



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2021-01-010  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: \_\_\_\_\_ TIME: 9:07  
 BY: 12 2021 *[Signature]*  
 JAN

**DIVISION MEMORANDUM**

No. 010, s. 2020

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Elementary School Heads  
 All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent

DATE: January 11, 2021

SUBJECT: **SUBMISSION OF REVISED SCHOOL-BASED FEEDING PROGRAM  
 TERMINAL REPORT FOR SY 2020-2021**

1. To ensure efficiency in the implementation, monitoring with compliance to DepEd Order No. 23, s. 2020 dated September 7, 2020 re: Operational Guidelines on the implementation of the School-Based Feeding Program for SY 2020-2021, this Office hereby direct all schools concerned to submit the hard copy of School-Based Feeding Program Terminal Report on or before **January 29, 2021**, attention: **MARCOS JULITA K. FULGENCIO, DMD**.
2. Enclosed is the revised SBFP Form 5 which can be downloaded from the Division website under the Health and Nutrition Section. Soft copy of the report with photos shall be submitted through e-mail add: **schoolhealthsection@gmail.com**.
3. Shall there be queries, contact Ms. JENNIFER T. LINCUNA, Nurse II through mobile number 0917-706-0394.

Encl.: As stated

Copy Furnished:  
 SGOD-School Health Unit  
 Records Unit



**SCHOOL-BASED FEEDING PROGRAM (SBFP)  
SY 2020 - 2021**

**PROGRAM TERMINAL REPORT – SBFP**

Region: X  
 Division: MALAYBALAY CITY  
 District: \_\_\_\_\_  
 School: \_\_\_\_\_

Prepared by:

\_\_\_\_\_ School Feeding / SBFP Coordinator \_\_\_\_\_ School BAC

Noted by:

\_\_\_\_\_ School Head \_\_\_\_\_ PTA Representative

**A. NUTRITIOUS FOOD PRODUCTS - PROGRAM ACCOMPLISHMENT (60 DAYS)**

Status of Implementation:

First Day of Feeding: \_\_\_\_\_  
 Last Day of Feeding: \_\_\_\_\_

	FIRST TRANCHE:	TOTAL:	
a. Completed	_____	_____	<i>feeding days</i>
b. Discontinued	_____	_____	<i>feeding days</i>
c. For continuation	_____	_____	<i>feeding days</i>
TOTAL:	_____	_____	<i>feeding days</i>

**B. MILK COMPONENT - PROGRAM ACCOMPLISHMENT (20 DAYS)**

Status of Implementation:

First Day of Feeding: \_\_\_\_\_  
 Last Day of Feeding: \_\_\_\_\_

a. Completed	_____	_____	<i>feeding days</i>
b. Discontinued	_____	_____	<i>feeding days</i>
c. For continuation	_____	_____	<i>feeding days</i>
TOTAL:	_____	_____	<i>feeding days</i>

*Note: Please attach a justification if feeding is NOT fully completed, duly signed by the SBFP Coordinator & School Head.*

**NUTRITIOUS FOOD PRODUCTS**

Grade Level	Number of Beneficiaries		No. of Beneficiaries Dewormed (Community-based)	No. of Beneficiaries who are also 4Ps Beneficiaries	No. of Pupils who are Previous Beneficiaries of SBFP
	Target	Actual			
Kinder					
Grades 1-6					
TOTAL:					

Financial Status			
Amount Allocated	Amount Received from DO	Amount Disbursed	Amount Liquidated

**MILK COMPONENT**

Grade Level	Number of Beneficiaries		No. of Beneficiaries Dewormed (Community-based)	No. of Beneficiaries who are also 4Ps Beneficiaries	No. of Pupils who are Previous Beneficiaries of SBFP
	Target	Actual			
Kinder					
Grades 1-6					
<b>TOTAL:</b>					

**C. PERCENTAGE OF ATTENDANCE:**

**NUTRITIOUS FOOD PRODUCTS**

	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	Average of Months 1-3
A. Target Beneficiaries				
B. Actual No. of Beneficiaries who received the NFP				
C. Distribution Rate				
*B / A x 100% (Actual No. of Beneficiaries who received the NFP/Target Beneficiaries x 100%)				

**MILK COMPONENT**

	DECEMBER 2020	JANUARY 2021
A. Target Beneficiaries		
B. Actual No. of Beneficiaries who received the NFP		
C. Distribution Rate		
*B / A x 100% (Actual No. of Beneficiaries who received the NFP/Target Beneficiaries x 100%)		

**D. PROCUREMENT PROCESS**

**NUTRITIOUS FOOD PRODUCTS**

PROCUREMENT PROCESS		Presence / Use of Documents					
BIDDING	SMALL VALUE PROCUREMENT	RFQ	PHILGEPS Certificate	Abstract of Quotation	PO or Contract	Official Receipt	RER

Note: Use   /   if done/present or   X   if not done/absent

**MILK COMPONENT: Agency to Agency**

## NARRATIVE REPORT

- E. **CONOLIDATED ISSUES ENCOUNTERED and ACTIONS TAKEN & MONITORING FINDINGS**
  - a. **Issues Encountered, Actions Taken and Recommendations**
  - b. **GOOD PRACTICES or LESSONS LEARNED**

NUTRITIOUS FOOD PRODUCTS

MILK COMPONENT

**F. PERSONNEL INVOLVED**

Names of School Personnel	Names of Parents	Names of Barangay Officials	Others or Names of NGOs, Civic Groups, etc
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Note: Use separate page/s as needed

**G. PICTORIALS ( Please attached only 1-2 pictures for each activity)**

- A. Orientation/ Coordination Meeting Attended
- B. School SBFP Core Group Meeting, Parents Meeting and Orientation Conducted
- C. Delivery, Inspection and Acceptance of NFP and Milk
- D. Observance of Health Safety Protocol
- E. Distribution of Ration using Eco-bag/Eco-Friendly materials ( School-Based/Drop-off point/House to House)
- F. Distribution Area/Designated Room for Distribution
- G. Storage of NFP (Bread and Fruit)
- H. Food Handler's Class Attended, if any
- I. School SBFP Core Group/TWG
- J. Hired Feeding Assistant/Parent Volunteer
- K. First day of Feeding
- L. Last Day of Feeding