



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 12, 2023

DIVISION MEMORANDUM
OSDS-SGOD-SHN-DM-~~283~~s. 2023

TO: Assistant Schools Division Superintendent
Chief, SGOD and CID
Elementary and Secondary School Heads
Division Heal Personnel
School Health Personnel

OPERATIONAL GUIDELINES on the IMPLEMENTATION of the SCHOOL-BASED FEEDING PROGRAM for NUTRITIOUS FOOD PRODUCTS (NFP) and MILK FEEDING (SBFP-MF) for SY: 2023-2024

I. RATIONALE

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 as indicated in **DepEd Orders No. 31, s. 2021, DO #10, s 2022, and DO #38, s 2022**. To ensure that this program is properly cascaded to all schools and will reached the learners, the Division Guidelines on the implementation of the School-Based Feeding Program for Nutritious Food Products (NFP) and Milk Feeding (MF) for 2023-2024 is hereby crafted.

II. DIVISION GUIDELINES

A. RECIPIENTS SCHOOLS and BENEFICIARIES

1. All **234** elementary schools of the SDO are covered by the program.
2. Recipient learners are the enrolled SBFP Beneficiaries for SY 2023-2024, with a total number of **9,790**.

B. MENU

1. Attached on a separate paper shows the **20 Days (1 Month) Cycle Menu** for all 84 days of NFP, as specified in the guidelines (DO no. 31, s. 2021):
 - a. The NFP Enhanced **Nutribuns** must be of *120-160 grams each per pack, or 60-80 grams x 2 pcs* for each beneficiaries.
 - b. The **Eggs** to be delivered must be *fresh and of XL size of 2 pcs per beneficiary each day* of its scheduled feeding day.
 - c. The **Nutri-packs** (flavours and pieces as specified in the Cycle Menu) is of *60-100grams per pack*.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

- d. **Nutri-cookies and Rice Bar** (flavours and pieces as specified in the Cycle Menu) is *60 grams and 25 grams per pack* simultaneously.
 - e. The **Iron Fortified Rice (IFR)** is *350 grams per serving (raw and uncooked)*.
2. Please see attached paper for the *Nutritional Contents* of each involved NFP.
 3. The Milk Feeding Component shall be commercially available **ready to drink Chocolate Milk Drink Pack of 110ml pack**.
 4. All SBFP-MF products should be stocked in elevated areas from the floor of at least 6 inches off the floor. Keep all food products in original containers or in labeled containers approved for food storage.

C. FOOD PACKAGING and REPLACEMENT

1. All Nutritious Food Products that needed to be distributed must be hygienically packed in environment-friendly bags with clear and readily readable tags that indicate the Manufacturing Date, and the Expiration Date for each product:
 - a. **Nutribuns** – Expiration Date should be *at least 5 days* from the date of delivery to schools.
 - b. **Eggs** – If school inspectorate team received the eggs broken or with any indication of none-freshness, this must be reported as soon as possible for replacement.
 - c. **Nutri-packs** - Expiration Date should be *at least 6 months* from the date of delivery to schools.
 - d. **Nutri-cookies and Rice Bars** - Expiration Date should be *at least 5 days* from the date of delivery to schools.
 - e. **Iron Fortified Rice (IFR)** - Expiration Date should be *at least 6 months* from the date of delivery to schools.
2. Any signs of discoloration, molds or deformities (especially on the Nutribuns, Nutri-cookies and Rice-bars) must be reported to the SHNU and supplier for change of product/s. and these must be replaced by the supplier within 5 days of its receipt in the school.
3. During the repacking of NFP & milk component, personnel must adhere to food safety standards such as handwashing before handling the food products, wearing of mask, gloves, face shield, hairnet and practice of physical distancing.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

D. SCHEDULE of DISTRIBUTION/DELIVERY

1. The delivery of Nutritious *food packs* will be **TWICE a week**:
 - a. Every **MONDAY** for the first 2 days (Monday and Tuesday deliveries, except the Nutripacks), and
 - b. Every **WEDNESDAY** for the next 3 days deliveries (Wednesday to Fridays, with the Nutripacks) to supply **five (5) days or 1 week**.
 - c. Meanwhile for *Milk feeding*, will be a **one-time delivery** only. Distribution Time will be from 8:00 – 12:00 pm on a scheduled period per municipality.
2. The *Nutribuns, Nutri-cookies and Rice Bars* will be served to beneficiaries in **school** as snacks with the *Milk products*, while the *IFR, Nutri-packs and Fresh Eggs* shall be packed together by the supplier (and will be delivered on Wednesdays), will be given to the beneficiaries by the school, to be served or eaten at **home**.

E. IMPLEMENTATION

1. The implementation of the School-Based Feeding Program for SY 2023-2024 will start on **October 2023** (specific dates to be announced), to cover:
 - **84 days for Nutritious Food Products (NFP) and**
 - **30 days for Milk Feeding (MF)**
2. Table 1 shows the following tentative schedule of feeding days for the NFP and MF component.

TABLE 1: Tentative Schedule of Feeding Days for Nutritious Food Products (NFP)

DATE	WEEK (Monday - Fridays)	No. of Days	Remarks
October 16 - 20, 2023	1 (5 days)	5	
October 23 - 27, 2023	2 (5 days)	5	
October 30 – November 3, 2023	3 (5 days)	5	
November 6 - 10, 2023	4 (5 days)	5	
November 13-17, 2023	5 (5 days)	5	
November 20-24, 2023	6 (5 days)	5	





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

November 27 - December 1, 2023	7 (5 days)	5	
December 4 - 8, 2023	8 (5 days)	5	
December 11 - 15, 2023	9 (5 days)	5	
December 18 - 22, 2023	10 (5 days)	5	
January 8 - 12, 2024	11 (5 days)	5	
January 15 - 19, 2024	12 (5 days)	5	
January 22 - 26, 2024	13 (5 days)	5	
January 29 - February 2, 2024	14 (5 days)	5	
February 5 - 9, 2024	15 (5 days)	5	
February 12 - 16, 2024	16 (5 days)	5	
February 19 - 22, 2024	17 (4 days)	5	
TOTAL	17 Weeks and 4 days	84	

** Any changes of schedule of feeding will be subjected to **DOUBLE FEEDING** if necessary (upon approval of the *Regional Office*).

TABLE 2: Tentative Schedule of Feeding Days for Milk Feeding Component (MF)

DATE	WEEK <i>(Monday - Fridays)</i>	No. of Days	Remarks
October 16 - 20, 2023	1 (5 days)	5	
October 23 - 27, 2023	2 (5 days)	5	
October 30 - November 3, 2023	3 (5 days)	5	
November 6 - 10, 2023	4 (5 days)	5	
November 13-17, 2023	5 (5 days)	5	
November 20-24, 2023	6 (5 days)	5	
TOTAL	6 Weeks	30	





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

F. TERM OF REFERENCE:

1. SCHOOL PERSONNEL

- a. School Heads (SH), School-Based Feeding Coordinators (SBFC), School Inspection Team will receive the NFP and Milk.
- b. **School Inspection Team (SIT)** will ensure that the delivered NFP and Milk is according to its specifications as to quality and quantity. They will accomplish 3 copies of the following (1 for submission with the Program Terminal Report (PTR), 1 for SGOD-SHN, and 1 for school file):
 - **Acknowledgement Receipt Form (AR);**
 - **Inspection and Acceptance Report Form (IAR)**
- revised form (Quality, Quantity) ;
 - and **Distribution List** for signature of parents/guardians of the beneficiaries.

These forms shall be submitted after the end/last day of feeding together with Program Terminal Report (PTR) c/o School Health Section.

- c. The SH and SBFCs, upon inspection and acceptance of food packs and milk, are responsible in making sure that it will be distributed *immediately* to the specified beneficiaries. In case the delivered NFP & Milk does **NOT** meet the specifications, the SH, SBFC and the SIT **SHALL NOT ACCEPT** it. The schools then shall inform within the day the Supplier and Division Program Coordinators: **Ma. Theresa G. Abundo** (CP # 09204833497) and **Jennifer S. Casallo** (CP # 09208169533).
- d. The SIT has the right to demand from the delivery personnel to countercheck the food packs and milk before signing in the AR, IAR.

2. SUPPLIER

- a. It is the responsibility of the Supplier to deliver the NFP and Milk in accordance to its specifications as to the nutrition value, quantity and quality and food packaging with expiration date.
- b. The delivery to schools of the SBFP MF products will be at **8:00 am – 12:00 pm** as mentioned in the above schedule of distribution (days and involved products).
- c. The winning Supplier will deliver the nutritious food products and milk feeding component to **Schools** as drop-off points.





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

- d. A proposed **Delivery Schedule per municipality** is needed to be presented to the School Health and Nutrition prior to start of delivery for consolidation and endorsement for approval.
- e. The Supplier must provide a copy of the **Acknowledgement Receipt (AR)** and **Inspection and Acceptance Receipt (IAR)**, plus a **Delivery Schedule** per school for signature of the SIT or SH or the SBFC. And must also give a copy to the SDO-SHN office every **Friday of the delivery week** as proof for the week's completion of the delivery.
- f. The Supplier shall ensure that the number of goods to be delivered is complete. In cases of discrepancy in the expected and actual delivery, the Supplier is expected and is responsible to complete the expected number of delivery *within 5 days*.
- g. The Supplier must also make available to the schools a **Contact Number** of the delivery personnel, and must be ready for any queries or concerns of the schools regarding delivery schedule/routes.
- h. The **Supplier** is the responsible entity in the distribution of food packs to the designated drop off points (Schools) from **8:00 am to 12:00 pm**, until all products are received by each school.
- i. Food packs and milk must be placed on a *clean, elevated (at least 15 cm or 6 inches) safe containers / storage box* to avoid spoilage.
- j. Supplier's packaging site must be clean, safe, pest free with handwashing area, thermal scanner, alcohol and personnel must adhere to food safety standards like wearing of facemasks, gloves, hairnet, practice of physical dispensing and of good grooming.

G. INSPECTION AND MONITORING

- a. Monitoring activities maybe done using the available and appropriate technology including online platforms 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 learners and parents, appropriate correction of practices and recommendations shall be integrated in the SBFP Program terminal Report.
- b. The **Division Inspection Team (DIT)** for food/goods shall conduct the inspection, with the assistance of assigned School Health and Nutrition (SHN)





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

personnel. A *DIT Inspection Report* is also expected within 3 days of inspection, and a copy must be given to the SGOD SHN team within the same period.

- c. Schools shall document the receipt of food items by the parent guardians and learners for all deliveries made.

H. REPORTING

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

I. PENALTY CLAUSE

- a. Any DepEd personnel who violate any provision of this Order shall be dealt with administratively pursuant to **DepEd Order No. 49, s. 2006** or the *Revised Rules of Procedure of the Department of Education on Administrative Cases*.
- b. The Ros and SDOs shall likewise enforce administrative or disciplinary Actions on School Heads, feeding coordinators, or any SBFP implementers Proven to have violated the DepEd policies especially on fund management (DepEd Order No. 6, s.2016, RA 91845).

J. TENTATIVE START AND END OF FEEDING:

- **October 16, 2023 to February 22, 2024** for Nutritious Food Products
- **October 16 to November 24, 2023** for Milk Feeding

- K. For information, guidance and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent



**Annex 1**

**REVISED TECHNICAL SPECIFICATIONS FOR
NUTRITIOUS FOOD PRODUCTS**

Type of Food	Enhanced Nutribun																					
Serving Size	120-160 grams per pack (or 60-80 g x 2 pcs)																					
Quality	Bread received in good condition, not expired, no signs of molds, no foul smell, and soft in texture.																					
Packaging	Individually packed in food-grade plastic pouches or 1 pouch for the number of feeding days. The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date. If possible, there must be an imprinted sign per pack which indicates " DepEd-SBFP, NOT FOR SALE ".																					
Expiration	Expiration date should be at least 5 days from the date of delivery																					
Nutritional Content	<table border="1"> <thead> <tr> <th></th> <th>Minimum Amount Per Serving</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td>374-504 kcal</td> </tr> <tr> <td>Protein</td> <td>13-18 g</td> </tr> <tr> <td>Fat</td> <td>7-9 g</td> </tr> <tr> <td>Calcium</td> <td>198-360 mg</td> </tr> <tr> <td>Sodium</td> <td>226-440 mg</td> </tr> <tr> <td>Potassium</td> <td>304-461 mg</td> </tr> <tr> <td>Iron</td> <td>4-6 mg</td> </tr> <tr> <td>Zinc</td> <td>1-2 mg</td> </tr> <tr> <td>Vit. A</td> <td>182-350 mcg</td> </tr> </tbody> </table>			Minimum Amount Per Serving	Energy	374-504 kcal	Protein	13-18 g	Fat	7-9 g	Calcium	198-360 mg	Sodium	226-440 mg	Potassium	304-461 mg	Iron	4-6 mg	Zinc	1-2 mg	Vit. A	182-350 mcg
	Minimum Amount Per Serving																					
Energy	374-504 kcal																					
Protein	13-18 g																					
Fat	7-9 g																					
Calcium	198-360 mg																					
Sodium	226-440 mg																					
Potassium	304-461 mg																					
Iron	4-6 mg																					
Zinc	1-2 mg																					
Vit. A	182-350 mcg																					
Technical Requirement for Suppliers	The suppliers should be certified by FNRI as Technology-Adaptor for Enhanced Nutribun																					
Delivery Schedule	(to be supplied by the End-user)																					
Drop-off Points	(to be supplied by the End-user)																					

Type of Food	Fortified/Enriched Breads													
Flavor	Plain/Any Flavor													
Serving Size	120 g x 1 pc or 40 g x 3 pcs													
Quality	Bread received in good condition, not expired, no signs of molds, no foul smell, and soft in texture.													
Packaging	Individually packed in food-grade pouches or 1 pouch for the number of feeding days. The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date. If possible, an imprinted sign per pack which indicates " NOT FOR SALE ".													
Expiration	Expiration date should be at least 6 months from the date of delivery													
Nutritional Content (if possible)	<table border="1"> <thead> <tr> <th></th> <th>Minimum Amount Per Serving</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td>320-400 kcal</td> </tr> <tr> <td>Protein</td> <td>10 g</td> </tr> <tr> <td>Fat</td> <td>Less than 3 g</td> </tr> <tr> <td>Sugar</td> <td>Less than 10 g</td> </tr> <tr> <td>Sodium</td> <td>Less than 120 mg</td> </tr> </tbody> </table>			Minimum Amount Per Serving	Energy	320-400 kcal	Protein	10 g	Fat	Less than 3 g	Sugar	Less than 10 g	Sodium	Less than 120 mg
	Minimum Amount Per Serving													
Energy	320-400 kcal													
Protein	10 g													
Fat	Less than 3 g													
Sugar	Less than 10 g													
Sodium	Less than 120 mg													
Delivery Schedule	(to be supplied by the End-user)													
Drop-off Points	(to be supplied by the End-user)													

*Provide samples for sensory evaluation and acceptability test.

Type of Food	Nutri-packs									
Flavor	Any Flavor									
Serving Size	60 - 100 gm									
Quality	Nutripacks received in good condition, no signs of damage in packs, no signs of holes, pest-free, and not expired									
Packaging	Individually packed in food-grade pouches or 1 pouch for the number of feeding days. The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date. If possible, an imprinted sign per pack which indicates "NOT FOR SALE" .									
Expiration	Expiration date should be at least 6 months from the date of delivery									
Nutritional Content	<table border="1"> <thead> <tr> <th></th> <th>Minimum Amount Per Serving</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td>250-450 kcal</td> </tr> <tr> <td>Sugar</td> <td>Less than 10 g</td> </tr> <tr> <td>Protein</td> <td>More than 2 g</td> </tr> </tbody> </table>			Minimum Amount Per Serving	Energy	250-450 kcal	Sugar	Less than 10 g	Protein	More than 2 g
	Minimum Amount Per Serving									
Energy	250-450 kcal									
Sugar	Less than 10 g									
Protein	More than 2 g									
Delivery Schedule	(to be supplied by the End-user)									
Drop-off Points	(to be supplied by the End-user)									

*Provide samples for sensory evaluation and acceptability test.

TECHNICAL SPECIFICATIONS FOR IRON FORTIFIED RICE

Type of Food	Iron Fortified Rice (IFR)
Serving Size	350 grams per serving (raw, uncooked)
Quality	IFR is in good condition, not expired, no signs of molds or discolorations, no foul smell, and no lump grains.
Packaging	350 g individually packed or bulk packaging in food-grade plastic pouches. The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date. If possible, there must be an imprinted sign per pack which indicates " DepEd-SBFP, NOT FOR SALE ".
Expiration	Expiration date should be at least 6 months from the date of delivery
Nutritional Content	Iron content of Iron Rice Premix – 400 mg Iron/100 g: Raw IFR - 2 mg Iron/100 g (Based on the 1:200 Blending Ratio)
Delivery Schedule	(to be supplied by the End-user)
Drop-off Points	(to be supplied by the End-user)

*Provide samples for sensory evaluation and acceptability test. Energy, protein, fats must be expressed in or rounded off to whole numbers, but not anyway be lower than the minimum amount as stated and not higher than the PDR values.

SCHOOL - BASED FEEDING PROGRAM (SBFP)
20 DAY CYCLE MENU FOR NUTRITIOUS FOOD PRODUCTS (NFP) SY 2023 - 2024
120 Feeding Days

MONDAY	CALORIC CONTENT	TUESDAY	CALORIC CONTENT	WEDNESDAY	CALORIC CONTENT	THURSDAY	CALORIC CONTENT	FRIDAY	CALORIC CONTENT	AVERAGE CALORIC CONTENT FOR THE WEEK
Enhanced Nutribun Squash Flavor 60gms.x 2pcs	310	Nutripack Rice + Mongo Instant Blend dry cereal chocolate flavor 60 gms.x 1 pack	410	Enhanced Nutribun Carrot flavor 60 gms.x 2pcs	310	Fresh eggs xl x 2pcs	240	Iron Fortified Rice 250 gms. X 1 pack	800	414
Enhanced Nutribun Squash flavor 60 gms.x 2pcs	310	Nutri cookies with Rice Mongo Blend 60 g. x 1 pack	400	Enhanced Nutribun Carrot flavor 60gms.x2pc	310	Brown Rice Bar honey flavor 25 gms.x 2 pcs	400	Iron Fortified Rice 250 gms.x 1pack	800	444
Enhanced Nutribun Squash Flavor 60 gms. X 2pcs	310	Nutri pack Rice porridge mix chicken flavor 35 gms.x 2packs	260	Enhanced Nutribun Carrot flavor 60 gms.x 2pcs	310	Fresh eggs xl x 2pcs	240	Iron Fortified Rice 250 gms.x 1pack	800	384
Enhanced Nutribun Squash flavor 60 gms.x 2pcs	310	Nutripack Rice + Mongo Instant Blend dry cereal chocolate flavor 60 gms.x 1pack	410	Enhanced Nutribun Carrot Flavor 60 gms. X 2pcs	310	Nutri Cookies Malunggay Flavor 60 gms. X 1 pack	400	Iron Fortified Rice 250 gms.x 1pack	800	446