



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
**CITY OF SAN JOSE DEL MONTE**

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September 27, 2017

**DIVISION MEMORANDUM**

No. 170 s. 2017

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary School Heads  
 All Others Concerned

***DIVISION SEARCH FOR THE OUTSTANDING IMPLEMENTERS OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP)***

1. This Office announces the conduct of the Division Search for the Outstanding Implementers of the School-Based Feeding Program (SBFP).
2. The search aims to:
  - a. Recognize the efforts of school implementers of SBFP
  - b. Gather best practices which can be shared to other schools
  - c. To be an avenue where technical assistance can be provided.
3. All Public Elementary Schools who are implementing SBFP are qualified to participate in the search.
4. The Division Search Committee is composed of:

Bernadette B. Rosaroso	-	Chairman
Mary Ann L. Soriano, MD	-	Co-Chairman
Ethel Joy A. Querido, RN	-	Co-Chairman

Members:

Manuel N. Payumo, Jr., RN	Alma Lynn M. Santos, DMD	Angelie Zyra M. Igloria, DMD
Beryl J. Tabarangao, RN	Melsan R. Daza, RN	Christian G. Velasquez, RN
Abdul Rasheed L. Daquiz, RN	Raymundo G. Villena, RN	Adelynne Joie M. Bijasa, RN
Randhell C. Ruzgal, RN		

5. Submission of documents shall **not be later than October 9, 2017**.
6. The following documents are attached for reference:
  - a. Annex A – Guidelines on the Conduct of the Search for Outstanding Implementer of the School-Based Feeding Program (SBFP)
  - b. Annex B – Evaluation Tool for the Search for Outstanding Implementer of the School-Based Feeding Program (SBFP)
  - c. Annex C – Interview Form
7. Wide dissemination of this Memorandum is enjoined.

*JHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent

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**GUIDELINES ON THE CONDUCT OF THE DIVISION SEARCH FOR  
OUTSTANDING IMPLEMENTER OF THE  
SCHOOL-BASED FEEDING PROGRAM (SBFP)**

**I. EVALUATION PROCESS**

1. The School Health Unit of School Governance and Operations Division (SGOD) shall form a Division Search Committee who shall evaluate the SBFP implementing schools.
2. The Schools Division Search Committee shall evaluate the schools and shall choose two (2) schools to represent the division to the regional search.
3. The Schools Division Superintendent (SDS) shall nominate the two (2) entry schools to the Regional Director together with the Division Level Evaluation Sheet and school documentation of their implementation.

**II. TIME FRAME**

<b>PHASES</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE</b>
Division Evaluation	Schools Division Search Committee	September 29 – October 10, 2017
Submission of nomination to the Regional Office	SDS	October 12, 2017
Regional Evaluation	Regional Search Committee	November, 2017

## Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)

	Points	Score
<b>1 Percentage of beneficiaries rehabilitated to normal status</b>	<b>10</b>	
10 points if all beneficiaries rehabilitated to normal status		
8 points if at least 90% rehabilitated to normal status		
6 points if at least 70-89% rehabilitated to normal status		
<b>2 Percentage attendance of beneficiaries</b>	<b>5</b>	
5 points if all beneficiaries attained at least 85-100% attendance.		
4 points if not all beneficiaries attained at least 85-100% attendance.		
<b>3 Compliance to guidelines</b>	<b>8</b>	
Creation of SBFP Core Group	1	
Orientation for Implementers conducted	1	
Provisions of RA 9184 (complete with supporting documents) complied with	1	
Nutritional assessment conducted	1	
Deworming conducted	1	
Separate area for feeding provided	1	
Food safety standards followed	1	
Daily feeding supervised by school head	1	
<b>4 Vegetable Garden</b>	<b>10</b>	
10 points if establishment of vegetable garden & at least 50% of harvests channeled to feeding (should be supported by documents)		
8 points if vegetable garden was established but less than 50% of harvests were channeled to feeding (should be supported by documents)		
<b>5 Establishment of home gardens by the families of beneficiaries</b>	<b>5</b>	
5 points if 100% of the families of the beneficiaries were able to establish home gardens		
4 points if at least 90% of the families of the beneficiaries were able to establish home gardens		
3 points if less than 90% of the families of the beneficiaries were able to establish home gardens		
<b>6 Development of health &amp; nutrition values &amp; behavior</b>	<b>10</b>	
2 points if the activities below were conducted daily		
1 point if the activities below were conducted but not daily		
Hand washing before & after feeding	2	
Prayer before & after meals	2	
Good table manners	2	
Good grooming & personal hygiene	2	
Nutrition Education	2	

<b>7 Presence &amp; Completeness of the following forms:</b>	<b>16</b>	
2 points for every form properly-filled-up and updated		
1 point only if filled-up but not complete and updated		
Cycle Menu		
Market Form		
WFP		
PPMP/APP		
Request for Quotation		
List of names of beneficiaries		
SBFP Forms 1-4		
<b>8 Prompt submission of liquidation Reports</b>	<b>10</b>	
10 points if on-time liquidation of 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		
<b>9 Documentation of good practices developed</b>	<b>5</b>	
5 points if good practices developed are recorded and documented		
4 points or less if good practices were developed but not documented		
<b>10 Involvement/support of parents &amp; community</b>	<b>5</b>	
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		
<b>11 Conduct of advocacy and social/resource mobilization activities</b>	<b>3</b>	
5 points if advocacy and social/resource mobilization activities are recorded and documented		
4 points or less if advocacy and social/resource mobilization activities were conducted but not documented		
<b>12 Practiced composting in schools</b>	<b>3</b>	
5 points if composting was conducted and compost pit is functional		
4 points or less if composting was conducted but compost pit is no longer functional		
<b>13 Practiced waste segregation in schools</b>	<b>3</b>	
5 points if waste segregation is being practiced & trash cans are provided		
4 points or less if waste segregation is being practiced but no trash cans provided		
<b>14 Coordination with the barangay on livelihood trainings</b>	<b>2</b>	
2 points if livelihood trainings were coordinated with the barangay & conducted		
1 point if livelihood trainings were coordinated with the barangay but not conducted		
<b>15 Result of interview with parents</b>	<b>5</b>	
5 points if all respondents gave positive feedback from the interview		
4 points or less if not all respondents gave positive feedback from the interview		
<b>TOTAL:</b>	<b>100</b>	

**Search for Outstanding Implementers of the School-Based Feeding Program (SBFP)**

**INTERVIEW WITH PARENTS/BARANGAY OFFICIALS**

Region : \_\_\_\_\_  
Division: \_\_\_\_\_  
District: \_\_\_\_\_  
School: \_\_\_\_\_

**Instruction:** This interview should be accomplished only by the members of the National Evaluation Team. At least four (4) parents and one (1) barangay official should be interviewed.

<b>1. Mayroon bang naitulong ang programa sa kalusugan ng inyong anak/ ng mga bata? Ano-ano ang mga ito?</b>
<b>2. Ano ang inyong masasabi sa naging implementasyon ng Punong-guro at mga guro sa programa?</b>
<b>3. Naniniwala ba kayo na karapat-dapat manalo ang inyong paaralan sa Search for Outstanding School Implementer of SBFP ? Bakit?</b>

Respondent's Name & Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Date: \_\_\_\_\_