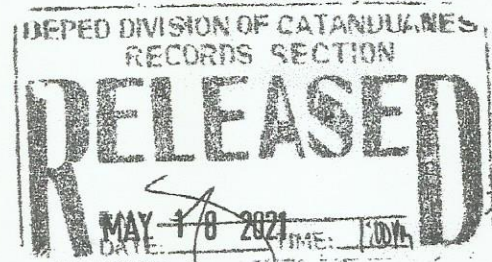


May 12, 2021

DIVISION MEMORANDUM
OSDS-SGOD - DM 000²⁰³ s. 2021mbs




To:

Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
School Feeding Coordinators
All Others Concerned

**EXTENSION OF FEEDING DAYS OF THE SCHOOL BASED- FEEDING PROGRAM
OF NUTRITIOUS FOOD PRODUCTS (NFP) AND MILK COMPONENT
SY 2020-2021**

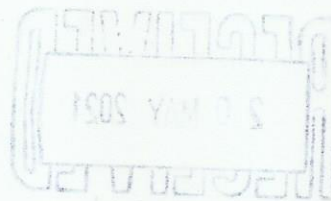
1. This is to inform the Field that there will be an *extension of feeding days* under the School Based- Feeding Program of Nutritious Food Products (NFP) And Milk Component for SY 2020-2021.
2. The targeted beneficiaries are the same with the beneficiaries during the first tranche. Be it noted that the source of fund for the 2nd tranche are savings generated from the 2020-2021 SBFP Fund.
3. Attached hereto is the Division Implementation Guidelines for your reference.
4. For information, guidance and compliance.


SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer- In Charge
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index
Under the following subjects:
Program/ Learners/ Health & Nutrition
mbs/ Implementation Of The School Based Feeding Program (SBPP)
For Sy 2020-2021 - 2nd Phase
0000 ___/May 12, 2021





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

**EXTENSION OF FEEDING DAYS OF THE SCHOOL-BASED FEEDING PROGRAM OF NUTRITIOUS FOOD PRODUCTS (NFP) AND MILK COMPONENT
 SY 2020-2021**

I. RATIONALE

As indicated in the DepEd Order No. 23 s, 2020 or the Operational Guidelines on the implementation of the School-Based Feeding Program for School Year 2020-2021, the Department of Education, through the Bureau of Learners Support Services – School Health Division (BLSS-SHD), maintains its commitment to provide good nutrition to learners even amidst the current health situation. The SDO Catanduanes has devised the following guidelines on how to implement the program adapted to the conditions and context of the Province.

II. DIVISION GUIDELINES


A. RECIPIENT SCHOOLS AND TARGET BENEFICIARIES

1. The SBFP SY: 2020-2021 will cover only the following:
 - a. Kindergarten learners – 6, 037.
 - b. Grade I, II, III, IV, V, VI learners 7, 349 – Wasted (W) and Severely Wasted (SW) based on the SY 2019-2020 SBFP report, except those who are moved to grade 7.
 - c. All enrolled Kinder for SY: 2020-2021 + (Grade 1 to Grade 6 Wasted & Severely Wasted for SY 2019-2020) = 13, 386 total beneficiaries for SY 2020-2021.

B. MENU, FOOD PACKAGING AND DISTRIBUTION

1. The suggested 20 Day Cycle Menu containing Nutritious Food Products as specified in the guidelines can be seen below:

Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
1 pc. apple 100 gms.	2 pcs. malunggay Pandesal bread 60 gms. each	1 pc. Ponkan/orange 100 gms.	2 pcs. Chocolate cup Cake 60 gms. each	1 pc. Apple 100 gms.
Week 2				
1 pc. Ponkan/orange 100gms.	2 pcs. Ube Cheese bread 60 gms. each	1 pc. apple 100 gms.	2 pcs. Mamon bread 60 gms. each	1 pc. ponkan/orange 100 gms.
Week 3				
1 pc. Apple 100gms.	2 pcs. hopia bread 60 gms. each	1 pc. ponkan /orange 100 gms.	2 pcs. Butter Cup cake 60 gms. each	1 pc. Apple 100 gms.


 Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

1 pc. Ponkan/orange 100gms.	2 pcs. Malunggay Pandesal 60 gms.each	1 pc. Apple 100 gms.	2 pcs. Butter cookies 60 gms.each	1 pc. Ponkan/orange 100 s.
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2. The Milk Feeding Component shall be Chocolate/Strawberry Flavored Powdered Milk, Sachet of 30 gms.
3. The Nutritious Food Products to be distributed must be hygienically packed in the brown paper food bags, Plastic bags are discouraged.
4. During repacking and before distributed to learners/parents, school personnel must adhere to food safety standards and the require health standards such as handwashing before handling the food products, wearing of face masks, face shield and practice physical distancing.

C. FEEDING DAYS, DURATION AND SCHEDULE

1. For Nutritious Food Products is 20 days and for Milk Feeding Component is 12 days (commercial milk)

Schedule of Feeding Days

For Nutritious Food Products(NFP)

Date		Week	No. of days
June 21-25, 2021	Start of feeding June 21, 2021	1	5
June 28-July 2, 2021		2	5
July 5- 9, 2021	July 9, 2021 Last day of feeding	3 & 4	10
TOTAL		4	20

For Milk Component

Feeding schedule		Week	No. of Days
June 21-25, 2021	Start of feeding June 21, 2021	1	5
June 28,-July 2, 2021		2	5
July 5-6, 2021	July 6, 2021 Last day of feeding	2 days	2
Total		2 & 2 days	12

D. BUDGET ALLOCATION:

1. The budget allocation for each beneficiary is as follows:
 - a. Nutritious Food Products Php. 20.00 divided as:
 - * Php. 18.00 – for food items



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

- * Php. 2.00 – for operational expenses for the delivery of food packs and milk products from schools to the homes of beneficiaries. This amount for 80 days has been downloaded already to schools.
- b. For Milk Component
 - * Php 18.00

E. MODE OF DELIVERY

1. Winning supplier will deliver the nutritious food products and milk feeding component to the schools as drop-off points.
2. Schedule of Delivery to Schools:
 - a. The delivery of food item and milk component to schools will be twice a week every Monday(x 2 days supply)and Wednesday(x 3 days supply)at 8:00am to 5:00pm, . In case of suspension of classes and/or natural calamity or emergency, the supplier will deliver the food and milk products the next possible day.

F. TERM OF REFERENCE OF SCHOOL PERSONNEL IN RECEIVING THE NFP AND MILK

1. School Heads ,School Feeding Coordinators,School Inspection Team will receive the NFP and Milk
2. School Inspection Team will ensure that the delivered NFP and Milk is according to its specifications(quality and quantity). They will accomplish the Acknowledgement Receipt (AR) , Inspection and Acceptance Report (IAR) to be submitted to the SGOD School Health & Nutrition Section on the 29th day of July,2021.
3. School Heads and School Feeding Coordinators upon inspection and acceptance is responsible in making sure that the NFP and Milk reach the learners houses.In cases where the delivered NFP and Milk does not meet the specifications the school heads **SHALL NOT ACCEPT** the delivered goods and shall inform within the day the program coordinators namely: Maribel B. Samonte, CP No. 09205141449 for NFP and Jennifer S. Casallo for Milk CP No. 09208169533.
4. If the School Heads ,School Feeding Coordinators accepted a defective good (NFP & Milk not within the specification),this relieves the responsibility of the supplier to replace the defective goods.

G. INSPECTION AND MONITORING

1. Each school's Inspection Team shall do a random inspection of nutritious food products and milk every delivery as to its quality and quantity, including the manufacturing and expiration.
2. Monitoring activities may be done using available and appropriate technology including online platforms and tools such as Google Sheet(SBFP Monitoring Summary),video conferencing,facebook workplace group or chats. Real-time monitoring like taking photos or streaming live videos of the actual implementation of the program. Feedbacks from students and parents,appropriate correction of practices and recommendations shall be integrated in the SBFP Program Terminal Report.



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

3. Inspection and Acceptance Report (IAR) -properly signed by the School Inspection Team(SIT) upon receiving of goods. This will be submitted to the Division office through the SHN office every 29th of the month.
4. Schools shall document the receipt of food items and milk products to parents and learners.

H..REPORTING

1. SBFP Forms (Please visit <https://bit.ly/SBFPForms>)
 - a. SBFP Form 1 - Masterlist of Beneficiaries
 - b. SBFP Form 2 - List of Schools
 - c. SBFP Form 3 - Summary and Start/End of Feeding
 - d. SBFP Form 4 - Record of Daily Feeding(Accomplishment is suspended for SY 2020-2021)
 - e. SBFP Form 5 - List of Authorized Consignees for Milk Delivery
 - f. SBFP Form 6 - List of Beneficiaries with/without Milk Delivery
 - g. SBFP Form 7 - Record of milk Deliveries
 - h. SBFP Form 7a- School Drop Off Point
 - i. SBFP Form 8 - Monthly Report
 - j. SBFP Form 9 - Parent's Consent for Milk
 - k. SBFP Form 12- Suggested Monitoring Tool for SDOs
 - l. SBFP Monitoring Summary
 - m. Terminal and Narrative Report

I. START/END OF FEEDING: June 21, 2021- July 9, 2021