



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



1 April 2024

**DIVISION MEMORANDUM**

DM No. 295, s. 2024

**PROGRAM IMPLEMENTATION REVIEW AND RECOGNITION OF BEST PRACTICES ON SCHOOL-BASED FEEDING PROGRAM (SBFP) FOR SY 2023-2024**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Public Schools District Supervisors  
Elementary School Heads  
School Health Personnel  
All Others Concerned

1. In reference to DepEd Order No. 31, s. 2021 titled Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP), this Office through the SGOD School Health Section and Division SBFP Technical Working Group announces the conduct of Program Implementation Review and Recognition of Best Practices on School-Based Feeding Program for SY 2023-2024 on April 18-19, 2024 at Sevilla's Farm and Resort, Lucena City.
2. The activity aims to:
  - review the status of implementation of SBFP for SY 2023-2024,
  - present the accomplishment of school implementers following the SBFP Forms and Program Terminal Report,
  - recognize schools with best practices on the implementation of SBFP, and
  - address issues and concerns encountered during implementation.
3. Please see Enclosure 1 for the details on the list of participants for reference.
4. Relative to the Search for Outstanding School Implementers with Best Practices on School-Based Feeding Program, each district through the Public School District Supervisors, School Heads-in-Charge of SBFP, District Feeding Coordinators and

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District Nurses shall select among the recipient schools one entry to represent the district. Submission of electronic entries shall be on April 15, 2024 at 5:00 p.m. via email at **sdo.quezon.sbf@deped.gov.ph** following the documentary requirements and criteria as stipulated in Enclosure 2.

5. Screening and shortlisting shall be conducted by the Division SBFP Technical Working Group and shall select the final four entries to compete for the Outstanding School Implementers with Best Practices on the School-Based Feeding Program for SY 2023-2024.
6. Finalists with 80% cut off score shall be notified in a separate Memorandum for poster presentation and shall submit an abridged version of the significant accomplishment/s on SBFP implementation using the **STAR (Situation, Task, Action, Results) Approach**.
7. Travel and incidental expenses relative to this activity shall be charged to Division/School MOOE subject to usual accounting and auditing rules and regulations. Day 0 may be allowed for travel time of the participants coming from far flung or remote stations.
8. Widest dissemination and strict compliance with this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

shsmtma04/01/2024

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Enclosure 1 to DM No. 294, s. 2024

**List of Participants and Division Technical Working Group**

No.	Name of Participants	Designation	District
1	Floro R. Murcia	School Head-in-Charge of SBFP	Burdeos
2	Lucy S. Fortunado		Gen Nakar 1
3	Lilian L. Coloma		Gen Nakar 2
4	Ligaya P. Durante		Infanta
5	Karen S. Endencia		Lucban
6	Maria Alona Ayuma		Patnanungan
7	Liza U. Pujeda		Panukulan
8	Jenera A. Villanueva		Polillo
9	Rhienald V. Rivera		Real
10	Marilou P. Recto		Pagbilao 1
11	Antonino R. Bulfa		Pagbilao 2
12	Joy L. Barrago		Mauban North
13	Florida A. Villamena		Mauban South
14	Mildred A. Tapado		Jomalig
15	Jaime L. Martinez, Jr		Sampaloc
16	Julieta P. Apin		Candelaria West
17	Vilma V. Dela Cruz		Candelaria East
18	Mailyn M. Flores		SARIAYA West
19	Maria Luz P. Vendiola		Sariaya East
20	Evangeline M. Laroza		San Antonio
21	Francisca Bilog		Dolores
22	Marites Avellaneda Eslabon		Tiaong 1
23	Josephine M. Encanto		Tiaong 2
24	Marla N. Ortiz		Buenavista 1
25	Liza M. Zamora		Buenavista 2
26	Marlyn Rosales		Catanauan 1
27	Wilhelmina T. Madrigal		Catanauan 2
28	Melogen H. Abe		Gen Luna
29	Maria Carmen M. Bautista		Macalelon
30	Jocelyn S. Atilano		Padre Burgos
31	Rosalyn L. Zaballero		Agdangan
32	Annalisa F. Pornosdoro		Pitogo

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33	Maria Eloisa A. Altez	School Head-in-Charge of SBFP	Unisan	
34	Alejandro P. Zoleta		San Andres	
35	Ariane R. Araw		San Narciso 1	
36	Maria Rosani L. Munoz		San Narciso 2	
37	Maria Kludette Ramos		San Francisco 1	
38	Rodel Dimatera		San Francisco 2	
39	Windell Nanagas		Mulanay 1	
40	Francy F. Fabellon		Mulanay 2	
41	Geus Deunar N. Declaro		Alabat	
42	Carlito M. Bautista		Atimonan 1	
43	Angelica A. Alvarez		Atimonan 2	
44	Evangeline A. Macapagal		Calauag West	
45	Clara Mae M. Rosero		Calauag East	
46	Edna R. Soriano		Guinayanagan N	
47	Michelle Anne Orbe Fruto		Guinayanagan S	
48	Merlita M. Natividad		Gumaca West	
49	Gracia C. Gendrano		Gumaca East	
50	Atela Dalogo		Lopez East	
51	Lorenza Hazel T. Ruiz		Lopez West	
52	Carina P. Jamilano		Plaridel	
53	Kim Mathew Valdez		Perez	
54	Liza T. Rodillas		Quezon	
55	Josephine H. Escobar		Tagkawayan 1	
56	Regina Rodriguez		Tagkawayan 2	
	<b>Health Personnel</b>		<b>District Nurses</b>	
1	Zaida O. Marquita			Burdeos
2	Lovelita T. Cuarteron			Gen Nakar 1&2
3	Chrisgil Crisostomo		Infanta	
4	Marian M. Lina		Lucban	
5	Jovert Espanola		Patnanungan	
6	Edmund A. Avellaneda		Panukulan	
7	Jay M. Laraya		Polillo	
8	Ruffa A. Anonuevo		Real	
9	Meybel C. Nantes		Pagbilao 1&2	
10	Ana-Norwina Zarsadias		Mauban N&S	
11	Reina Llanesa Solis		Jomalig	

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12	Nipsirc John Ian Hari		Sampaloc
13	Perry S. Napenas		Candelaria West
14	Jackelyn Mae N. Eborá		Candelaria East
15	Lavinia R. Cueto		Sariaya West
16	Maria Frances L. De Ocampo		Sariaya East
17	Dominic M. Colubong		San Antonio
18	Dennis Fernando M. De Villa		Dolores
19	Vincent Byron M. Rama		Tiaong 1
20	Ma. Michelle D. Querubin		Tiaong 2
21	Stacey Jerdette R. Rivera		Buenavista 1&2
22	Estrella G. Lorca		Catanauan 1&2
23	Francis Rainier De Leon		Gen Luna
24	Clarissa L. Escudero		Macalelon
25	Ma. Theresa J. Lim		Padre Burgos
26	Soren Joshua P. Pabella		Agdangan
27	Chiqui G. Serafica		Pitogo
28	Grant Lakian		Unisan
29	Kharla Banquiles		San Andres
30	Sarah Jean D. Almeyda		San Narciso 1&2
31	Diane Maricar Galang		San Francisco 1&2
32	Laiza Rose S. Espinosa		Mulanay 1&2
33	Kay Zhyra Andojár		Alabat
34	Aim V. Santander		Atimonan 1&2
35	Alfrem M. Geneblazo		Calauag West
36	Nessan Ingrid L. Rapada		Calauag East
37	Karen Danseco		Guinayanagan N&S
38	Christine Rose Deocales		Gumaca West
39	Maria Cerila Almonte		Gumaca East
40	Charmange R. Sales		Lopez East
41	Heide H. Gabriel		Lopez West
42	Maria Nerissa A. Diego		Plaridel
43	Zandy Del Moro		Perez
44	Jennylyn Barrantes		Quezon
45	Zyra Mae Brizuela		Tagkawayan 1&2

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<b>Division SBFP TWG</b>			
	Rommel C. Bautista, CESO V	Schools Division Superintendent/ Chairperson	SDO
	Venus T. Balmedina, EdD	ASDS/Co-Chairperson	
1	Elizabeth M. De Villa	Member	
2	Marie Antoinette A. Tesalona, MD	Member	
3	Ma. Teresita M. Abella, RN	Member/Div. SBFP Focal	
4	Jose Macario Ernie Patino, DMD	Member	
5	Michelle Duma, PhD	Member/SEPS/SMME	
6	Catherine A. Pureza	Member /Budget Officer III	
7	Hilariona Coronado	Member/Procurement Officer	
8	Edmundo Marin Jr.	Member/ Accountant III	
9	George T. Aguila	Member/ Supply Officer	
10	Paul Clifford Marquez	Member/ SEPS/SocMoNet	

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Enclosure 2 to DM No. 294, 2024

**Criteria in the Search for Outstanding School Implementers with Best Practices on School-Based Feeding Program**

1. Number of beneficiaries benefited;
2. Compliance with guidelines;
3. Prompt submission of liquidation reports;
4. Support to DOST-FNRI Adoptors, local dairy farmers/farmer groups/agrarian reform beneficiaries/Sustainable Livelihood Program Associations
5. Good practices developed and lessons learned;
6. Involvement/ support of parents and community/LGUs; and
7. Advocacy and social/ resource mobilization activities.

**Evaluation Tool for the Screening and Shortlisting**

		Points	Score
1	Percentage of actual beneficiaries served versus the target beneficiaries	<b>10</b>	
	10 pts if 100% beneficiaries were served with NFP and Milk		
	8 pts if at least 90% beneficiaries were served with NFP and milk		
	6 pts if at least 70-89% beneficiaries were served with NFP and milk		
2	Prompt implementation of the program	<b>5</b>	
	5 pts if the program is implemented on schedule.		
	4 pts or below if the program was implemented behind schedule		
3	Compliance to guidelines	<b>10</b>	
	2 points each if complied		
	Creation of SBFP Core Group	<b>2</b>	
	Orientation for implementers conducted	<b>2</b>	
	Compliance to Food Safety Standards	<b>2</b>	
	Compliance to health and safety protocols in the school	<b>2</b>	
	Orderly distribution of food commodities/milk components	<b>2</b>	
4	Presence & Completeness of the following forms:	<b>14</b>	
	2 points for every form properly-filled up and updated		
	1 point only if filled-up but not complete and updated		
	Compliance with Cycle Menu	<b>2</b>	
	SBFP Form 1	<b>2</b>	
	SBFP Form 3	<b>2</b>	

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		SBFP Form 5	<b>2</b>	
		SBFP Form 6	<b>2</b>	
		SBFP Form 7	<b>2</b>	
		SBFP Form 9	<b>2</b>	
5	Prompt submission of Liquidation Reports		<b>5</b>	
	5 pts	if liquidation is on-time and at least 75% of cash advance		
	3 pts	if liquidation of at least 75% of cash advance but not on time		
	1 pt	if on time liquidation but not 75% of cash advance		
6	Prompt submission of Program Terminal Report (PTR)		<b>5</b>	
	5 pts	if the PTR was submitted complete and on time		
	3 pts	or less if the PTR was submitted late and incomplete		
7	<b>Documentation of best practices and innovations developed</b>		<b>10</b>	
	10 pts	If innovations or good practices developed were recorded and documented		
	5 pts	or less if innovations or good practices were developed but not documented		
8	Involvement/Support of parents and community		<b>5</b>	
	5 pts	if the involvement of parents and community are recorded and documented		
	4 pts	or less if there is involvement/support of parents and community but not documented		
9	Conduct of advocacy and social/resource mobilization activities		<b>5</b>	
	5 pts	if advocacy and social/resource mobilization activities were recorded and documented		
	4 pts	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		<b>6</b>	
	6 pts	if coordinated with and supported by the barangay/partner		
	3 pts	if coordinated with the barangay/partner but not supported		
11	Result of interview with parents		<b>15</b>	
	15 pts	if all respondents gave positive feedback from the interview		
	10 pts	or less if not all respondents gave positive feedback from the interview		
		(must be supported with pictures and videos from parents and beneficiaries)		

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12	Impression on the video interview of the School Head- SBFP implementer		<b>10</b>	
	10 pts	If the School Head provided complete and sincere answer to the guide questions		
	8 pts	Or less if the School Head provided incomplete and not so sincere answers to the guide questions		
		<b>TOTAL:</b>	<b>100</b>	

**Poster Presentation for the Finalists**  
**Size of Tarpaulin : 2ft x 5ft (X-Banner stand)**

Font Type: Bookman Old Style

Font Size: 11

Spacing: Single-Spaced

Margin: Normal (1 Inch On All Sides)

Alignment: Justified (Distribute Text Evenly Between Margins)

**Content of the Poster presentation:**

Significant accomplishment/s on SBFP implementation using the **STAR (Situation, Task, Action, Results) Approach**, showcasing the best practices and innovations that have significantly impacted the performance of the learner/school/community/district and schools division with relevance to the current situation.

\*\*\* Nothing Follows\*\*\*

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