



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal La Trinidad, Benguet



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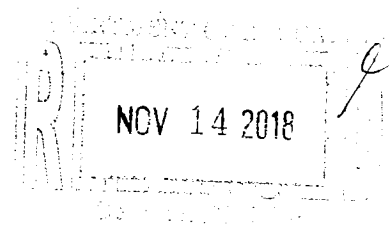
DIVISION MEMORANDUM NO: 294

SCHOOL
HEALTH
SECTION

Name of Office:
OSDS

To: Public Schools District Supervisors and District Heads
Concerned Heads, Elementary Schools
School/District Nurses
School Health Section Personnel

From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



Subject: **SUBMISSION OF SCHOOL BASED FEEDING PROGRAM (SBFP) - PROGRESS MONITORING AND EVALUATION FORM**

Date: November 14, 2018

1. Pursuant to the DepEd Memo No. 39 s. 2017 dated August 7, 2017 entitled, "Operational Guidelines on the Implementation of School-Based Feeding Program for School Years 2017-2022", all SBFP beneficiary schools shall to submit the accomplished Progress Monitoring and Evaluation form (SBFP Form 9).
2. District Nurses and bookkeepers are required to monitor and evaluate all SBFP implementing schools and give technical assistance using the prescribed form.
3. Duly accomplished SBFP Form 9 must be submitted to the School Health Section on or before **November 29, 2018**.
4. Attached is a copy of the monitoring form for your reference and use.
5. Immediate dissemination and strict compliance to all concerned is desired.

School Based Feeding Program
Questionnaire for the PROGRESS MONITORING AND EVALUATION
(Division Level)
CY 2018

School: _____

Date Monitored: _____

Status of Implementation:

No of days Completed: _____

Days remaining until December 21: _____

Agreement: _____

Breakdown of ideal feeding days:	
July	-22
August	- 25
September	- 20
October	-18
November	- 20
December	-18

School Head: _____

Feeding Teacher: _____

TWG Members: _____

1. Preparation of Data for the Program

List of beneficiaries

Grade	No of beneficiaries			No of repeaters	4ps Beneficiaries
	SW	W	Stunted		
K					
1					
2					
3					
4					
5					
6					
TOTAL					

Nutritional Assessment

(see attached form for height and weight, then fill up below)

Grade	After Feeding				
	SW	W	N	OW	O
K					
1					
2					
3					
4					
5					
6					
TOTAL					

No of learners still needing rehabilitation: _____

2. Release of funds

	Amount Received	Amount Liquidated
1st tranche		
2nd tranche		
3rd tranche		
4th tranche		

3. Partnership with various stakeholders in the school

Partner	Contribution	
	Kind	Cash
PTA		
GO		
NGO		
LGU		
Others:		

4. Program Management

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Date started	
Expected dates of completion	December 21, 2018
Procurement Method followed	
Nutrition Education done to learners	
Weighing Scale used in school?	Status: _____
Compliance to cycle Menu	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance of the beneficiaries	%
Parents Involvement	No of active parents:

5. Development of Health and Nutrition Values

Proper Hand washing	<input type="checkbox"/> Yes, without instructions <input type="checkbox"/> Yes, with instructions <input type="checkbox"/> Not observed
Prayer before and after meals	<input type="checkbox"/> Yes, without instructions <input type="checkbox"/> Yes, with instructions <input type="checkbox"/> Not observed
Good Grooming and personal hygiene	<input type="checkbox"/> Yes, without instructions <input type="checkbox"/> Yes, with instructions <input type="checkbox"/> Not observed

Observations: _____

6. Complimentary Activities

No of Beneficiaries dewormed: _____ %	Date: _____
With sustained /year round school garden *Total No. of Vegetables Used for Feeding (in Kg) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waste segregation and composting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adherence to Food Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Canteen (DepEd Order No. 8 s. 2007) -see attached canteen monitoring tool	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Issues and Concerns

Best Practices	Facilitating Factors	Lessons learned

Hindering Factors	Proposed Interventions

Prepared by:

Submitted by:

Enclosure to SDO no _____

Operation and Management of Canteens in Public Elementary and Secondary Schools (SHS-M&E tool)

School		School Head	
District		Canteen Teacher	
Date Evaluated		Nurse in Charge	

Policy Statements		
Areas to be evaluated	Rubrics	Remarks
Management of School Canteens in Elementary Schools	Rural (500 Learners or less)	
	Urban (1000 Learners or less)	
	One (1) School managed canteen	
	Supervised by the School Head	
	Rural (500 Learners or more)	
	Urban (1000 learners or more)	
	Teachers' Cooperative Managed Canteen	
	School Managed Canteen	
	Supervised by the School Head	
Management of School Canteens in Secondary Schools	Laboratory Canteen (Regardless of Enrollment Size)	
	1,500 Enrolment or Less	
	School Managed Canteen	
	Laboratory Canteen (Regardless of Enrollment Size)	
Management of School Canteens in Special Schools	1,500 Enrolment or more	
	Teachers' Cooperative Managed Canteen	
	Laboratory Canteen	
Food and Beverage Choices	500 Enrolment and more	
	Teachers' Cooperative Managed Canteen	
	Developed a Healthy Menu (Weekly Menu)	
	Food and Beverages are Categorized as <i>GREEN</i> –always available in school (Table 2), <i>YELLOW</i> –should be served carefully (Table 3) and <i>RED (RED-NO in school)</i> (Table 4)	
	Offer Nutrient Rich Foods (Fruits, vegetables, legumes, whole grains and nuts) in native preparation	
	Daily offer of carbohydrates rich foods within recommended limits with free sugars	
	Offer Beverages (Milk, shakes, juices prepared from fruits and vegetables) in season	
	Sale of Carbonated Drinks, sugar based synthetic or artificial flavored drinks, High fat (saturated and trans fat)	
	Use of Iodized Salt in controlled quantity (500mg daily intake)	
Manufactured food products with Nutrition facts sold in school in canteens are evaluated using the Nutrition Fact Assessment table (Table 1)		
With signage that only healthy food and drinks are served in the school premises (Pingang Pinoy, 10 Kumainmets, NGF, etc.)		
Prices of Merchandise in the Canteen	Reasonable mark-up price not exceeding the prevailing prices	
Contract of Tenure	Sub-leased the whole School Canteen Premise	
	Sub-leased a part of the School Canteen Premise	
	Vendors are allowed/not allowed to sell/bring food items in the school premise/canteen (with written agreement with the school Head/Teachers Cooperative)	
	Teachers and School Personnel are allowed/not allowed to sell/bring food items in the school premise/canteen (with written agreement with the school Head/Teachers Cooperative)	
Procedural Guidelines		
Permits/Clearances	With Sanitation Permit/Clearances from the Local Health Department	
	With Health Permit of Canteen Personnel/staff from the Municipal Health Office	
	With Authority from the School Head to Operate and Manage School Canteen (For Teachers' Cooperative only)	
	Clearances/Permits are displayed in conspicuous place in the canteen	
	Clearances/Permits are valid within the school year	

Schedules of Practicum students are posted on bulletin boards

Actions undertaken by the School Head

Enclosure to SDO no _____

Canteen Personnel and Staff	Wear clean and proper attire (White shirt/polo/blouse, colored pants/skirt, hairnet, apron, appropriate foot wear) at all times	
Reportorial Requirements	Are able to prepare Reportorial and submitted to DepEd/CDA (ex. Statement of financial condition, statement of operations, statement of cash flows)	
	Statement of receipts and Disbursements, indicating the shares are posted on the school's bulletin board	
Accounting of Funds	Book of Accounts are up-to-date and made available for examination and inspection at any appropriate time	
	With School Level Auditing Committee (Math, H.E, Faculty President)	
Adherence to Food Safety	Availability of Potable Water and Hand washing facilities	
	Well maintained, clean, well ventilated and pest-free environment	
	Availability of food covers and containers for safe keeping	
	Hygienic practices on food preparation, cooking display, serving and storage	
	Canteen personnel and practicum students underwent proper and safe food handling	
Specific Guidelines for School Managed Canteen		
Net Income Utilization	Supplementary Feeding Program (35%)	
	School Clinic Fund (5%)	
	Faculty and Student Development Fund (15%)	
	H.E Instructional Fund (10%)	
	Schools Operation Fund (25%)	
	Revolving Capital (10%)	
	With Annual Budget Preparation	
Specific Guidelines for Teachers' Cooperative Managed Canteen		
Operation and Management	Duly Registered with the CDA	
	Authorized by the School Head to operate upon compliance of the requirements from CDA	
	With MOA (School Head and Chairperson of the Teachers' Cooperative)	
Net Income Utilization (Must not be 20% less)	Supplementary Feeding Program (35%)	
	School Clinic Fund (5%)	
	Faculty and Student Development Fund (15%)	
	H.E Instructional Fund (10%)	
	Schools Operation Fund (35%)	
	Transparency reporting during assemblies	
Specific Guidelines for Laboratory Canteens		
Net Income Utilization	Supplementary Feeding Program (40%)	
	Student Development Fund (Laboratory subsidy, skills training, contest) (30%)	
	H.E Development Fund (30%)	
	Schedules of Practicum students are posted on bulletin boards	
Actions undertaken by the School Head		

Conforme:

School Head

Evaluator