidelines
  - d. Roles of PTA and other stakeholders in program implementation
  - e. Training/Cooking demonstrations for teachers and parents
  - f. Food preparation and food safety concepts

**C. Commodities**

The Principals/School Heads shall have the authority to decide the menu/ food items to feed the children based on the suggested recipes. In choosing the food commodity, special consideration should be given to the availability and sustainability of supply in the area, reasonability of the prices and nutritional value that will help address the nutritional deficiencies of the target beneficiaries.

A one-month or two-month cycle menu consisting of rice and a viand shall be prepared and followed. It is also encouraged to include fruits in the meals or milk from local dairy farmers if the budget accommodates or if provided by partners. Nutritional drinks provided by partners may also be given to the beneficiaries provided it is approved by the Food and Drugs Administration (FDA).

The schools shall provide and maintain a record of the food items donated by parents or other stakeholders such as fruits, vegetables, sack of rice, etc in the Office of the Principal. The school property custodian shall keep track of the donations to ensure it is properly used as agreed upon by the donor and the principal.

From the Cycle Menu, the School Head and the SBFP Core Group shall determine and prepare the complete list of ingredients needed for the entire duration of the feeding period using the Request For Quotation (RFQ) form/Market form.

**D. Procurement and Delivery**

1. For DepEd-DSWD funded and school-funded Programs:

The procurement of the food commodities shall follow school MODE procedures in accordance with DepEd Order No. 12, s. 2014 and the provisions of Republic Act 9184, otherwise known as Government Procurement Reform Act, and its revised implementing rules and regulations (Rule 4, Sec. 4.3 of the IRR).

2. For SBFP schools covered by partners:

The schools shall follow the procurement methods of the feeding partners.

**E. Feeding proper**

Feeding time shall be decided by the School Head in consultation with the SBFP Core Group and PTA according to the needs of the children and practicability of feeding. It shall be conducted at the school feeding center/area or separate room to avoid disruption of classes.

1. Mechanics:

- a. The food commodities shall be served and consumed inside the feeding area. Food commodities shall not be brought outside the school premises.
- b. The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks. Placemats, table napkins/towels, and other feeding paraphernalia may also be used. They shall likewise be responsible for the washing of used utensils. Schools are not allowed to collect any money from the parents.
- c. The Principal or School Head or his/her authorized representative shall be responsible for supervising the daily feeding.