



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

January 27, 2025

DIVISION MEMORANDUM
No. 57, s.2025

**DIVISION SEARCH FOR MOST OUTSTANDING SCHOOL-BASED
FEEDING PROGRAM IMPLEMENTER FOR SY 2024-2025**

To: Asst. Schools Division Superintendent
Elementary Public Schools District Supervisors
Elementary School Heads
District School-Based Feeding Program Advisers
Project Development Officers
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 2024-2025 pursuant to DO 31, s.2021 which provides the operational guidelines on the implementation of SBFP.
2. The activity aims to recognize the outstanding schools, and their respective field implementers for their efficient and exemplary accomplishments for the conduct of SBFP.
3. The Technical Working Group of the SBFP with the School Health and Nutrition Unit will be conducting 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 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 of the Top one (1) school as their EDDIS entry at the SDO through SBFP Division Focal Person.
6. 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



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of
Malolos, Bulacan

Website: <https://bulacandeped.com>


Email: bulacan@deped.gov.ph



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- Enclosure No. 3- Evaluation Tool for the Search for the Most Outstanding SBFP Implementer
- Enclosure No. 4- Division Search Committee

7. 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. 57, s. 2025

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

1. SBFP school implementers shall prepare all the supporting documents, including photos and other MOVs needed/mentioned in the SDO Evaluation Sheet. The documents to be accepted are those uploaded in the link provided to schools for the submission of their reports during the duration of feeding program.
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 other MOVs 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 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, Project Development Officers, and school nutrition coordinators of the winning school.



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Enclosure No. 2 to Division Memorandum No. 57, s. 2025

TIME FRAME:

PHASES	PERSONS RESPONSIBLE	DATE
• Planning and implementation of SBFP	SBFP TWG, Focal Persons, Project Development Officers and Advisers	August 2024 to March 2025
• District/EDDIS Level Evaluation	District Supervisors/ District/EDDIS Level Search Committee	First Week to Second week of March 2025
• Schools Division Evaluation	SDO Search Committee	Deadline of submission of entries to SDOs: March 14, 2025 Evaluation: March 17-21, 2025
• Announcement of Division Level Winners	SDO Search Committee	TBA

Enclosure No. 3 to Division Memorandum No. 57, s. 2025

**Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)
SDO Level/SY 2024-2025**

*** Documents to be accepted should be uploaded to the link provided to schools prior to SBFP implementation for SY 2024-2025.**

I. INTERNAL PREPARATION (17 points)			Points	Score
a	Orientation of teachers and parents conducted		2	
		1 point if conducted but attended by less than 50% of the target participants		
		2 points if conducted and attended by more than 50% of the target participants		
b	Creation of Core Group		3	
		1 point if created but less than 4 members, and/or not all members are functional		
		3 points if created with more than 4 members and all are functional		
c	Nutritional Assessment		2	
		1 point if nutritional assessment is not submitted on time, and/or the nutritional assessment covers only less than 95% of the total population		
		2 points if submitted on time and covers 100% of the total population		
d	Identification of Beneficiaries		3	
		1 point if identification of beneficiaries was not based on prioritization (Primary then Secondary beneficiaries)		
		3 points if identification of beneficiaries was based on prioritization		
e	Deworming		5	
		2 points if 79% or were dewormed		
		3 points if 80-99 % of the beneficiaries were dewormed		
		5 points if 100% of the beneficiaries were dewormed		

f	LIS Tagging		2	
		1 point if less than 100% tagged to LIS		
		2 points if 100% tagged to LIS		
		TOTAL	17	
II. COORDINATION (15 POINTS)				
a	Coordination with barangay/ LGU/other partners		5	
		1 point if with 1 to 2 partners with incomplete documentation		
		2 points if with 1 to 2 partners with complete documentation		
		3 points if with 3 or more partners with incomplete documentation		
		5 points if with 3 or more partners with complete documentation		
b	Parents/ Volunteers assist in the SBFP Implementation		5	
		1 point if with parent volunteers but do not regularly assist during SBFP implementation		
		3 points if with parent volunteers who regularly assist during SBFP implementation but not supported with documents		
		5 points if with parent volunteers who regularly assist during SBFP implementation, supported with documents		
		TOTAL	10	
III. ACTUAL FEEDING (20 POINTS)				
a	Feeding is done on a daily basis		3	
		1 point if feeding is conducted on a daily basis, follows SDO instructions regarding class suspensions but not reflected on SBFP Form 3		
		3 points if feeding is conducted on a daily basis, follows SDO instructions regarding class suspensions		

		and is reflected on SBFP Form 3		
b	Feeding is done at a designated time and area		3	
		1 point if with designated time but is not beneficiaries and teachers are unaware, and with designated area, but is makeshift only		
		3 points if beneficiaries and teachers are aware of the designated feeding time, and with designated area based on standards		
c	Feeding follows the cycle menu		3	
		1 point if the school follows the cycle menu but is not reflected in the accomplishment reports		
		3 points if the school follows the cycle menu and is reflected in the accomplishment reports		
d	Distribution of food is in orderly manner		3	
		1 point if distribution of food is in orderly manner but does not follow a written protocol		
		3 points if distribution of food is in orderly manner and follows a written protocol		
e	Food Safety Standards is followed		3	
	(with complete PPEs, no smoking, handwashing observed, proper food storage, clean area, etc..)	1 point if the school follows the Food Safety Standards partially		
		3 points if the school follows the Food Safety Standards		
f	Nutrition Education		3	
		1 point if nutrition education is provided, but not regularly		
		2 points if nutrition education is provided regularly prior to each feeding but not reflected in the accomplishment reports		
		3 points if nutrition education is provided regularly prior to each feeding and is reflected in the accomplishment reports		

g	Beneficiaries are oriented with table manners		2	
		1 point if beneficiaries are oriented with table manners but not documented		
		2 points if beneficiaries are oriented with table manners and properly documented		
		TOTAL	20	
IV. PROGRAM COMPONENTS (15 POINTS)				
a	Part of the 35% of canteen income is used to support SBFP implementation		5	
		2 points if part of the 35% of canteen income is used to support SBFP implementation but is not properly documented		
		5 points if part of the 35% of canteen income is used to support SBFP implementation and properly documented and liquidated		
b	Enhanced Gulayan sa Paaralan Program supports SBFP implementation		5	
		2 points if 29 kg or less 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		
		5 points if 50 kg or more of the produce are used to support SBFP, with complete documentation		
15	Wins Program Implementation		5	
	1 point each	Beneficiaries were provided with free drinking water		
		With well-maintained and well-ventilated feeding area		
		With handwashing facility near the feeding area		
		Practiced handwashing activities before and after feeding		
		With segregated trash bins provided at the feeding area		
		TOTAL	15	
V. DOCUMENTATION (12 POINTS)				

a	Presence and Completeness of the following forms		7	
	1 point each	SBFP Form 1 (Masterlist of Beneficiaries)		
		SBFP Form 2 (Summary of Beneficiaries)		
		SBFP Form 3 (Record of Daily Feeding)		
		SBFP Form 5 (Record of Milk Intolerance)		
		SBFP Form 6 (Record of NFP and Milk Deliveries)		
		SBFP Form 7 (Program Terminal Report)		
		Nutritional Status Report (Baseline, Midline, Endline)		
b	The school submits monthly accomplishment reports		5	
		1 point if the school submitted incomplete accomplishment report		
		2 points if the school submitted monthly accomplishment report but not always on time		
		5 points if the school submitted monthly accomplishment reports on time		
		TOTAL	12	
VI. MONITORING AND EVALUATION (11 POINTS)				
a	The school head monitors the conduct of daily feeding		3	
		1 point if the school head monitors the conduct feeding but not regularly.		
		3 point if the school head monitors the conduct feeding regularly and is documented		
b	Issues and concerns related to SBFP is included in PTA/school meetings		3	
		1 point if included in 2-3 meetings, with documentation		
		3 points if included in regular/monthly meetings and with documentation		
c	Result of interview with parents/beneficiaries		10	
		5 points or less if not all respondents gave positive		

		feedback from the interview		
		10 points if all respondents gave positive feedback from the interview		
		TOTAL	16	
VII. BEST PRACTICES/INNOVATIONS (10 POINTS)				
a	Best Practices		5	
		2 points if with 1 or 2 best practices produced with documentation		
		4 points if with 3 to 4 best practices produced with documentation		
		5 points if with 5 or more best practices produced with documentation		
b	Innovations		5	
		3 points if with at least 1 innovation produced, with complete documentation		
		5 points if with 2 or more innovations produced, with complete documentation		
		TOTAL	10	
		GRAND 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. 57, s. 2025

DIVISION SEARCH COMMITTEE

Medical Officer III:	Nicole Adreanna T. Bulseco
SBFP Focal Persons:	Yolanda G. Jimenez Bernadette R. De Jesus Anita C. Apostol
Wins Focal Person:	Kathleen Ruth C. Rabusa
E-GPP Focal Person:	Rod Christopher R. Tolentino