



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

SEP 02 2022

**DIVISION MEMORANDUM**  
NO. 033, s. 2022

**MONITORING OF THE IMPLEMENTATION OF SCHOOL-BASED FEEDING  
PROGRAM – NUTRITIOUS FOOD PRODUCTS 2022**

To: OIC-Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary School Heads  
School-Based Feeding Program School Coordinators  
Public Elementary School Property Custodians  
All Others Concerned

1. With reference to Deped Orders 008, s. 2021 and No. 009 s. 2021 in the School Governance and Operations Division – Health and Nutrition Unit will conduct a monitoring on the implementation of SY 2022-2023 School-Based Feeding Program - Nutritious Food Products on the following dates:

September 06, 13, 20, 27, 2022

Hereunder are the monitoring teams in charge:

District	Drop Off Point	Team
K1	Kabankalan City Sports and Cultural Center	Eduard Q. Villavicencio, RN Vida Grace R. Moreno, RN Cecilia G. Abello, PhD Kean Von G. Yupracio Saturnino T. Pabalinas, Jr., PhD Gerald B. Tampico
K2	Tampalon Elementary School	Dr. Aldwin Marco P. Bendo Dr. Amely Love E. Cordero Mary Jane H. Butanas, RN Jonalyn A. Dela Cerna Aldrin T. Ballentos
K3	Tapi Elementary School	Tristan P. Lucerna, RN Julieta V. Gempison, PhD Dexyll Garl G. de Jesus Chelo D. Taladua
K4	Tabugon Elementary School	Noemi M. Baranao, RN Rictée I. Resano
K5	Florentino Galang Sr. NHS – Main Campus	Alma Vanessa G. Tanwani, RN Sheina S. Saquian Eulyne D. Lucerna Arnie G. Besas





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2. In line with this, the team will visit the drop-off center. This Office reiterates that all monitors and concerned participating schools shall always observe proper health standard and safety protocols as stipulated in Deped Order No. 14, s. 2020 - Guidelines on the Required Health Standards in Basic Education and Offices and Schools.
3. Enclosed is the monitoring tool to be utilized in ensuring the proper implementation of this program.
4. The travel expenses and other fees relative to the conduct of this activity are chargeable against Division MOOE or SBFP Monitoring funds and subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 REGION VI- WESTERN VISAYAS



**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**

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Name of School: \_\_\_\_\_

District: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**HEALTH AND NUTRITION UNIT**

**SBFP-Milk Feeding and Nutritious Food Products Monitoring and Evaluation form**

INDICATORS	Observed	Not Observed	Remarks
Availability of the following:			
a. Functional handwashing facilities at the entrance and exit of the school			
b. Footbath in all entrances			
c. Non-contact infrared thermometer/thermal scanner to monitor body temperatures			
d. Extra masks at the entrances			
e. Trash bins (with cover) for proper disposal of used tissue and masks			
f. Tissue paper/towel			
g. Distribution process flow for guidance and direction.			
h. Holding/isolation area visitors			
i. List of beneficiaries for NFP and Milk Feeding			
i.i - List of beneficiaries who do not have lactose intolerance, with lactose intolerance but are willing to participate in the program, and those that are not allowed by their parents to participate using the SBFP milk form			
i.ii - Parents' consent form for SBFP and milk feeding program were signed and kept for filing.			
Observance of safety protocols such as:			
a. Proper wearing or use of face mask (both nose & mouth must be covered)			
b. Proper physical distancing (at least 1 meter)			
c. Frequent cleaning of hands by using alcohol-based hand rub/disinfectants or by proper handwashing with soap and water			
d. Use of separate doors for entrance and exit			
e. Proper ventilation (open windows are preferred over air conditioning system)			
f. Use of logbook for personnel and visitors for contact tracing purposes			
g. Provision of adequate water and soaps in toilets			
Compliance to Food Safety Regulations such as:			
a. School has provided a clean, safe, well-ventilated, and pest-free storage for milk packs and NFP.			
b. The milk packs and NFP delivered or received are in accordance with the specifications and quality standards as indicated. (DO 31 s. 2021)			
c. The fresh milk delivered are packed in food grade polyethylene pouches while the sterilized milk is packed using the doypackaging pouches or 1L bottles			
d. Adherence to food safety standards and the required health standards such as handwashing before handling of food products, wearing of masks, gloves, face shields and practice of physical distancing.			

School Management:

- a. The School Head oversees the implementation, delivery, storage, and distribution of milk packs and Nutritious Food Packs (NFP)
- b. The School Head has designated members of the School Inspection Team (SIT) who shall receive and inspect the deliveries of milk packs and NFP.
- c. The SIT has randomly inspected the milk packs and NFP every delivery as to the quantity and quality including the date of manufacturing and expiration.
- d. The SIT upon thorough inspection has ensured that goods delivered are in good quality for consumption of the beneficiaries and are found to be without leaks, clean and not spoiled; with expiry date clearly indicated on the packaging
- e. The Inspection and Acceptance Report (IAR) form was properly accomplished and signed by at least two members of the SIT as proof that they have received the specified quantity and quality of milk and NFP.
- f. Continuous conduct of nutritional assessment, monitoring/evaluation throughout the program implementation.
- g. Posting of IEC materials containing the key messages on health and safety in strategic areas of the school (entrances, corridors, toilets, and other communal areas).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitored by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

I certify that the results of this evaluation have been discussed with me

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation