



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

November 27, 2024

**DIVISIONAL MEMORANDUM**

No. 366, s. 2024

**DIVISIONAL SEARCH FOR MOST OUTSTANDING IMPLEMENTERS  
OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP)  
FOR SCHOOL YEAR 2023-2024**

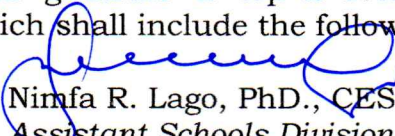
To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary School Heads  
Concerned Personnel  
This Division

1. With reference to DepEd Order No. 031, s. 2021 re: Operational Guidelines on School-Based Feeding Program Implementation, this Office shall conduct the Divisional Search for Most Outstanding Implementers of the School-Based Feeding Program (SBFP) for School Year 2023-2024.

2. The goal of this search is to identify schools that have effectively implemented the School-Based Feeding Program (SBFP), demonstrating excellence in the following areas:

- a) successful delivery and distribution of nutritious food products and pasteurized milk packs to beneficiaries;
- b) active participation in nutrition education and health promotion;
- c) efficient management of resources, including food safety and proper storage; and
- d) positive feedback from learners, parents, and the community.

3. All documents for the submitted entries were pre-validated during the Divisional Progress Monitoring on SBFP. The Divisional Evaluation Team shall be composed of the SBFP Technical Working Group, which shall review the required documents and generate a top-to-bottom ranking for the SBFP participating schools, which shall include the following:

Chair:  Nimfa R. Lago, PhD., CESO VI  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
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*Co-Chair:* Dionesio L. Liwagon, Jr. CESE  
*Assistant Schools Division Superintendent*

*Members:* Johnnel A. Guangco, *EPS*  
*OIC, Chief-ES, SGOD*  
Arlene C. Via, *SEPS*  
*Social Mobilization & Networking*  
Ell June S. Abucay  
*Planning Officer III*  
Anthony P. Marollano, *SEPS*  
*School Management Monitoring and Evaluation*  
Samie B. Aso, *EPS II*  
*School Management Monitoring and Evaluation*  
Rhona M. Agustin, *PDO II*  
*Disaster Risk Reduction and Management*  
Maricel D. Avila, *CPA*  
*Accountant III*  
Dorothy Joy B. Yting  
*Administrative Officer V - Admin Services*  
Salome T. Villa, *Nurse II*  
*Division SBFP Coordinator*

*Secretariat:* Faith L. Gulang, *SBFP-AS II*

4. To ensure transparency, all prizes granted to the winners shall consist of materials intended to support the implementation of the program, in accordance with standard accounting and auditing procedures. For further details on the criteria for awarding, see *Enclosure 1*.

5. The announcement and awards ceremony shall take place during the FY 2024 Program Implementation Review (PIR) at Be Palace Hotel on December 7, 2024. The following awards and prizes shall be given to the top 3 winners, while 45 schools shall receive consolation prizes to recognize their participation and efforts.

AWARDS	PRIZES
<i>Most Outstanding Implementer</i>	<ul style="list-style-type: none"><li>- A selection of basic essential kitchen cookware, tools, equipment, and paraphernalia valued at ₱4,500.00</li><li>- Certificates of Recognition shall be awarded</li></ul>



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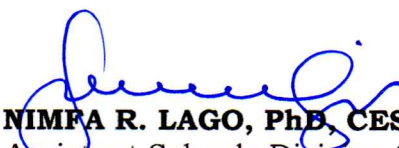
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<i>1<sup>st</sup> Place</i>	<ul style="list-style-type: none"><li>- A selection of basic essential kitchen cookware, tools, equipment, and paraphernalia valued at ₱4,000.00</li><li>- Certificates of Recognition shall be awarded</li></ul>
<i>2<sup>nd</sup> Place</i>	<ul style="list-style-type: none"><li>- A selection of basic essential kitchen cookware, tools, equipment, and paraphernalia valued at ₱3,500.00</li><li>- Certificates of Recognition shall be awarded</li></ul>
<i>Consolation prizes (45 entries)</i>	<ul style="list-style-type: none"><li>- A selection of basic essential kitchen cookware, tools, equipment, and paraphernalia, each valued at ₱1,500.00</li><li>- Certificates of Recognition shall be awarded</li></ul>

6. Expenses relative to the conduct of the activity such as training materials, meals and snacks, prizes, and other incidental expenses shall be charged against School-Based Feeding Program (SBFP) funds subject to the usual accounting and auditing rules and regulations.

7. Queries can be channeled to Salome T. Villa, Division SBFP Coordinator, at (+63)920-494-3545.

8. Immediate dissemination of this Memorandum to all concerned is desired.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl.: As Stated  
Reference: DepEd Order No. 031 s, 2021  
To be indicated in the Perpetual Index  
under the following subjects:

**HEALTH EDUCATION      OFFICIALS      PROGRAMS      SCHOOLS      SEARCH**

JAG-stv/DM Divisional Search for Most Outstanding Implementers of the School-Based Feeding Program (SBFP) for School Year 2023-2024  
November 27, 2024



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<b>Evaluation Tool for School Implementer of the School-Based Feeding Program (SBFP)</b>				
<b>SDO Level/SY 2023-2024</b>				
<b>ELEMENTARY SCHOOL</b>			<b>SCHOOL</b>	<b>SDO</b>
		Points	Score	Score
<b>1</b>	<b>Percentage of actual beneficiaries served versus the target beneficiaries</b>	<b>10</b>		
	10 points if 100% beneficiaries were served with NFP and milk			
	8 points if at least 90% beneficiaries were served with NFP and milk			
	6 points if at least 70-89% beneficiaries were served with NFP and milk			
<b>2</b>	<b>Prompt implementation of the program</b>	<b>5</b>		
	5 points if the program was implemented on schedule.			
	4 points or below if the program was implemented behind schedule.			
<b>3</b>	<b>Compliance to guidelines</b>	<b>5</b>		
	1 point each if complied			
	Creation of SBFP Core Group	1		
	Orientation for Implementers conducted	1		
	Compliance to the minimum health requirements against COVID-19	1		
	Food safety standards followed	1		
	Orderly distribution of food commodities	1		
<b>4</b>	<b>Presence &amp; Completeness of the following forms:</b>	<b>14</b>		
	2 points for every form properly-filled-up and updated			
	1 point only if filled-up but not complete and updated			
	Cycle Menu	2		
	SBFP Form 1&2	2		
	SBFP Form 3&4	2		
	SBFP Form 5	2		
	SBFP Form 6	2		
	SBFP Form 7&8	2		
	SBFP Form 11, Progress Report	2		
<b>5</b>	<b>Prompt submission of Liquidation Reports</b>	<b>10</b>		
	10 points if liquidation is on-time and at least 75% of cash advance			
	8 points if liquidation of at least 75% of cash advance but not on-time			
	8 points if on-time liquidation but not 75% of cash advance			
	<b>Alternate Question if Procurement was done at SDO level:</b>			
	10 points if suppliers were fully-paid within a month	10		
	8 points if suppliers were fully- paid in more than one (1) month			
	6 points if suppliers were fully- paid in more than two(2) months			
<b>6</b>	<b>Prompt submission of Program Terminal Report (PTR)</b>	<b>10</b>		
	10 points if the PTR was submitted complete and on-time			
	8 points or less if the PTR was submitted late and incomplete			
<b>7</b>	<b>Documentation of innovations or good practices developed</b>	<b>5</b>		
	5 points if innovations or good practices developed were recorded and documented			
	4 points or less if innovations or good practices were developed but not documented			



<b>8</b>	<b>Involvement/support of parents &amp; community</b>	<b>5</b>		
	5 points if the involvement/support of parents & community are recorded and documented			
	4 points or less if there is involvement/support of parents & community but not documented			
<b>9</b>	<b>Conduct of advocacy and social/resource mobilization activities</b>	<b>5</b>		
	5 points if advocacy and social/resource mobilization activities were recorded and documented			
	4 points or less if advocacy and social/resource mobilization activities were conducted but not documented			
<b>10</b>	<b>Coordination with the barangay/partner for the safe distribution of food commodities</b>	<b>6</b>		
	6 points if coordinated with & supported by the barangay/partner			
	3 point if coordinated with the barangay/partner but was not supported			
<b>11</b>	<b>Result of interview with parents</b>	<b>15</b>		
	15 points if all respondents gave positive feedback from the interview			
	10 points or less if not all respondents gave positive feedback from the interview (Must be supported with pictures and videos from parents and beneficiaries)			
<b>12</b>	<b>Impression on the video interview of the SBFP School Feeding Coordinator</b>	<b>10</b>		
	10 points if the School Feeding Coordinator provided complete and sincere answers to the guide questions			
	8 points or less if the School Feeding Coordinator provided incomplete and not so sincere answers to the guide questions			
	<b>TOTAL:</b>	<b>100</b>		
	<b>SDO Weighted Score (20%):</b>			

**NOTABLE REMARKS:**

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**EVALUATION TEAM**

_____	_____
_____	_____
_____	_____

**APPROVED:**

**NIMFA R. LAGO, PhD., CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent