



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

16 June 2021

DIVISION MEMORANDUM

DM No. 391, s. 2021

**ADDENDUM ON DM 313, S. 2021 CONDUCT OF THE SEARCH FOR THE MOST
OUTSTANDING SCHOOL BASED FEEDING PROGRAM (SBFP)
IMPLEMENTERS FOR SY 2020-2021 SDO LEVEL**

To: OIC- Assistant Schools Division Superintendents
Elementary School Heads
District / School Property Custodians
District / School Feeding Coordinators
District Nurses
All Others Concerned

1. With reference to DM 313, s. 2021 entitled **Conduct of the Search for the Most Outstanding SBFP Implementers** for SY 2020-2021 SDO Level, this office announces the additional DepEd Regional Memorandum for your guidance and references.
2. For SDO level, the deadline of submission of district entries shall be on or before **June 30, 2021** at the School Health Section, SDO- Talipan Pagbilao Quezon.
3. Attached are the instructions for submission of documents, Guide Question for Parents and SBFP Coordinators and Blank copy of SDO Evaluation Sheet.
4. Participants to this activity shall strictly adhere to safety and health protocols being implemented by the IATF and the Local Government Units. Organizers of this activity shall likewise ensure that protocols are observed at all times during the activity.
5. Immediate dissemination and strict compliance 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/06/16/2021

DEPEDQUEZON-TM-SDS-04-009-003



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



upload
6/14/21

07 June 2021

Regional Memorandum

**SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP)
IMPLEMENTERS FOR SY 2020-2021**

To **Schools Division Superintendents**

1. The Bureau of Learner Support Services – School Health Division will be conducting the **SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTERS FOR SY 2020-2021**, in line with this, the Regional Office, through the Education Support Services Division announces the Search for the Most Outstanding School-Based Feeding Program Implementers for SY 2020-2021.
2. Attached are the Timeline of Activities, Documents for Submission, and the DepEd Memorandum for reference.
3. The Evaluation Sheet, Guide Questions for Parents and Feeding Coordinators can be accessed through this link: bit.ly/SBFPSEARCHFILES.
4. For further inquiries and clarifications, kindly contact Mr. Neil B. Evangelista, Nutritionist-Dietitian II through mobile at 09472998999 or through email at neil.evangelista@deped.gov.ph.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: essd/nbe



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Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Enclosure B. **DOCUMENTS FOR SUBMISSION**

LEVEL	DOCUMENTS TO BE SUBMITTED	TO BE SUBMITTED TO
School Entry	<ol style="list-style-type: none"> Supporting documents as per Evaluation Sheet (in soft copy/ pdf file) <i>May also prepare the hard copy in case needed.</i> Video Presentation of School Implementation of SBFP for SY 2020-2021 (includes photos showcasing implementation, as why the school should be awarded as the Most Outstanding School Implementer of SBFP, impression and success stories from parents and learners.) Video Interview of School Feeding Coordinator as per Guide Questions 	<ul style="list-style-type: none"> Schools Division Offices
Division Entry	<ol style="list-style-type: none"> Supporting documents as per Evaluation Sheet of the Division Entry (in soft copy/ pdf file) File Name Format: File Number - Division - Name of School Ex. 1. Rizal - Karangalan ES Video Presentation of School Implementation of SBFP for SY 2020-2021 of the Division Entry (Includes photos showcasing implementation, as why the school should be awarded as the Most Outstanding School Implementer of SBFP, impression and success stories from parents and learners.) File Name Format: File Number - Division - Name of School Ex. 2. Rizal - Karangalan ES 	<ul style="list-style-type: none"> Regional Office <p>All Files shall be uploaded in Google Drive (with Folder Name Format of <u>SDO- Name of School - SBFP20-21</u>) and share the folder to: essd.calabarzon@deped.gov.ph neil.evangelista@deped.gov.ph</p>

	<p>3. Video Interview of School Feeding Coordinator as per Guide Questions</p> <p>File Name Format: File Number - Division - Name of School Ex. <u>3. Rizal – Karangalan ES</u></p> <p>4. Video Interview of Division Feeding Coordinator as per Guide Questions</p> <p>File Name Format: File Number - Division - Name of School Ex. <u>4. Rizal – Karangalan ES</u></p> <p>5. SDO Level Evaluation Sheet</p> <p>File Name Format: File Number - Division - Name of School Ex. <u>5. Rizal – Karangalan ES</u></p>	
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1900 CAINTA, RIZAL

FOR CRITERIA NO. 11 RESULTS OF INTERVIEW WITH PARENTS

**GUIDE QUESTIONS FOR PARENTS INTERVIEW (UP TO 10 PARENTS) TO BE INCLUDED IN
VIDEO PRESENTATION OF SCHOOL ENTRY**

1. Ilan ang anak mo na benepisyaryo ng feeding program ni DepEd?
2. Nagustuhan ba ng inyong anak ang bigay na gatas, tinapay at prutas?
3. Ano ang napansin mo sa iyong anak na nakatanggap ng gatas at pagkain mula sa feeding program ni DepEd?
4. Malaki ba ang naitulong ng feeding program ni DepEd sa pagaaral ng inyong anak?
5. Ngayong panahon ng pandemya, ano pa ang naitulong sa iyong anak ng feeding program?
6. Sa kabuuan, ano ang masasabi mo sa pagpapatupad ng School-Based Feeding Program ni DepEd?



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**Guide Questions for Video Interview for the
Most Outstanding Implementers of SBFP for 2020-2021**
(15-20 min video presentation for School Feeding Coordinators,
SDO & RO Focal Persons)

1. State personal details (name, age, years of service in DepEd and years of service as SBFP Coordinators).
2. When SBFP was assigned to you what was your initial reaction and why?
3. What are the challenges that you encounter in your first year of managing SBFP and what makes you decide to continue in handling the program.
4. For SY 2020-21 and 2021-22, what are the steps you initiated to implement the program in terms of the following KRAs:
 - Identifying the beneficiaries
 - Managing the funds for NFP and Milk
 - Procurement of NFP and Milk (including activities in the preparation and signing of MOA & PO, and transfer of funds to NDA & PCC or payment to suppliers)
 - Orientation of implementers
 - Distribution of commodities
 - Monitoring of implementation in schools
 - Gathering reports from schools
 - Liquidation of funds
 - Submission of reports
5. How did you maintain a good relationship with your SBFP partners and stakeholders?
6. For SBFP 2020-2021, what do you think was your best contribution in the enrichment of the program implementation?
7. As a SBFP focal are you confident with the effectivity and efficiency of the Program. Why?
8. What are the best practices that you can share to your fellow SBFP focal persons when it comes to the program implementation and management.
9. What ideas can you contribute to have a successful monitoring and evaluation for the SBFP Program?
10. Facing the realities of the pandemic, what are the lessons learned you can share in the realization of this program despite the challenges.
11. Given a chance to handle another OKD program/s should you still choose to be in the SBFP? Why and why not?

**Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)
SDO Level/SY 2020-2021**

		Points	Score
1	Percentage of actual beneficiaries served versus the target beneficiaries	10	
	10 points if 100% beneficiaries were served with NFP and milk		
	8 points if at least 90% beneficiaries were served with NFP and milk		
	6 points if at least 70-89% beneficiaries were served with NFP and milk		
2	Prompt implementation of the program	5	
	5 points if the program was implemented on schedule.		
	4 points or below if the program was implemented behind schedule.		
3	Compliance to guidelines	5	
	1 point each if complied		
	Creation of SBFP Core Group	1	
	Orientation for Implementers conducted	1	
	Compliance to the minimum health requirements against COVID-19	1	
	Food safety standards followed	1	
	Orderly distribution of food commodities	1	
4	Presence & 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		
	Cycle Menu		
	SBFP Form 1		
	SBFP Form 3		
	SBFP Form 5		
	SBFP Form 6		
	SBFP Form 7		
	SBFP Form 9		
5	Prompt submission of Liquidation Reports	10	
	10 points if liquidation is on-time and at least 75% of cash advance		
	8 points if liquidation of at least 75% of cash advance but not on-time		
	8 points if on-time liquidation but not 75% of cash advance		
6	Prompt submission of Program Terminal Report (PTR)	10	
	10 points if the PTR was submitted complete and on-time		
	8 points or less if the PTR was submitted late and incomplete		
7	Documentation of innovations or good practices developed	5	
	5 points if innovations or good practices developed were recorded and documented		
	4 points or less if innovations or good practices were developed but not documented		

8	Involvement/support of parents & community	5	
	5 points if the involvement/support of parents & community are recorded and documented		
	4 points or less if there is involvement/support of parents & community but not documented		
9	Conduct of advocacy and social/resource mobilization activities	5	
	5 points if advocacy and social/resource mobilization activities were recorded and documented		
	4 points 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	6	
	6 points if coordinated with & supported by the barangay/partner		
	3 point if coordinated with the barangay/partner but was not supported		
11	Result of interview with parents	15	
	15 points if all respondents gave positive feedback from the interview		
	10 points or less if not all respondents gave positive feedback from the interview		
	(Must be supported with pictures and videos from parents and beneficiaries)		
12	Impression on the video interview of the SBFP School Feeding Coordinator	10	
	10 points if the School Feeding Coordinator provided complete and sincere answers to the guide questions		
	8 points or less if the School Feeding Coordinator provided incomplete and not so sincere answers to the guide questions		
	TOTAL:	100	0
	SDO Weighted Score (20%):		0

NOTABLE REMARKS:

Name, Signature, & Designation of the Members of the Search Committee

APPROVED BY:

Schools Division Superintendent