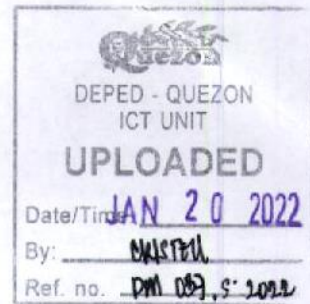




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2022

**DIVISION MEMORANDUM**

DM No. 009, s. 2022

**SCHOOL-BASED FEEDING PROGRAM FOOD SAFETY AND QUALITY CHECKLIST**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Section/ Unit Heads  
Elementary School Heads  
School Health Personnel  
SBFP Coordinators  
All Others Concerned

1. Attached hereto is the Regional Memorandum No. 23, s. 2022 entitled **School-Based Feeding Program SY 2021-2022 Food and Safety and Quality Checklist** for your reference.
2. Relative to this, the SBFP school implementers may use the issued checklist as guide during the inspection of nutritious food products and milk in schools to ensure the safety, quality and quantity of products to be given to the program beneficiaries.
3. For inquiries, kindly contact Mrs. Maria Nerissa Diego, Division SBFP Focal Person through mobile number: 09239353423 or email: marianerissa.diego@deped.gov.ph, and Ma. Teresita M. Abella, Division SBFP Alternate Focal Person through mobile number: 09455776367 or email: materesita.abella@deped.gov.ph.
4. Immediate dissemination of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

shsmnad/01/19/2022

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DO 011422 - 104141

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



11 January 2022

**Regional Memorandum**

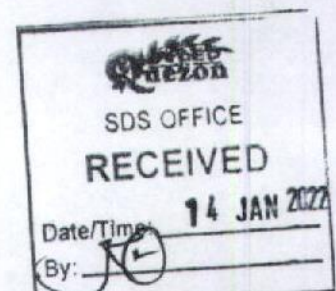
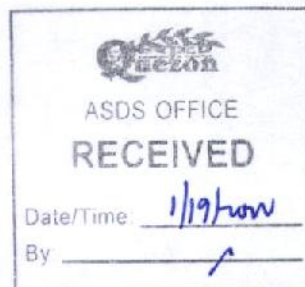
**SCHOOL-BASED FEEDING PROGRAM SY 2021-2022  
FOOD SAFETY AND QUALITY CHECKLIST**

To **Schools Division Superintendents**

1. Pursuant to DepEd Order 31, s. 2021 entitled **OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM**, the SBFP Food Safety and Quality Checklist is hereby being issued as a guide during the inspection of nutritious food products and milk in schools. **This will ensure the safety, quality and quantity of the products to be given to the beneficiaries of the School-Based Feeding Program.**
2. Attached is the School-Based Feeding Program Food Safety and Quality Checklist for reference. The checklist can be modified based on the Cycle Menu of the SDO or School.
3. For inquiries, kindly contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II, and the Regional School-Based Feeding Program Coordinator through mobile at 09472998999 or through email at neil.evangelista@deped.gov.ph.
4. Widest dissemination of this Memorandum is earnestly desired.

*F. B.*  
**FRANCIS CESAR B. BRINGAS**  
Regional Director *smf*

cc: essd/nbe



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Enclosure A. **SCHOOL-BASED FEEDING PROGRAM FOOD SAFETY AND QUALITY CHECKLIST FOR THE PRODUCTS (NUTRITIOUS FOOD PRODUCTS)**

<b>A. ENHANCED NUTRIBUN</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Average Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No signs of molds			
No foul smell			
Free from pests or insects			
Marked with Best Before Date / Expiration Date <i>At least 5-7 days upon delivery</i>			
Well-packaged no holes, tears, or openings			
<b>B. MILKY BUN</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Average Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No signs of molds			
No foul smell			
Free from pests or insects			
Marked with Best Before Date / Expiration Date <i>At least 5-7 days upon delivery</i>			
Well-packaged no holes, tears, or openings			
<b>C. FORTIFIED/ENRICHED BREADS</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Average Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No signs of molds			
No foul smell			
Free from pests or insects			
Marked with Best Before Date / Expiration Date <i>At least 5-7 days upon delivery</i>			
Well-packaged no holes, tears, or openings			
<b>D. NUTRIPACKS</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
Marked with Best Before Date / Expiration Date <i>At least 6 months from the date of delivery</i>			
Well-packaged no holes, tears, or openings			
<b>E. FRUITS (LOCAL PRODUCE)</b>			
<b>Weight as per specifications</b>	_____	grams /	_____ pcs
<b>Actual Weight</b>	_____	grams /	_____ pcs
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
Good quality and fresh <i>Not rotten</i>			

No bruised <i>No brown discoloration</i>		
Free from pests or insects		
Marked with Best Before Date / Expiration Date <i>At least 6 months from the date of delivery</i>		
<b>F. VEGETABLES (NON-LEAFY)</b>		
<b>Weight as per specifications</b>	_____ grams	
<b>Actual Weight</b>	_____ grams	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Good quality and fresh <i>Not rotten</i>		
No bruised <i>No brown discoloration</i>		
Free from pests or insects		
<b>G. VEGETABLES (LEAFY)</b>		
<b>Weight as per specifications</b>	_____ grams	
<b>Actual Weight</b>	_____ grams	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Good quality and fresh <i>Not rotten</i>		
Fresh Green Color <i>No brown discoloration</i>		
Free from pests or insects		
<b>H. FRUIT JUICES</b>		
<b>Volume as per specifications</b>	_____ ml	
<b>Actual Weight</b>	_____ ml	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
No damages in pack/bottles <i>no holes, tears, or openings</i>		
No leakage		
Marked with Best Before Date / Expiration Date <i>At least 6 months from the date of delivery</i>		
<b>I. CEREALS</b>		
<b>Weight as per specifications</b>	_____ grams	
<b>Actual Weight</b>	_____ grams	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Marked with Best Before Date / Expiration Date <i>At least 6 months from the date of delivery</i>		
Well-packaged <i>no holes, tears, or openings</i>		
<b>J. LEGUMES</b>		
<b>Weight as per specifications</b>	_____ grams	
<b>Average Actual Weight</b>	_____ grams	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
No signs of molds		
Free from pests or insects		
Well-packaged <i>no holes, tears, or openings</i>		
<b>K. IRON FORTIFIED RICE</b>		
<b>Weight as per specifications</b>	_____ grams	
<b>Average Actual Weight</b>	_____ grams	
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
No signs of molds		
Free from pests or insects		
Well-packaged		

no holes, tears, or openings			
<b>L. FRESH EGGS</b>			
<b>Weight as per specifications</b>	_____	grams / _____	pcs
<b>Average Actual Weight</b>	_____	grams / _____	pcs
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
Rough, clean, and unbroken shell			
No signs of cracks			
No foul smell			
<b>M. ROOTCROPS</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Average Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No signs of molds			
No foul smell			
Free from pests or insects			
<b>N. GRAINS (CORN)</b>			
<b>Weight as per specifications</b>	_____	grams	
<b>Average Actual Weight</b>	_____	grams	
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No signs of molds			
No foul smell			
Free from pests or insects			

Enclosure B. **SCHOOL-BASED FEEDING PROGRAM FOOD SAFETY AND QUALITY CHECKLIST FOR THE PRODUCTS (MILK)**

<b>A. PASTEURIZED/FRESH MILK</b>			
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
No foul odor/smell			
No discoloration			
Chilled			
Placed in coolers with ice			
Marked with Best Before Date / Expiration Date			
No damages in pack/bottles no holes, tears, or openings			
No leakage			
<b>B. COMMERCIAL MILK</b>			
<b>CHECKLIST</b>		<b>YES</b>	<b>NO</b>
Marked with Best Before Date / Expiration Date			
No damages in pack/bottles no holes, tears, or openings			

Enclosure C. **SCHOOL-BASED FEEDING PROGRAM FOOD SAFETY CHECKLIST DURING THE PREPARATION, HANDLING AND DISTRIBUTION**

<b>A. FOOD SAFETY DURING DISTRIBUTION AND HOLDING</b>		
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Delivered Nutritious Food Product were placed in sealed container or bag to maintain freshness, quality and safety		
NFP were placed in a tray or container upon delivery and placed in table to avoid touching surfaces and maintain safety		
<b>B. FOOD SAFETY IN DISTRIBUTION AREA</b>		
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Dispatching area was well-lit		
Dispatching area was pest free		
Dispatching area was clean		
<b>C. PROPER HYGIENE AND USE OF PPEs</b>		
<b>CHECKLIST</b>	<b>YES</b>	<b>NO</b>
Washing of hands were observed		
Wearing of disposable plastic gloves		
Wearing of hairnet was observed		
Wearing of apron was observed		