



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



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: March 15, 2022

By: Cristell 10:14 AM

Ref. No.: DM 200, s. 2022

09 March 2022

DIVISION MEMORANDUM

DM No. 200, s. 2022

SUBMISSION OF PREPARATORY AND PROGRESS REPORTS ON SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR FY 2022 AS PER DEPED ORDER NO. 31, S. 2021

To: Assistant Schools Division Superintendents
School Heads-in Charge of Governance and Operations
Elementary School Heads
District/ School SBFP Coordinators and Core Groups
School Health Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 31, s. 2021 titled **Operational Guidelines on the implementation of the School-Based Feeding Program**, DepEd Quezon through the SGOD School Health Section reiterates the prompt submission of SBFP preparatory and progress reports by all school implementers identified for FY 2022.
2. Submitted reports shall be consolidated by the SDO Focal Person and Coordinators for submission to the Regional Office and Central Office as stated in Section XII. D5 of the said DepEd Order.
3. The link for SBFP reporting can be accessed by the SBFP implementing schools using the link provided or its QR code.

tiny.cc/SBFP-FY2022-Report



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4. For the facilitation of report completion, kindly refer to the following key points for your guidance:

A. For School Implementers:

- a. **Cycle Menu** – All schools shall encode the approved 30-day cycle menu identified by their school core group as per guideline annexes and as approved by their assigned school health personnel in their district.
- b. **School TWG** – The members of the core group identified by the school head shall be submitted to the SDO for record purposes (Section XII.D1.b.).
- c. **SBFP Form 1-** The Masterlist of Beneficiaries shall be accomplished at the school level from the start of feeding.
- d. **SBFP Form 2** – The SBFP Summary shall be accomplished at the school level from the start of feeding.
- e. **SBFP Form 5** – The List of Beneficiaries with/Without Milk Intolerance shall be submitted before the start of feeding.
- f. **Receiving Forms** – As replacement for SBFP Form 3 – Record of Daily Feeding, the school shall document the receipt of the food items by partners for all deliveries made, and all receiving documents shall be forwarded to the SDO (scanned image or PDF), sent to **sdo.quezon.sbfpg@gmail.com** at the end of the feeding days (Section X.B.6); whereas the original documents shall be available at school for random inspection (Section XIV.B.1.c).
- g. **SBFP Form 7** – The Program Terminal Report shall be filled out and submitted by school within 30 days after the end of feeding.
- h. **SBFP Form 8** – The Parents' Consent shall be distributed to all parents of beneficiaries before they are allowed to participate in the program. This shall be kept in the school for record and monitoring purposes.

B. For Drop Off Point Schools Only:

- a. **SBFP Form 4** – The List of Authorized Consignees and School Inspectorate Team for SBFP deliveries shall be prepared by the school for submission to the SDO (scanned copy) and the NDA (original hard copy) with three specimen signatures of each member.

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- b. **SBFP Form 6** – The Records of Deliveries shall be accomplished, updated and encoded by the school SBFP Core Group through the link provided by the SDO every time there is delivery.
5. All school with sponsored feeding from external stakeholders excluded in the SBFP DepEd Funds are expected to submit a Program Terminal Report though no SBFP funds were utilized (Section V.D.7).
6. All data needed in the reports shall be validated by the District Nurses and District Feeding Coordinators before encoding in the link provided.
7. Deadline of submission of preparatory forms which includes the **Cycle Menu, SBFP TWG, and SBFP Forms 1, 2, 4 and 5** shall be submitted on or before **March 31, 2022**.
8. Required health standards, based on the latest updates of the Department of Health and relevant authorities, shall be observed at all times.
9. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

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

shsmtma/03/09/2022

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Enclosure to DM No. 200, s. 2022

Timeline of SBFP Implementation Plan for FY 2022

| Month/ Year | Activity | Persons Involved |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| February 2022 | Reconstitution of Division SBFP Focal and Congressional District Coordinators (DM 091, s. 2022) | SBFP DTWG |
| March 2022 | Initial mapping and coordination of NFP/ MFC available locally- CO/ RO | SBFP Focal and Alternate |
| March 2022 | Consultation meeting with the Division SBFP TWG, TM, and SGOD Chief | SBFP Division Focal and Alternate, MO |
| March 2022 | Orientation of New Division SBFP Focal and Congressional District Coordinators | SGOD Chief, MO, NIC, SBFP Focal and Coordinators |
| March 2022 | Orientation on the Supplemental Guidelines and Revised Technical Specifications on NFP Commodities | SBFP DTWG |
| March 2022 | Submission of preparatory reports | School Feeding Coordinators/ District Feeding Coordinators |
| March 2022 | Monitoring of preparatory reports submitted | District Nurses, SBFP TWG Congressional Coordinators |
| March 2022 | Division level preparation of documents for NFP and MFC, letter communications, Activity Request, PR, SARO, List of beneficiaries, WFP, PPMP, APP, Operational MOAs, PO, ORS, DV's, Payroll, DMs | SBFP DTWG |
| March 2022 | Finalization of Mode of Procurement as per approved response letter from the Regional Director | SBFP DTWG |
| March 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/Alternate |

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|----------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| April 2022 | Request for NCA | SBFP DTWG/ Accounting Section |
| April 2022 | Downloading of funds for school procurement/ operational expenses budget allocation | TM/ Accounting Section/ Cash Section |
| April 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| May 2022 | Procurement process of commodities | SBFP DTWG/BAC- for SDO procurement School Heads/ School Feeding Coordinators for School Procurement |
| May 2022 | Procurement of other supplies for Program Support Funds budget allocation | SBFP DTWG/ BAC /Supply Section |
| May 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| June 2022 | Feeding Period | School Heads/ School Feeding Coordinators and Core group |
| June 2022 | Monitoring of implementation/ TA | DTWG-SBFP District Nurses |
| June 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| July 2022 | Liquidation report | School Heads |
| July 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| August 2022 | Submission of Progress and Financial Report/ Program Terminal Report | School Heads/ SBFP School Coordinators |
| August 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| September 2022 | Program Implementation Review | SBFP DTWG |
| September 2022 | Monthly status report/ updating with RO/ SDO | SBFP Focal/ Alternate |
| September 2022 | Rewards and Recognition | SBFP DTWG |

-Nothings follows.-

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