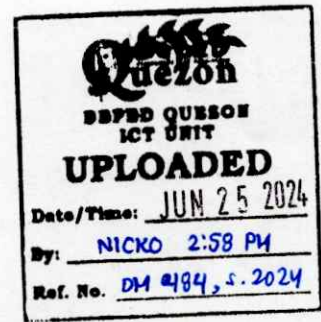




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



24 June 2024

DIVISION MEMORANDUM
 DM No. 484, s. 2024

**DOWNLOADING OF FUNDS TO INTEGRATED SCHOOL NUTRITION MODEL
 LIGHTHOUSE SCHOOLS FOR SY 2024-2025**

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

- In reference to OUOPS No. 2023-09-1260-Memorandum titled Guidelines on the Utilization of Downloaded Additional Program Support Funds for the Hiring of Contract of Service (CoS) and Operational Expenses for the Central Kitchen Training Centers, Procurement of Deworming Medicines and/or Soaps, and Implementation of Gulayan sa Paaralan (GPP) and Integrated School Nutrition Model (ISNM) for Calendar (CY 2024, this Office announces the downloading of funds to the following Integrated School Nutrition Model Lighthouse Schools for SY 2024-2025:

District	School	Amount to be downloaded
San Antonio	San Antonio Central School	20,000.00
Plaridel	Tanauan E.S.	20,000.00
Pitogo	Pitogo CES II	20,000.00

- Please see attached Memorandum for reference on the eligible activities where this funds can be utilized subject to the usual accounting and auditing rules and regulations.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. Relevant to this, lighthouse schools shall submit an Accomplishment Report following Annex 4 template on or before September 9, 2024 through the link <https://tinyurl.com/CY2024ISNMLighthouseSchreports> or use the QR Code below.



4. Monitoring of the said activity shall be conducted by the Division Nutrition-Sensitive Program Team and District Nurses assigned in respective lighthouse schools.
5. Widest dissemination and strict compliance with this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

shsmtma06/24/2024

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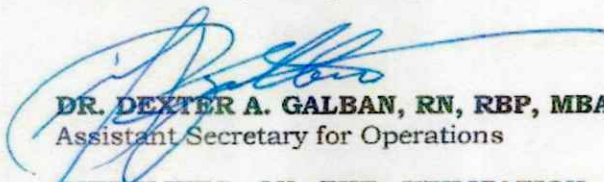


Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-09- 1267
MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations


DR. DEXTER A. GALBAN, RN, RBP, MBA, MPH
Assistant Secretary for Operations

SUBJECT : **GUIDELINES ON THE UTILIZATION OF DOWNLOADED
ADDITIONAL PROGRAM SUPPORT FUNDS FOR THE HIRING
OF CONTRACT OF SERVICE (CoS) AND OPERATIONAL
EXPENSES FOR THE CENTRAL KITCHEN TRAINING
CENTERS, PROCUREMENT OF DEWORMING MEDICINES
AND/OR SOAPS, AND IMPLEMENTATION OF GULAYAN SA
PAARALAN PROGRAM (GPP) AND INTEGRATED SCHOOL
NUTRITION MODEL (ISNM) FOR CALENDAR YEAR (CY) 2024**

DATE : February 14, 2024

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) under the Operations Strand oversees and manages the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program, and the Gulayan sa Paaralan Program (GPP) together with the Integrated School Nutrition Model (ISNM) clustered to form the Nutrition and Hygiene Unit.

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the participate and benefit in the education process, complete their elementary education, and also to improve their nutritional status. Concurrently, the WinS Program emphasizes the promotion of good hygiene and safe food preparation practices across all program components, particularly within meal preparation areas. Meanwhile, the Gulayan sa Paaralan Program (GPP) focuses on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools.

In this regard, the BLSS-SHD hereby issues the following guidelines for the utilization of the downloaded additional program support funds for the: (1) Hiring of CoS and Operational Funds for selected Central Kitchen Training Centers (CKTC), (2) Procurement of Deworming Medicines and/or Soaps, and the (3) Implementation of Gulayan sa Paaralan Program (GPP) and Integrated School Nutrition Model (ISNM) for Calendar Year (CY) 2024 subject to the usual accounting and auditing rules and regulations. Breakdown of Fund Allocation is attached as (Annex 1) for ready reference.

I. Hiring of CoS and Operational Funds for selected Central Kitchen training centers.

(Charge against SBFP 2024 Continuing Funds)

One of the component of SBFP is the Central Kitchen (CK). CK is a school or LGU supervised facility that centralizes the procurement and food preparation or cooking of a school or group of schools. The food preparation is done in the CK and the prepared food is delivered to or picked up by the satellite schools for distribution among its feeding program beneficiaries. As of this day, there were 97 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK will be selected as training centers for Calendar Years 2023-2025. These CKs will undergo training in order to become learning centers for benchmarking and training facilities for LGUs that are willing to support the establishment of the central kitchen in their district or municipality. The first 5 CKs underwent training last October 16-20, 2023 in Antipolo City. While the other 10 will be trained this year and in 2025.

List of CKs that were trained for the 1st Batch – CY 2023

- Region 1 - SDO La Union - Bacnotan Central School
- Region 4A - SDO Antipolo City - Juan Sumulong Elementary School
- Region 6 - SDO Sagay City - Maria Lopez Elementary School
- Region 10 - SDO Iligan City - Francisco Laya Elementary School
- Region 11- SDO Davao del Norte - Maniki Central Elementary School SPED Center

List of CKs that will be trained for the 2nd Batch – CY 2024

- Tuguegarao, Cagayan
- Sta. Magdalena, Sorsogon
- Sipalay City, Negros Occidental
- Mandaue, Cebu
- Tupi, South Cotabato

List of CKs that will be trained for the 3rd Batch – CY 2025

- To be determined

1. Approved Budget Breakdown

BLSS-SHD will download a sum of fifty thousand pesos (Php 50,000.00) for each CK Training Center, enabling ten (10) sessions/visits with a maximum capacity of 15 participants per session. Breakdown per budget item are summarized on the table below.

DETAILS	AMOUNT
Operation Expenses (Gasul, Dishwashing Soap etc.)	Php 1,300.00
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	Php 2,200.00
Snacks of Visitors (Php100 x 15 pax)	Php 1,500.00
Total	Php 5,000.00

2. Guidelines for Re-Allocation of Budget: (When allocation has not been used and there is no request for visits)

At the end of the year, all unexpended funds shall be used by the CKTC for the improvement of the facility subject to the approval of the Schools Division Superintendent and the usual accounting and auditing rules and regulations.

3. Guidelines for Requesting Additional Budget: (When allocation has been used and still receiving requests for visits)

When the funds from the DepEd Central Office is fully utilized, the SDOs may provide funds to Central Kitchen Training Center using the SBFP PSF. The CO and ROs may also provide additional funds using their SBFP PSF.

4. Liquidation Process

The schools shall liquidate the downloaded funds to the SDO.

5. Guidelines for the Hiring of COS for the CKTC

The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Memorandum titled "*Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP).*"

II. Procurement of Deworming Medicines and Soaps (Charge against SBFP 2024 Current and Continuing Funds)

Deworming, being one of the five (5) elements of the WinS program, is not only a prerequisite to comply to WinS Three-Star Approach (TSA) which is designed to support monitoring, quality assurance, and performance recognition, as stipulated in DepEd Memorandum No. 194, s. 2018 or the Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program) but is also a complementary activity of the School-Based Feeding Program (SBFP). Studies have shown that nutritional status of children is greatly affected by the Soil-Transmitted Helminthiasis (STH) or worm infestation. The *Oplan Kalusugan sa DepEd* (OK sa DepEd) which aims to improve the state of health and nutritional well-being of the school populace is a convergence of the six (6) flagship programs, two of which include WinS Program and SBFP.

1. The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded to Regional Offices (ROs).

2. ROs have the option to download the funds to Schools Division Offices (SDOs) or they may undertake the procurement of the deworming medicines and/or soaps.
3. The unit cost per child is set at Ten Pesos (P10.00). However, the ROs/SDOs may use the funds to procure deworming medicines only if that is their priority, or to they may buy both deworming medicines and soap per beneficiary.
4. The target number of beneficiaries per region is based on 30-40% of SBFP 2024 identified target. For details, please referb to Annex 1.
5. The total financial allocation is Eight Million Nine Hundred Fifty-seven Thousand Three Hundred Eighty Pesos (**Php8,957,380.00**). The ROs/SDOs may provide additional funds for this purpose using their Program Support Funds (PSF).

III. Implementation of Gulayan sa Paaralan (GPP) and Integrated School Nutrition Model and RO (Regional Office) PSF (Charge against LSP 2024 Continuing Funds)

A. Gulayan sa Paaralan (GPP)

Gulayan sa Paaralan (GPP) that aims to promote production of food that are rich in protein, carbohydrates, vitamin A, and iron as major components in school feeding. It covers the creation of vegetable gardens, vegetable and tree nurseries, tree planting, propagation of medicinal plants, composting, school landscape aesthetic vegetable development, crop museum, and related livelihood activities.

1. DM NO. 223, s. 2016 titled "Strengthening the Implementation of the *Gulayan sa Paaralan* Program in Public Elementary and Secondary Schools Nationwide" shall be used as reference in the disbursement of funds.
2. The RO PSF in the amount of One Hundred Five Thousand Pesos (Php105,000.00) shall be used in the conduct of orientation activities and conferences for updating of program directions.
3. The RO shall download an amount of Sixty Thousand Pesos (Php60,000.00) per SDO for the eligible activities enumerated in DM No. 223, s. 2016.

B. Integrated School Nutrition Model (ISNM)

The established network of Lighthouse Schools adapted the ISNM and school-based Crop Museums that serve as repositories of traditional and indigenous vegetables.

The Crop Museums, located within the network of the Lighthouse Schools, serve as seed banks fostering the multiplication and exchange of crop types and varieties across schools and with local communities to promote food diversity for food and nutrition of schoolchildren, and resilience of school gardens mitigating effects of climate change.

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. They implement the integrated model of regular school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities.

For SY 2024-2025, the established lighthouse schools will be provided with Twenty Thousand Pesos (Php20,000.00) program support funds to be used for the following activities. Attached as (Annex 2) is the list of the Lighthouse Schools for ready reference.

1. Purchase of garden inputs for the improvement/maintenance of crop museum and nurseries of indigenous vegetables.
2. Putting-up of signage that the school is an ISNM Lighthouse for advocacy purposes.
3. Development of information materials such as leaflets and videos for advocacy activities.
4. Reproduction of appropriate nutrition education materials.
6. Conduct of advocacy activities on the integration of bio-intensive gardens, school feeding, and nutrition education.
7. Implementation of ISNM related activities as deemed necessary.

The Lighthouse Schools shall prepare an Accomplishment Report (Annex 3) to be submitted on or before December 31, 2024, through email address sbfp@deped.gov.ph.

For more information, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Mr. Vonerich B. Berba**, EPS II, **Ms. Christine Isabel B. Buenvenida**, HEPO II, and **Ms. Gail Hariette C. dela Rosa**, TA II, under the Nutrition and Hygiene Team through email at sbfp@deped.gov.ph or at telephone number (02) 8632 9935.

For immediate and appropriate action.

ANNEX 1

BREAKDOWN FOR THE DOWNLOADING OF PROGRAM SUPPORT FUNDS FOR SBFP, Wins, GPP and ISNM for CY 2024

Region	Central Kichen		Procurement of Deworming Medicines and Soaps			LSP 2024 Current Fund						RO-PSF	
	SBFP 2024 Continuing Funds		Number of Beneficiaries	Unit Cost	Total Amount	GPP		ISNM		Total	RO-PSF		
	Operational Funds	Hiring of COS				No of SDOs	Unit Cost	Total	No of Lighthouse Schools			Unit Cost	
Region I	50,000.00	330,000.00	40,465	10.00	404,650.00	14	60,000	840,000.00	14	20,000	280,000.00	105,000.00	
Region II			20,654	10.00	206,540.00	9	60,000	540,000.00	9	20,000	180,000.00	105,000.00	
Region III			78,661	10.00	786,610.00	20	60,000	1,200,000.00	20	20,000	400,000.00	105,000.00	
Region IV-A	50,000.00	330,000.00	128,564	10.00	1,285,640.00	23	60,000	1,380,000.00	73	20,000	1,460,000.00	105,000.00	
Region IV-B			43,054	10.00	430,540.00	7	60,000	420,000.00	8	20,000	160,000.00	105,000.00	
Region V			90,846	10.00	908,460.00	13	60,000	780,000.00	13	20,000	260,000.00	105,000.00	
Region VI	60,000.00	330,000.00	81,841	10.00	818,410.00	21	60,000	1,260,000.00	19	20,000	380,000.00	105,000.00	
Region VII			64,074	10.00	640,740.00	20	60,000	1,200,000.00	19	20,000	380,000.00	105,000.00	
Region VIII			47,733	10.00	477,330.00	13	60,000	780,000.00	13	20,000	260,000.00	105,000.00	
Region IX			44,759	10.00	447,590.00	8	60,000	480,000.00	8	20,000	160,000.00	105,000.00	
Region X	50,000.00	330,000.00	45,281	10.00	452,810.00	14	60,000	840,000.00	14	20,000	280,000.00	105,000.00	
Region XI	50,000.00	330,000.00	41,826	10.00	418,260.00	11	60,000	660,000.00	11	20,000	220,000.00	105,000.00	
Region XII			53,281	10.00	532,810.00	8	60,000	480,000.00	8	20,000	160,000.00	105,000.00	
CARAGA			28,695	10.00	286,950.00	12	60,000	720,000.00	12	20,000	240,000.00	105,000.00	
NCR			80,571	10.00	805,710.00	16	60,000	960,000.00	16	20,000	320,000.00	105,000.00	
CAR			5,433	10.00	54,330.00	8	60,000	480,000.00	8	20,000	160,000.00	105,000.00	
TOTAL	250,000.00	1,650,000.00	895,738		8,957,380.00			13,020,000.00			5,300,000.00	1,680,000.00	
GRAND TOTAL:										30,857,380.00			

**Integrated School Nutrition Model (ISNM) Accomplishment Report
for the Utilization on the 2024 Downloaded Funds**

Region/Division	
Name of Lighthouse School	
Amount Downloaded	
Advocacy activities conducted on the integration of bio-intensive gardens, school feeding, and nutrition education	
Activity	Date/Time/Venue
Did you reproduce or reprint any nutrition education materials? Yes ____ No ____ If Yes, what kind of nutrition education materials? (e.g. pamphlet, booklet, posters etc.) _____ _____ If No, state Why _____ _____	
Did you procure garden tools for the improvement/maintenance of vegetable gardens? Yes ____ No ____ If yes, state garden tools procured _____ _____ If No, state Why _____ _____	
Have you planted indigenous vegetables? Yes ____ No ____ If Yes, what are those indigenous vegetables, please state _____ _____ If No, state Why _____ _____	
Problems/issues encountered	Recommendations Made
1.	
2.	
3.	
Best practices 1. 2. 3.	
Prepared by: Name & Item Position (state designation if any)	Approved: Head of Office

(Please attach pictures and provide a caption and date)