



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

January 12, 2020

DIVISION MEMORANDUM  
NO. 009, S. 2021

**IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM MILK FEEDING  
COMPONENT SY 2019**

To : Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
All Elementary School Heads  
All School-Based Feeding Program Coordinators  
All Concerned

1. Pursuant to Republic Act 11037 also known as Masustansyang Pagkain para sa Batang Pilipino Act, promulgated on June 20, 2018, the National Feeding Program shall be implemented targeting all undernourished in public day care, kindergarten and elementary schools to address undernutrition and hunger. One of the components of the National Feeding Program is the Milk Feeding Program.
2. In the Department of Education (DepEd), the Bureau of Learner Support Services-School Health Division (BLSS-SHD), shall lead in the implementation of the School-Based Feeding Program (SBFP)-Milk Feeding Program Component, to contribute to the improvement of nutritional status, classroom attendance and school performance of target beneficiaries to more than 85% per annum. In addition to the hot meals being given to the beneficiaries, pasteurized fresh milk or sterilized milk will also be served.
3. For School Year (SY) 2019-2020, fresh milk or sterilized milk shall be provided to all undernourished Kindergarten to Grade 6, who are also SBFP beneficiaries for hot meals, for at least **20 feeding days**. However, due to the pandemic there was an apparent delay in the implementation.
4. The Guidelines on the Implementation of the SBFP-Milk Feeding Program Component as enclosed in DepEd Order # 036, s. 2019 can be downloaded online for your reference.
5. DepEd Order (DO) No. 39, s. 2017 titled Operational Guidelines on the Implementation of School-Based Feeding Program for SYs 2017-2022 and DO 18, s. 2019 titled Supplemental Guidelines on the Implementation of School-Based Feeding Program for Fiscal Year 2019 shall be used as reference in the implementation of the program.
6. The implementation of the School-Based Feeding Program will strictly comply with DO 014, s. 2020 titled *Guidelines on the Required Health Standards in Basic Education Offices and Schools* based on the DOH Administrative Order No. 2020-0015 or the *Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation*.
7. To boost the immune system of learners during the pandemic, additional provisions and amendments are hereby issued per Deped Order No. 022, s. 2020, to wit:

**a. Additional Provisions**

- i. In light of the COVID-19 Pandemic, the School-Based Feeding Program (SBFP)-Milk Feeding Component initially scheduled for implementation in March 2020 shall now commence Fresh Milk. Milk feeding shall be conducted for a period of **20 days**.
- ii. The beneficiaries for the SBFP-Milk Feeding Component will still be the same learners identified to be the recipients for SBFP-hot meals for School Year 2019-2020. Grade 6 recipients who were promoted to Grade 7 will no longer be included in the program.
- iii. Without the assurance of a face-to-face learning, schools are encouraged to strategize schemes to deliver the milk packs to the children. The following options are offered:

(1) Parents can pick-up the milk on designated days and time,



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- (2) School personnel may opt to distribute the milk packs from the school to the homes of the beneficiaries or they may outsource the distribution to households, or
  - (3) School personnel may coordinate with partners such as the barangay or NGOs to distribute the milk packs from the school to the homes of the beneficiaries.
- iv. The SDOs, NDA/PCC field offices, and local dairy supplier shall agree on the packaging of milk, either in **180-200 ml pouch** or one-liter bottle.
  - v. Other stakeholders may adopt the areas that have no available supply of milk based on the source map of NDA/PCC provided that they have a Certificate of Exemption from the Inter-Agency Committee on EO 51 . The Central Office External Partnership Service will assist in the preparation of MOA and other pertinent documents related to this.
  - vi. Even if milk packs are to be consumed at home, it is important to communicate to the parents/guardians that the program recipients should be the ones to drink the milk.

**b. On Fund Availment and Management under Section V.C.11**

- i. The SDO shall prioritize the transfer of funds to NDA and/or PCC to cover the supply and delivery, as well as, the services and assistance related to the production, processing, packaging, delivery and storage of fresh milk and sterilized milk sourced from local dairy farmers and/or cooperatives for the implementation of milk feeding with a period of not less than 20 days. The transfer shall be in accordance with the Operating MOA with NDA and/or PCC and shall include the 2% Service Fee of NDA and/or PCC.
- ii. The SDO downloaded milk funds for FY 2019 good for 30 feeding days, however, implementation is only for 20 feeding days. Hence, the remaining allocation shall be treated as excess funds including the balance from SBFP Hotmeals FY 2019 to cover operational expenses such as distribution cost/transportation expenses, conduct of orientation, coordination meetings, and monitoring activities, and procurement of ice, coolers, freezers/ refrigerators for the schools or designated drop-off points. It shall also cover expenses for Level 1 PPEs, gloves, face shield, face masks, alcohol, sanitizers other medical and dental supplies, and multivitamins/Vitamin C for the beneficiaries and/or implementers subject to the approval of the Schools Division Superintendent.
- iii. The estimated cost per 200 ml pouch of milk is at ₱18.00 for a 200-ml pouch or P90.00 for a 1-liter bottle. However, additional cost from ₱1.00–2.00 per pouch or P5.00-6.00 per bottle may be allowed as additional transportation cost for milk supplies coming from another province or region subject to the usual procurement, accounting, and auditing rules and regulations.
- iv. In allocating the amount for distribution cost, the SDO or the school must determine the most economical and efficient mode of transporting the goods from the drop-off point to the school and/or to the homes of the learners.



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- v. The SDO may allocate a fair and reasonable amount to cover the cost for the conduct of orientation, coordination meetings, and monitoring activities, and procurement of ice, coolers, freezers/refrigerators for the schools or designated drop-off points. The amount allocated for this purpose must be guided by the Commission on Audit (COA) Circular 2012-003 dated October 29, 2012 re: Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant, and Unconscionable Expenditures.
- vi. The procurement of freezers/refrigerators for the schools and/or designated drop-off points shall be done at the division level and shall observe the requirements of RA 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR). It shall also observe the rules governing semi-expendable properties with unit cost below the capitalization threshold of ₱15,000.00 and the issuance of the Inventory Custodian Slip (ICS) to the end user to establish accountability.

8. There are 5 designated Drop Off Locations namely:

DISTRICT	SCHOOL
K-1	ERAMS-EAST MS
K-2	TAMPALON ES
K-3	TAPI ES
K-4	TABUGON ES
K-5	ORINGAO ES

Schools shall choose the most convenient drop-off point from their location. Since Oringao ES is utilized as a quarantine facility by the Local Government Unit, drop-off location for K-5 shall be at Florentino Galang Sr. National High School Senior High Campus -along the highway.

- 9. Due to the limited supply from the NDA-assisted supplier, milk feeding shall start **on January 18, 2021** for schools under Drop- Off Locations of ERAMS-EAST MS and Florentino Galang Sr. NHS – Senior High Campus ONLY. Milk supplies shall be delivered every Monday and Thursday. Schedule of other drop-off locations will be announced later.
- 10. Faculty member or authorized school representative assigned to pick up milk supplies are requested to be at the Drop-Off Location at 8:00AM-10:00AM. An authorization letter is needed if the person is not the SBFP Coordinator. All allotted milk supplies for each school shall be picked up before noon of the scheduled date. Drop Off locations shall not be held liable for any loss of the unclaimed supplies.
- 11. One freezer will be given to each school to ensure freshness of milk supply. Schools are to ensure equipment is in excellent condition prior to the start of implementation of milk feeding.
- 12. Division nurses will be assigned to each drop-off location to facilitate distribution.
- 13. Schools must select the most appropriate distribution scheme that will guarantee the freshness of milk products. Implementers are to secure parent's consent (Enclosure No. 1) using the form provided prior to the implementation of the program. Parent's signatures should be secured using the Distribution List Form. (Enclosure No. 2). Inspection and Acceptance Report Form –Appendix 62 should be filled-out every delivery (Enclosure No.3) and milk feeding beneficiaries must be documented using Annex F (Enclosure No. 4).
- 14. Any adverse reaction or untoward incident regarding this milk feeding program component must be properly documented and reported to the schools division, through the Health and Nutrition Unit.
- 15. School-based feeding implementers are requested to check the Official SBFP Kabankalan Division Facebook Page daily for updates and announcement.



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16. Transportation Expenses to cover travel, hauling and other school expenses in the implementation of the program shall be downloaded to schools.
17. School heads are enjoined to extend full administrative support, CID and SGOD personnel shall monitor the implementation of the SBFP-Milk Feeding Component.
18. All other provisions in the existing guidelines on the implementation of the SBFP-Milk Feeding Component as stated in DO 036, s. 2019 and DO 022, s. 2020 shall remain in force, unless sooner repealed, amended, or rescinded.
19. For more information, please contact the Health and Nutrition Unit at 09125915008.
14. Immediate dissemination of and strict compliance with this Order is directed.

  
**PORTIA M. MALLORCA, PhD, CESO V**  
*Schools Division Superintendent*

Enclosures:  
As stated

References:

DO 036, S. 2019 – GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM-MILK FEEDING PROGRAM COMPONENT  
DO 022, S. 2020 – ADDITIONAL PROVISIONS AND AMENDMENTS TO DEPED ORDER NO. 036, S. 2019 (GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM-MILK FEEDING COMPONENT)

To be indicated in the Perpetual Index  
Under the following subjects:

Health Education  
Learners  
Policy  
Programs  
Schools

### PARENT'S CONSENT FORM FOR MILK FEEDING PROGRAM

Pangalan ng Paaralan		School ID	
Division	Kabankalan City	Rehiyon	VI-Western Visayas

Pinalangga Namon nga mga Ginikanan / Manug-atipan,

Bahin sa pagsabat sang gobyerno sa mataas nga numero sang mga kabataan nga malnourished, ang Department of Education mag-a-patuman sang MILK FEEDING PROGRAM sa mga estudyante nga nubo sang kilo maghalin sa Kindergarten ta sa Grade 6 sa tanan nga pampubliko nga mga eskwelahan sa bilog nga pungsod. Ang **GATAS** nga ipanghatag **LIBRE** g **WALA BAYAD**.

Igot sini, gina hangyo namon ang inyo pagbuylog pamaagi sa paghatag sang mga masunod na impormasyon nahanungod inyo bata para ma lakip sa mga estudyante nga tagaan gatas sa sulod sang **bente dias (20 days)**. Apang ang inyo mga ta pwede makabatyag sang sakit sang tiyan sang makadali kag panglibang dulot sang ginatawag na "Lactose intolerance" sa mga una nga adlaw sang pag-inom sang gatas. Gina siguro namon nga ang gatas na ihatag sa inyo kabataan go kag hilway inumon.

Ang Matinahuron,

(Name of School Head)

#### PAGPAHANUGOT SANG GINIKANAN

Pangalan ng Bata				
Capanganakan		Age		LRN
Class Adviser				Baitang
Pangalan sang Ginikanan				
Tagapangalaga				

#### SAYSAYAN SANG SAKIT kag PAG INOM SANG GATAS

1. Ano nga edad ulihi nag inom sang gatas ang inyo anak/alaga?

Edad : \_\_\_\_\_

2. Sa inyo obserbasyon, nag sakit bala ang tiyan, nanglibang o may nabatyagan nga kung anu man ang inyo anak pagka-inom sang gatas?

Oo – mga sintomas \_\_\_\_\_

Hindi

3. Ang inyo anak may yara bala allergy sa gatas?

May-ara

Wala

#### IPANGHATAG SANG PAHANUGOT SA PAG LAKIP SANG INYO BATA UKON ALAGA SA MILK FEEDING PROGRAM

(Butangan sang tsek ✓ ang kahon sa idalom)

Oo, naga-pasugot ako sa pag-lakip sang akon bata sa Milk Feeding Program sa sulod sang 20 dias.

Intyendahan ko ang impormasyon nahanungod sa gatas kag ang importansya sang pag-inom sini para sa ikaayong lawas sang akon bata / alaga. Napa-intyende sang maayo ang mga impormasyon bahin sa libre nga gatas nga ipatuman sang Department of Education.

Wala ako nagapasugot na ilakip akon bata sa Milk Feeding Program.

Signature: \_\_\_\_\_

Kompleto nga Ngalan kag Pirma sang Ginikanan / Guardian

Petsa: \_\_\_\_\_



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**SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT**

<b>REGION/DIVISION/DISTRICT:</b>
<b>NAME OF SCHOOL:</b>
<b>SCHOOL ID NO.:</b>

<b>LIST OF BENEFICIARIES (2019-2020)</b>					
1	Name	Grade & Section	Date:		Signature
			Parent's Name	No of Milk Packs	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Prepare by:

Approved by:

\_\_\_\_\_

SBFP Coordinator

\_\_\_\_\_

School Head



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**INSPECTION AND ACCEPTANCE REPORT**

Entity Name : Department of Education -

Fund Cluster : \_\_\_\_\_

Supplier : Date : Requisitioning Office/Dept. Responsibility Center Code : _____	IAR No. : Date : Invoice No. :	
<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>

**INSPECTION**

**ACCEPTANCE**

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

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

Inspected verified and found OK as to  
 Quantity and specifications

Complete

Partial

\_\_\_\_\_  
 Inspection Officer

\_\_\_\_\_  
 Inspection Committee

\_\_\_\_\_  
 Inspection Committee

\_\_\_\_\_  
 Supply Officer

Annex F



**SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT**

REGION/DIVISION/DISTRICT: \_\_\_\_\_  
 NAME OF SCHOOL: \_\_\_\_\_  
 SCHOOL ID NO.: \_\_\_\_\_

LIST OF BENEFICIARIES (2019-2020)					
Name	Grade & Section	Classification of Students in terms of Milk Tolerance (Please check one)			
		Without Milk Intolerance and will Participate in Milk Feeding	With Milk Intolerance but willing to Participate in Milk Feeding	Not allowed by parents to participate in milk feeding	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prepare by:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

SBFP Coordinator

School Head