



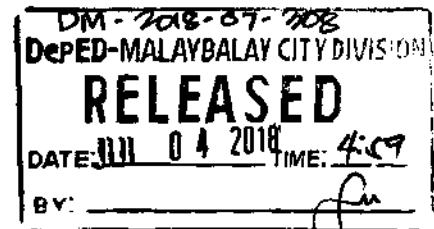
Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**



**DIVISION MEMORANDUM**

No. 308, s. 2018

TO : Chief Education Supervisors CID-SGOD  
Public/Private Elementary and Secondary School Heads  
All Others Concerned  
This Division



FROM : **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE : July 2, 2018

**SUBJECT : SUBMISSION OF BASELINE NUTRITIONAL STATUS REPORT SY 2018-2019**

1. Relative to Division Memorandum No. 211, s. 2018 dated April 18, 2018 re: Dissemination of DepEd Order No. 15, s. 2018 re: Supplemental Guidelines on the Implementation of School-Based Feeding Program (SBFP) for Fiscal Year 2018, this Office hereby directs the field to expedite the submission of the Baseline Nutritional Status Report SY 2018-2019 in preparation for the downloading of School-based Feeding Funds.

2. For the information and guidance of all concerned, it is reiterated in paragraph 5, number IV. Procedures and Fund Availment/Release "*Feeding shall commence as soon as preparatory activities are conducted and funds are received by the schools to complete the feeding cycle at the end of December 2018. Funds for the Fiscal Year shall be utilized within the year. Feeding shall start not later than July 31, 2018.*"

3. Schools with identified severely wasted and wasted pupils shall submit the Baseline Nutritional Status Report SY 2018-2019 with the SBFP documents for the downloading of funds, to wit;

- a. Letter Request for Cash Advance
- b. SBFP Forms 1, 2, and 3 (in triplicate copies)
- c. Project Procurement Management Plan (PPMP)
- d. Work and Financial Plan (WFP)
- e. Annual Procurement Plan (APP)
- f. SBFP Cycle Menu

4. Deadline for submission is on July 6, 2018 addressed to Marcos Julita K. Fulgencio, Dentist II.

Encl.:

As stated

Copy Furnished:

SGOD-School Health Unit  
Records Unit



DEPARTMENT OF EDUCATION  
 Region X - Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
 Sayre Hi-way, Casisang, Malaybalay City  
 Telefax #: 088-314-0094  
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**DIVISION MEMORANDUM**

No. 211 s. 2018

**TO:** Chief Education Program Supervisors and Staff, CID and SGOD  
 Elementary and Secondary School Heads  
 Section/Unit Heads and Staff  
 All Others Concerned

DN 2018-04-21  
 DepEd MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: APR 18 2018 TIME: 2:44  
 BY: TUNO

*for*  
**FROM: BENSON FAMIL R. BAGUIO**  
 Schools Division Superintendent

**DATE:** April 16, 2018

**RE: DISSEMINATION OF DEPED ORDER NO. 15, s. 2018 re: SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR FISCAL YEAR 2018**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein DepEd Order No. 15, s. 2018 dated March 28, 2018 re: Supplemental Guidelines on the Implementation of School-Based Feeding Program for Fiscal Year 2018, content of which covers all undernourished learners from Kindergarten to Grade 6 including all Kindergarten learners in the Philippine Plan of Action for Nutrition (PPAN) priority areas to address stunting.
2. Anent thereto, enclosed are the Supplemental Guidelines on the Implementation of the SBFP for Fiscal Year 2018 and the Manual on Community Participation in Government Procurement for your reference. In the implementation of the program, DepEd Order No. 39, s. 2017 entitled Operational Guidelines on the Implementation of the School-Based Feeding Program shall be utilized as reference.
3. For widest dissemination and preferential action.

Encl.:

As stated

Copy furnished:

Records Unit  
 SGOD-School Health Section

**TO BE POSTED IN THE WEBSITE**



Republic of the Philippines  
**Department of Education**

20 MAR 2018

DepEd ORDER  
No. **015**, s. 2018

**SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR FISCAL YEAR 2018**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division, shall implement the School-Based Feeding Program (SBFP) for Fiscal Year 2018, which aims to contribute to the improvement of classroom attendance and school performance of target beneficiaries to more than 85% per year, and encourage learners to go to school everyday.
2. For Fiscal Year 2018, the SBFP covers all undernourished learners from Kindergarten to Grade 6. The program shall also cover all Kindergarten learners in the Philippine Plan of Action for Nutrition (PPAN) priority areas to address stunting.
3. The **Supplemental Guidelines on the Implementation of the SBFP for Fiscal Year 2018**, and the Manual on Community Participation in Government Procurement are enclosed for reference.
4. DepEd Order No. 39, s. 2017 entitled Operational Guidelines on the Implementation of the School-Based Feeding Program shall also be used as reference in the implementation of the program.
5. This policy shall take effect immediately upon its publication at [www.deped.gov.ph](http://www.deped.gov.ph) or in the Official Gazette or a newspaper of general circulation.
6. For more information, contact the **Bureau of Learner Support Services-School Health Division**, 3rd Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).
7. Immediate dissemination of and strict compliance with this Order is directed.

  
LEONOR MAGTOLIS BRIONES  
Secretary

Encl:

As stated

Reference:

DepEd Order (No. 39, s. 2017)

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

LEARNERS  
FUNDS  
MONITORING AND EVALUATION  
PROGRAMS  
POLICY  
SCHOOLS

APA/DE: Supplemental Guidelines on the Implementation of SHIP  
0175: February 24, 2018

(Enclosure to DepEd Order No. **015**, s. 2018)

**SUPPLEMENTAL GUIDELINES ON THE  
IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)  
FOR FISCAL YEAR (FY) 2018**

**I. Rationale/Objectives**

The Department of Education will continue to implement SBFP nationwide in accordance with the General Appropriations Act (GAA) for the current year and will cover all identified target beneficiaries. The program upholds its objectives in the improvement of classroom attendance of target beneficiaries to more than 85% per year, and encourage learners to go to school every day.

**II. Scope**

The priority target beneficiaries for SBFP shall be all undernourished (SW/W) Kinder to Grade 6, and all Kinder in selected Philippine Plan of Action for Nutrition (PPAN) areas with prevalence of stunting. Actual target beneficiaries shall be based on the Baseline (June-July) nutritional assessment of the current school year. The budget allocation for feeding per region/division for FY 2018 is attached to this Order.

**III. Policy Statement**

This policy establishes the supplemental guidelines for the implementation of SBFP for the current school year/fiscal year.

The program also aims to do the following:

1. Provide feeding to learners, prioritizing the Severely Wasted (SW) and Wasted (W), and all Kinder in selected Philippine Plan of Action for Nutrition (PPAN) areas;
2. Improve the nutritional status of the SW/W and all Kinder (PPAN areas) learners at the end of at least 120 feeding days;
3. Ensure 100% deworming of target beneficiaries prior to the feeding activity;
4. Conduct group daily hand washing and tooth brushing activities as stipulated in DepEd Order No. 10, s. 2016, to impart development of positive health promoting values and behaviors;
5. Promote health and nutrition information and awareness among target beneficiaries through the K to 12 Curriculum and its alternative modalities of education; and
6. Encourage *Gulayan sa Paaralan* Program (GPP) and backyard vegetable gardening to augment the feeding program and to complement the nutrition and poverty-reduction initiatives of the Government.

#### **IV. Procedures and Fund Availment/Release**

##### **A. Procedures**

Allotment for SBFP is comprehensively released to DepEd ROs per DBM National Budget Circular (NBC) No. 573 on the Release of 2018 Funds.

Under the General Appropriations Act (GAA) FY 2018, Sec.18 of the DepEd Special Provisions states that - In the implementation of the School-Based Feeding Program (SBFP), ingredients for the provision of food commodities shall be sourced locally. Public schools, whenever applicable, shall endeavor to procure these ingredients from any of the following local sources:

1. The school's vegetable garden established under the *Gulayan sa Paaralan* Program (GPP);
2. Home and communal gardens established by the families of SBFP beneficiaries; and
3. Local farmers especially those identified by the DSWD to be living in poverty under the National Household Targeting System for Poverty Reduction (NHTS-PR).

The ROs shall download the funds in full or tranches depending on the kind of procurement modality the SDOs/Schools will adapt, i.e. if Division procurement - full amount shall be downloaded to the SDO to facilitate procurement at the division level. The ROs or SDOs have the options to implement SBFP thru various procurement/food preparation modalities (as stated in the DO No. 39 s. 2017).

For the regular SBFP scheme, the DepEd Regional Office (DepEd RO) shall release funds to SDOs in tranches; the 1<sup>st</sup> tranche (50% of the allocation per SDO) shall be downloaded to SDOs and schools within the 1<sup>st</sup> Quarter of 2018 to start the preparatory activities and start the feeding by July. The 2<sup>nd</sup> tranche (50%) shall be downloaded to the SDOs not later than August based on the actual beneficiaries from the Baseline Nutritional Status report of the current school year. (Total GAA allocation - 1<sup>st</sup> tranche + 2<sup>nd</sup> tranche).

Feeding shall commence as soon as preparatory activities are conducted and funds are received by the schools to complete the feeding cycle at the end of the December 2018. Funds for the Fiscal year shall be utilized within the year. Feeding shall start not later than July 31, 2018.

The BLSS-SHD shall download funds to SDOs within the 1<sup>st</sup> Quarter of 2018, for the purchase/procurement of hygiene supplies and iron/folic/multi-vitamins supplements allocated for all SW/W learners and selected PPAN areas beneficiaries.

**B. SBFP Funds shall be used according to priorities**

The RO/SIO shall ensure the full utilization of 2018 SBFP funds to achieve the objectives of the program.

1. Feeding to learners, prioritizing SW and W, and all Kinder in selected PPAN areas; and activities enumerated in item III.
2. Augment the feeding funds for additional beneficiaries, conduct feeding for all grade levels in remote or far-flung schools, feed all learners in a school with an enrolment of 100 and below, mountainous schools, and schools in hard-to-reach areas and IP communities.
3. After satisfying items IV.B) and IV.B.2; the remaining funds may also be used for SBFP-related activities such as orientation activities for field implementers, monitoring SBFP, GPP and other health and nutrition implementations of the programs/projects; purchase of weighing scale, microtwe, iron folic/multivitamins/micronutrient supplements, medical and dental supplies, funds augmentation for hygiene supplies.
4. The utilization of the remaining funds shall be included in the revision of Work and Financial Plan (WFP) to be approved by the Regional Director (RD) or Schools Division Superintendent (SDS). Likewise, all regions shall submit status report to DepEd Central Office not later than October 15 of the current year.
5. The use of SBFP funds shall be in accordance with the provisions of Republic Act (RA) No. 9184 and with existing budgeting, accounting and auditing rules and regulations.
6. Funds for ARMM for the implementation of SBFP shall be downloaded directly from DBM to ARMM Office of the Regional Governor (ORG).

**C. Commodities**

1. The SBFP Focal Person/SBFP Core Group is encouraged to coordinate with the local National Food Authority (NFA) on the supply/purchase of rice/iron fortified rice/rice-corn blend for feeding. The SBFP Implementer/s shall also ensure the quality and supply of rice for the feeding program.
2. The SBFP Focal Person/SBFP Core Group shall likewise coordinate with the Regional Youth Formation Coordinator (RYFC)/Division Youth Formation Coordinator or the PDO I/Aralin Panlipunan Coordinator/Teacher/Edukasyon sa Pagpapakatao (ESP), for the possible collaboration and assistance of the Senior High School students in conducting feeding to the SBFP beneficiaries during school days or summer time. Specially those students under the Technical-Vocational-Livelihood Track (TVL).
3. Recipes for SBFP is available and may be downloaded through this link: <http://bit.ly/depedrecipes>

#### D. Budget

Reiteration on the operational expenses allowed under this program include the purchase of basic eating/cooking/kitchen tools and equipment, stove, reasonable transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, kerosene, labor/service of cook (1cook: ≤40), and common office supplies needed for the preparation of the reports.

#### V. Other Important Activities:

Anemia and iron deficiency is linked with impaired cognitive and development among children. The Department through SBFP has provisions for the procurement/ purchase of iron supplements/ multivitamins for school children.

1. According to an Administrative Order issued by the Department of Health (DOH), A.O. No. 119, s. 2003 entitled Updated Guidelines on Micronutrient Supplementation (Vitamin A, Iron, and Iodine). "There is no risk of toxicity to iron/folate supplements when taken at the prescribed dose. Intake of iron also produces minor undesirable gastrointestinal side effects in some individuals such as epigastric discomfort, nausea, vomiting, constipation, and diarrhea. The frequency of these side effects is directly related to the dose of iron. In cases of gastrointestinal intolerance, the dose of iron may be reduced and gradually increased until the full dose is reached and is well tolerated. It is also advised that the iron supplements be taken with or after meals and at bedtime. Anemic and underweight children should take iron supplements to correct existing anemia and prevent it from becoming severe.
2. Iron supplementation to schoolchildren and other population groups:

Targets	Preparations	Dose / Duration
Children 1-5 years old	Syrup containing 30 mg. Elemental iron/5ml	1 tsp. once a day for 3 months, or 30 mg. once a week for 6 months with supervised administration
Children 6-11 years old anemic and underweight	Syrup containing 40 mg. Elemental iron/5ml	2 tsp. once a day for 6 months

3. All SW learner shall be closely examined by the Division Medical Officer (SDO-MO) for extensive medical examination and possible referral to RHUs if the learner needs a more serious medical attention (i.e. severe-acute malnutrition).
4. All beneficiaries shall secure consent from parents for the supplementations; learners with no consent shall be included in the masterlist but will not be provided with supplementations until a parent consent has been secured.

#### VI. Monitoring and Evaluation:

1. This is to reiterate the policy that all offices/implementing office/units shall comply with the monitoring and evaluation, and reporting requirements stipulated in DO No. 39, s. 2017, entitled Operational Guidelines on the Implementation of



SBFP for SY 2017-2022 and submission of Budget and Financial Accountability Reports as prescribed in COA-DBM Joint Circular No. 2014-1 and DBM Letter Circular No. 2016-1.

2. In compliance with the new Program Management Information System (PMIS), offices shall use the PMIS to closely monitor the progress and implementation of the various programs and projects.
3. Other concerns not covered in the issued memorandum and guidelines shall be referred to the Central Office Finance Service – Budget Division at (02) 637-6203 and/or Central Office Planning Service – Planning and Programming Division at (02) 633-7216.
4. The RO/SDO shall report to DepEd Central Office the balance of funds not later than September 30 of the current Fiscal year in order to monitor, allocate, and utilize the funds to the fullest.

#### **VII. References**

**DepEd Order No.39 s. 2017.** Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP) for SY 2017-2022

**DepEd Order No. 30 s. 2017.** Guidelines for Work Immersion

**Government Procurement Policy Board.** Manual on Community Participation

**Department of Health Administrative Order No. 119 s. 2003,** Updated Guidelines on Micronutrient Supplementation (Vitamin A, Iron, and Iodine)

**World Health Organization (WHO) Guideline 2011.** Intermittent Iron Supplement for Pre-School and School Age Children

#### **VIII. Effectivity**

This Order shall take effect immediately upon issuance.