

### 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

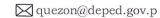
DEPEDQUEZON-TM-SDS-04-009-003







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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.sbfp@deped.gov.ph** following the documentary requirements and criteria as stipulated in Enclosure 2.

- 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

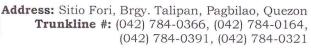
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Enclosure 1 to DM No. 2024, s. 2024

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

No.	Name of Participants	Designation	District
1	Floro R. Murcia		Burdeos
2	Lucy S. Fortunado	<del> </del>	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	School Head in Charge of	Candelaria West
17	Vilma V. Dela Cruz		Candelaria East
18	Mailyn M. Flores	SBIT	SARIAYA West
19	Maria Luz P. Vendiola		Sariaya East
20	Evangeline M. Laroza		San Antonio
21	Francisca Bilog		Dolores
22	Marites Avellaneda		
	Karen S. Endencia Maria Alona Ayuma Liza U. Pujeda Jenera A. Villanueva Rhienald V. Rivera Marilou P. Recto Antonino R. Bulfa Joy L. Barrago Florida A. Villamena Mildred A. Tapado Jaime L.Martinez, Jr Julieta P. Apin Vilma V. Dela Cruz Mailyn M. Flores Maria Luz P. Vendiola Evangeline M. Laroza Francisca Bilog Marites Avellaneda Eslabon Josephine M. Encanto Marla N. Ortiz Liza M. Zamora Marlyn Rosales Wilhelmina T. Madrigal Melogen H. Abe Maria Carmen M. Bautista Jocelyn S. Atilano Real Panukulan Polillo Real Pagbilao 1 Pagbilao 2 Mauban North Mauban South Jomalig Sampaloc Candelaria Wes Candelaria Wes Candelaria Wes Candelaria East Sariaya East Sariaya East San Antonio Dolores Tiaong 1 Tiaong 2 Buenavista 1 Buenavista 2 Catanauan 1 Catanauan 2 Gen Luna Macalelon Padre Burgos Agdangan	Tiaong 1	
23	Josephine M. Encanto		
24	Marla N. Ortiz		Buenavista 1
25	Liza M. Zamora		Buenavista 2
26			Catanauan 1
27			
28			
29			Macalelon
30	<u> </u>		Padre Burgos
31			Agdangan
32	Annalisa F. Pornosdoro		Pitogo

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33	Maria Eloisa A. Altez		Unisan	
34	Alejandre 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	Cohool Hood in Change of	Calauag West	
45	Clara Mae M. Rosero	School Head-in-Charge of SBFP	Calauag East	
46	Edna R. Soriano	SDFF	Guinayanagan N	
47	Michelle Anne Orbe Fruto		Guinayangan 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	
	Health Personnel	District Nurses		
1	Zaida O. Marquita	(113)	Burdeos	
2	Lovelia 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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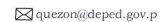






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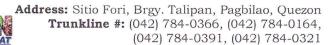
12	Nipsirc John Ian Hari	Sampaloc
13	Perry S. Napenas	Candelaria West
14	Jackelyn Mae N. Ebora	Candelaria East
15	Lavinia R. Cueto	Sariaya West
16	Maria Frances L. De	
	Ocampo	Sariaya East
17	Dominic M. Colubong	San Antonio
18	Dennis Fernando M. De	
***************************************	Villa	Dolores
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 Andojar	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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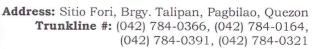
	Division SBFP TWG		
	Rommel C. Bautista,	Schools Division	
	CESO V	Superintendent/	
	CESO V	Chairperson	
	Venus T. Balmedina, EdD	ASDS/Co-Chairperson	
1	Elizabeth M. De Villa	Member	
2	Marie Antoinette A.	Member	
	Tesalona, MD	Member	
3	Ma. Teresita M. Abella,RN	Member/Div. SBFP Focal	
4	Jose Macario Ernie	Member	
	Patino,DMD		
5	Michelle Duma, PhD	Member/SEPS/SMME	
6	Catherine A. Pureza	Member /Budget Officer III	
7	Hilariona Coronado	Member/Procurement	
	Thianona Coronado	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. 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		10	
	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		
	D			
2		implementation of the program	5	
	5 pts	if the program is implemented on schedule.		
****	4 pts	or below if the program was implemented behind schedule		-
3	Compliance to guidelines		10	
	2 points each if complied			
		Creation of SBFP Core Group	2	
	Creation of SBFP Core Group Orientation for implementers conducted	2		
		Orientation for implementers conducted Compliance to Food Safety Standards	2	
	Compliance to Food Safety Standards Compliance to health and safety protocols in the school	2		
		Orderly distribution of food commodities/milk components	2	
4	Presenc	e & Completeness of the following forms:	14	
	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	2	
		SBFP Form 1	2	
		SBFP Form 3	2	

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SBFP Form 6 SBFP Form 7 SBFP Form 9  Prompt submission of Liquidation Reports 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  Prompt submission of Program Terminal Report (PTR) 5 pts if the PTR was submitted complete and on time 3 pts or less if the PTR was submitted late and incomplete	2 2 2 5	
SBFP Form 9  Prompt submission of Liquidation Reports  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  Prompt submission of Program Terminal Report (PTR)  5 pts if the PTR was submitted complete and on time	5	
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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) 5 pts if the PTR was submitted complete and on time		
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  Prompt submission of Program Terminal Report (PTR) 5 pts if the PTR was submitted complete and on time	5	
1 pt if on time liquidation but not 75% of cash advance  5 Prompt submission of Program Terminal Report (PTR)  5 pts if the PTR was submitted complete and on time	5	
5 pts if the PTR was submitted complete and on time	5	
5 pts if the PTR was submitted complete and on time		
	1	
Documentation of best practices and innovations developed	10	
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		
B Involvement/Support of parents and community	5	
Involvement/Support of parents and community		
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		
community but not documented		
Conduct of advocacy and social/resource mobilization activities	5	
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		-
were conducted but not documented		
Coordination with the barangay/partner for the safe distribution of	6	
food commodities		
6 pts if coordinated with and supported by the barangay/partner		
3 pts if coordinated with the barangay/partner but not supported		
Result of interview with parents	15	
15 pts if all respondents gave positive feedback from the interview		
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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Impression on the video interview of the School Head- SBFP implementer		10	
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 answere to the guide questions		
	TOTAL:	100	
	impleme 10 pts	implementer  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 answere to the guide questions	implementer  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 answere to the guide questions

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\*\*\*

