



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

March 18, 2024

DIVISION MEMORANDUM
No. 151, s.2024

**DIVISION SEARCH FOR MOST OUTSTANDING SCHOOL-BASED
FEEDING PROGRAM IMPLEMENTER FOR SY 2023-2024**

To: Asst. Schools Division Superintendent
Elementary Public Schools District Supervisors
Elementary School Heads
District School-Based Feeding Program Advisers
District School-Based Feeding Program Coordinators
School-Level School-Based Feeding Program Coordinators
School Health and Nutrition Unit

1. The Schools Division of Bulacan shall conduct the Division Search for the Most Outstanding School-Based Feeding Program Implementer for SY 2023-2024 pursuant to DO 31, s.2021 which outlines the operational guidelines for the implementation of SBFP.
2. The activity aims to recognize the outstanding schools and their respective field implementers for their efficient and exemplary accomplishments in the conduct of SBFP.
3. The Technical Working Group of the SBFP with the School Health and Nutrition Unit shall conduct the SDO level evaluation process of this activity following the guidelines and mechanics stated in Enclosure No. 1.
4. District-level evaluation may be conducted to select their school entry for the Most Outstanding SBFP School Implementer for EDDIS level evaluation, or they may opt to nominate 1 school as their entry.
5. EDDIS chairs are requested to facilitate the EDDIS level search in their EDDISs and submit the documentary requirements and video presentation of the top one (1) school as their EDDIS entry at the SDO through SBFP Division Focal Person.
6. An online meeting with the SGOD Chief, Nutrition advisers and coordinators, and School Health and Nutrition Unit regarding the guidelines and mechanics of the search will be conducted on April 3, 2024. Link for the meeting shall be posted before the meeting begins.



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Website: <https://bulacandeped.com>

Email: bulacan@depd.gov.ph



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7. Attached are the following for references:
- Enclosure No. 1- Guidelines and Mechanics for the Search for the Most Outstanding SBFP Implementer
 - Enclosure No. 2- Time Frame
 - Enclosure No. 3- Evaluation Tool for the Search for the Most Outstanding SBFP Implementer
 - Enclosure No. 4- Guide Questions for the Interview for the Most Outstanding SBFP Implementer
8. Immediate dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. ____, s. 2024

**GUIDELINES AND MECHANICS FOR THE SEARCH FOR MOST OUTSTANDING
SBFP IMPLEMENTER**

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 10-15 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.
2. District level evaluation may be conducted to select their school entry for Most Outstanding SBFP School Implementer for EDDIS level evaluation, or they may opt to nominate 1 school as their entry.
3. EDDIS chairs are requested to facilitate the EDDIS level search in their EDDISs and submit the documentary requirements and video presentation of the Top one (1) school as their EDDIS entry at the SDO through SBFP Division Focal Person.
4. The SBFP Technical Working Group (TWG) shall comprise the Search Committee tasked to evaluate the entries of participating schools.
5. On the scheduled date of screening, the School Heads, nutrition coordinators and advisers should be available to answer interview questions from the members of the Search Committee.
6. The Search Committee shall use the Evaluation Form and Guide Questions provided by the Division Office.
7. The school with the highest score in the evaluation process shall win as the Most Outstanding SBFP School Implementer.
8. Certificates and plaques shall be awarded to all EDDIS winners, and to the Division winners.
 - First Place winner
 - Second Place winner
 - Third Place winner
9. Certificates shall also be awarded to the districts, school heads, nutrition advisers, district nutrition coordinators, and school nutrition coordinators of the winning school.



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Enclosure No. 2 to Division Memorandum No. _____, s.2024

TIME FRAME:

PHASES	PERSONS RESPONSIBLE	DATE
<ul style="list-style-type: none">• Planning and implementation of SBFP	SBFP TWG, Focal Persons, Nutrition Coordinators and Advisers	February to March 2024
<ul style="list-style-type: none">• District/EDDIS Level Evaluation	District Supervisors/ District/EDDIS Level Search Committee	First Week to the Second week of April 2024
<ul style="list-style-type: none">• Schools Division Evaluation	SDO Search Committee	Deadline for submission of entries to SDOs: April 12, 2024 Evaluation: April 15-19, 2024
<ul style="list-style-type: none">• Announcement of Division Level Winners	SDO Search Committee	TBA



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Enclosure No. 3 to Division Memorandum No. ____, s. 2024

**Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)
 SDO Level/SY 2023-2024**

			Points	Score
1	Beneficiaries of School-based Feeding Program		10	
		10 points if SBFP covers all wasted and severely wasted from Kinder to Grade 6		
		5 points or less if SBFP does not cover all wasted and severely wasted from Kinder to Grade 6		
2	Timely distribution of Nutritious Food Products and compliance to the Cycle Menu		5	
		5 points if feeding program is conducted on a daily basis and follows the cycle menu		
		3 points if feeding program daily, but cycle menu not followed		
		2 points or less if feeding program is not conducted daily		
3	Compliance to guidelines		10	
	2 points each if complied			
		Creation of SBFP Core Group		
		Orientation for parents and teachers conducted		
		Food safety standards followed		
		Orderly distribution of food commodities		
		Provided nutrition education and oriented beneficiaries with proper table manners		
4	Presence & Completeness of the following forms:		10	



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	2 points for every form properly-filled-up and updated		
	1 point only if filled-up but not complete and updated		
	Cycle menu with no point, but with 1 point deduction if not included with the forms	Cycle Menu	
		SBFP Form 1 (Masterlist of Beneficiaries)	
		SBFP Form 2 (Summary of Beneficiaries)	
		SBFP Form 3 (Record of DAily Feeding)	
		SBFP Form 5 (Consolidated Nutritional status befor and after feeding)	
		SBFP Form 7 (Program Terminal Report)	
5	Prompt submission of Liquidation Reports		5
		5 points if liquidation is on-time and at least 75% of cash advance	
		3 points if liquidation of at least 75% of cash advance but not on-time	
		2 points if on-time liquidation but not 75% of cash advance	
6	Prompt submission of Program Terminal Report (PTR)		5
		5 points if the PTR was submitted complete and on-time	
		3 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	



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		3 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		
		3 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		
		3 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		5	
		5 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		5	
		5 points if all respondents gave positive feedback from the interview		
		3 points or less if not all respondents gave positive feedback from the interview		



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		(Must be supported with pictures and videos from parents and beneficiaries)		
12	Impression on the interview of the SBFP Feeding Coordinators, Advisers, and School Head		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		
13	Enhanced Gulayan sa Paaralan Program supports SBFP implementation		5	
		5 points if 50 kg or more of the produce are used to support SBFP, with complete documentation		
		3 points if 30-49 kg or more of the produce are used to support SBFP, with complete documentation		
		2 points if 29 kg or less of the produce are used to support SBFP, with complete documentation		
14	Deworming Program		5	
		5 points if 100% of the beneficiaries were dewormed		
		3 points if 80 % of the beneficiaries were dewormed		
		2 points if 79% or were dewormed		
15	Wins Program Implementation		5	
	One point each	Beneficiaries were provided with free drinking water		
		With well-maintained and well-ventilated feeding area		



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		With handwashing facility near the feeding area		
		Practiced handwashing activities before and after feeding		
		With segregated trash bins provided at the feeding area		
16	SBFP implementation is supported by the 35% of canteen net income		5	
		5 points if part of the 35% of the canteen net income was utilized to support SBFP implementation, with complete documentation and MOVs		
		2 points if part of the 35% of the canteen net income was utilized to support SBFP implementation, but with incomplete documentation		
		TOTAL:	100	

NOTABLE REMARKS:

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



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Enclosure No. 4 to Division Memorandum No.____, s.2024

**Guide Questions for the Interview for the
Most Outstanding Implementers of SBFP for SY 2023-2024**

1. State personal details (name, age, years of service in DepEd and years of service as a Nutrition Coordinator.
2. What challenges did you encounter in your first year of managing SBFP and what made you decide to continue handling the program?
3. For SY 2023-2024, please describe the steps you initiated to implement the program in terms of the following:
 - Identifying the program beneficiaries
 - Managing the operational allowance for NFP and Milk
 - Parent orientation
 - Commodity distribution to beneficiaries
 - Preparing and submitting reports
4. How did you maintain positive relationships with your SBFP partners and stakeholders?
5. Looking ahead to SBFP 2023-2024, what do you believe was your most significant contribution to the program's implementation?
6. As a Nutrition Coordinator, are you confident in the effectiveness and efficiency of the program? Why?
7. What best practices can you share with your fellow Nutrition Coordinators regarding program implementation and management?
8. What ideas do you have for a successful monitoring and evaluation of the SBFP Program?