



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
DIVISION OF CEBU PROVINCE

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**Office of the Schools Division Superintendent**

**AUGUST 16, 2021**

DIVISION MEMORANDUM  
No. 316, s. 2021

**CONDUCT OF THE SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED  
FEEDING PROGRAM (SBFP) IMPLEMENTORS FOR SY 2020-2021**

To: Assistant Schools Division Superintendents  
Chiefs  
Public Schools District Supervisors/OICs  
Elementary School Administrators/Principals  
SBFP Focal Persons  
All Others Concerned

1. Attached is the Memorandum from Department of Education, through the Bureau of Learners Support Services-School Health Division on the Conduct of the Most Outstanding School Based Feeding Program (SBFP) Implementors for SY 2020-2021.
2. Enclosed are the guidelines and evaluation criteria on the conduct of the search.
3. Sub-offices are directed to submit one (1) entry per sub-office and shall submit to the Division Office all supporting documents including photos and videos mentioned in the evaluation sheet not later than August 20, 2021.
4. The schedule for the division evaluation will be on August 24, 2021, thus submission of the proclaimed Division Winner shall be submitted to the Regional Office not later than August 31, 2021.
6. The nominees and members of the Evaluation Committee shall be allowed to claim communication expenses per DO No. 38 s. 2020, and meal reimbursement chargeable against SBFP Program Support Funds, subject to the usual accounting and auditing rules and/or regulations during the conduct of the virtual evaluation and interview.
7. Immediate dissemination of and compliance with this Memorandum is desired.

**MARILYN S. ANDALES, EdD, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**

04 AUG 2021

DepEd MEMORANDUM  
No. 051, s. 2021

**SEARCH FOR THE MOST OUTSTANDING IMPLEMENTERS OF THE SCHOOL-BASED  
FEEDING PROGRAM FOR SCHOOL YEAR 2020-2021**

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

1. The Department of Education (DepEd), through the Bureau of Learner Support Service-School Health Division (BLSS-SHD), announces the launching of the **Search for the Most Outstanding Implementers of the School-Based Feeding Program (SBFP) for School Year (SY) 2020-2021**.
2. The Search will be conducted from June to December 2021 in all regions to encourage support to the program by recognizing and rewarding the efforts of key implementers.
3. The National Evaluation Team shall be composed of representatives of the SBFP National Technical Working Group and representatives from partner agencies or non-government organizations (NGOs)/civil society organizations (CSOs).
4. For transparency and guidance of the winners, the cash prizes that will be received shall be utilized to purchase needed materials for the conduct of the SBFP implementation following the usual accounting and auditing process.
5. Winners will be announced through a DepEd Memorandum. Cash prizes, plaques and Certificates of Recognition will be awarded to the Most Outstanding School Implementers of SBFP for school level, schools division office (SDO) level, and regional office (RO) level. The School Feeding Coordinators, SDO and RO Focal Persons shall also be recognized.
6. Enclosed are the guidelines and the criteria for evaluation.
7. For more information, please contact the **Bureau of Learner Support Service-School Health Division (BLSS-SHD)**, 3rd floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email address at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph) or at telephone number (02) 8632-9935.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated

Reference:  
DepEd Order No. 023, s. 2020



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DEPED-OSEC-445663



Enclosure to DepEd Memorandum No.051, s. 2021

## **Guidelines on the Conduct of the Nationwide Search for the Most Outstanding Implementers of the School-Based Feeding Program (SBFP) for SY 2020-2021**

### **I. RATIONALE**

The Department of Education (DepEd), through the Bureau of Learner Support Services–School Health Division (BLSS-SHD), has implemented the School-Based Feeding Program (SBFP) since 2010 pursuant to its steadfast commitment to address undernutrition among public school children.

The DepEd has been assessing and improving its policies, implementation strategies, and operational guidelines to ensure that the SBFP attains its objectives. Program evaluation and review has shown that undernourished learner-beneficiaries have improved on their nutritional status, class participation, positive health habits, and school attendance. The SBFP appeared to work best when complemented with other School Health Programs such as deworming, micronutrient supplementation, Gulayan sa Paaralan Program (GPP) and WASH in schools (WinS) Program - programs primarily aimed at ensuring that children are ready to learn and thrive in a healthy school environment that allows them to develop health-promoting habits and behaviors for a healthier future generation.

The implementation of SBFP likewise showcased best practices in the implementing areas of collaboration and partnership with various stakeholders. The continuing assessment and review of the implementation of the program enabled the drawing out of operational strategies that maximize the cooperation and support of stakeholders.

In order to continue the gains achieved by the program, this Search for the Most Outstanding Implementers of SBFP for SY 2020-2021 is being conducted to recognize the achievements of field implementers who relentlessly pursued and supported the government's call to provide critical resources needed by the learners particularly in this time of the COVID-19 pandemic.

### **II. OBJECTIVES**

The 2021 Search for Most Outstanding Implementers of the SBFP aims to recognize the outstanding schools, Schools Division Offices (SDOs), Regional Offices (ROs) and their respective SBFP Focal Persons for their exemplary implementation of SBFP for SY 2020-2021.

### **III. EVALUATION PROCESS**

#### **A. Schools Division Level**

1. SBFP school implementers shall submit all the supporting documents, including photos and videos, needed/mentioned in the SDO Evaluation Sheet. The schools shall encapsulate their implementation in a 20-30 minute video presentation and be able to show why they should be awarded as the Most Outstanding School Implementer of SBFP, which includes impressions and success stories from parents and learners. Also included is a separate video interview of the School Feeding Coordinator for his/her answer to the attached Guide Questions.
2. The SDS shall form a Schools Division Search Committee from among the members of the SBFP Technical Working Group (TWG) with 1-2 representatives from partner agencies or NGOs who shall evaluate the entries from participating schools.
3. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
4. On the scheduled date of screening, the heads of the school entries and school feeding coordinators should be available to answer queries from the members of the Search Committee.
5. The Schools Division Search Committee shall evaluate the schools and shall choose one (1) school to represent the division whose score shall be given a weighted average of 20%.
6. The SDS shall nominate the entry school to the Regional Director together with the SDO Level Evaluation Sheet and school documentation of their implementation on or before the set deadline. Also included is a video interview of the SDO Focal Persons (for regular and milk components) for his/her answer to the attached Guide Questions.

#### **B. Regional Level**

1. The Regional Director (RD) shall form a Regional Search Committee from among the members of the SBFP Technical Working Group (TWG) with 1-3 representatives from partner agencies or NGOs who shall evaluate the SDO entry to the contest.
2. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
3. On the scheduled date of screening, the heads of the school entries, school feeding coordinators, SGOD Chief, and SDO Focal Persons should be available to answer queries from the members of the Search Committee.
4. The Regional Search Committee shall evaluate the schools and shall choose one (1) school to represent the region whose score shall be given a weighted average of 30%.

The RD shall nominate one (1) Regional school entry to Dr. Lope B. Santos III, OIC, Director IV, Bureau of Learner Support Services, Department of

Education, DepEd Complex, Meralco Ave., Pasig City together with the SDO & Regional Level Evaluation Sheets and school documentation of their implementation on or before the set deadline. Also included is a video interview of the RO Focal Person for his/her answer to the attached Guide Questions.

### C. National Level

1. The screening and evaluation by the Search Committee may be conducted face-to-face but with strict compliance to IATF protocols, or recorded virtual screening may be adopted. Actual school visit is discouraged.
2. On the scheduled date of screening, the heads of the school entries, school feeding coordinators, ESSD and SGOD Chiefs, and RO and SDO Focal Persons should be available to answer queries from the members of the Search Committee.
3. The National Evaluation Team shall evaluate the regional entries and scores shall be given a weighted average of 50%. The scores given by the SDO, RO, and National Evaluation Team shall be added to come up with a final score.
4. The schools with the top three (3) highest scores shall be awarded as the Most Outstanding SBFP School Implementer and two (2) Runners-up while the remaining 13 winners shall be awarded as Regional Winners.
5. The Regional and Schools Division Offices where the top three (3) schools came from shall automatically be awarded as the Most Outstanding Regional and Schools Division Implementers of SBFP for SY 2020-2021.
6. Similarly, the Feeding Coordinators and RO/SDO Focal Persons of the winning schools, SDOs, and ROs, respectively, shall be awarded as the Most Outstanding School Feeding Coordinators, Most Outstanding SDO Focal Persons, and Most Outstanding RO Focal Persons.
7. The winners will be announced through a DepEd Memorandum.
8. The decision of the National Evaluation Team shall be final and unappealable.
9. The evaluation summary is as follows:

PHASES	PERCENTAGE
Schools Division Level	20%
Regional Level	30%
National Level	50%
<b>Total</b>	100%

<b>Regional Winners for the Most Outstanding Implementer of SBFP</b>	
<b>Awards</b>	<b>Prizes</b>
<b>School Category</b>	P30,000 cash prize plus plaque and certificates
<b>SDO Category</b>	P20,000 cash prize plus plaque and certificates
<b>RO Category</b>	P10,000 cash prize plus plaque and certificates
<b>School Feeding Coordinators, SDO &amp; RO SBFP Focal</b>	Plaques and Certificates of Recognition

**VI. BUDGET REQUIREMENTS**

All activities related to the Search may be charged against the Program Support Fund (PSF) or excess funds of SBFP subject to the usual accounting and auditing rules and regulations.

**VII. ANNEXES- EVALUATION SHEET AND GUIDE QUESTIONS**

- Annex 1** - CO Level
- Annex 2** - RO Level
- Annex 3** - SDO Level

ANNEX 1



Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP) CO Level/SY 2020-2021			
		Points	Score
1	Percentage of actual beneficiaries served versus the target beneficiaries		10
		10 points if 100% beneficiaries were served	
		8 points if at least 90% beneficiaries were served	
		6 points if at least 70-89% beneficiaries were served	
2	Prompt implementation of the program		5
		5 points if the program was implemented on schedule.	
		4 points or below if the program was implemented behind schedule.	
3	Compliance to guidelines		5
		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
4	Presence & Completeness of the following forms:		14
	2 points for every form properly-filled-up and updated		
	1 point only if filled-up but not complete and updated		
		Cycle Menu	
		SBFP Form 1	
		SBFP Form 3	
		SBFP Form 5	
		SBFP Form 6	
		SBFP Form 7	
		SBFP Form 9	
5	Prompt submission of Liquidation Reports		10
		10 points if on-time liquidation of 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	
	Alternate Question if Procurement was done at SDO level:		
		10 points if suppliers were fully-paid within a month	
		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	

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP) CO Level/SY 2020-2021				
		Points	Score	
6	Prompt submission of Program Terminal Report (PTR)		10	
		10 points if the PTR was submitted complete and on-time		
		8 points or less if the PTR was submitted late and incomplete		
7	Documentation of innovations or good practices developed		5	
		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		
8	Involvement/support of parents & community		5	
		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		
9	Conduct of advocacy and social/resource mobilization activities		5	
		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		
10	Coordination with the barangay/partner for the safe distribution of food commodities		6	
		6 points if coordinated with & supported by the barangay/partner		
		3 point if coordinated with the barangay/partner but was not supported		
11	Result of interview with parents		15	
		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)		
12	Impression on the video interview of the SBFP Focal Person		10	
		10 points if the RO Focal Person provided complete and sincere answers to the		
		guide questions		
		8 points or less if the RO Focal Person provided incomplete and not so sincere		
		answers to the guide questions		
		<b>TOTAL:</b>	<b>100</b>	<b>0</b>



Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)				
CO Level/SY 2020-2021				
		Points	Score	
		SDO Weighted Score (20%):		0
		RO Weighted Score (30%):		0
		CO Weighted Score (50%):		0
		Sub-Total:		0

NOTABLE  
REMARKS:

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Name, Signature, & Designation of the Members of the Search Committee

APPROVED BY:

LOPE B. SANTOS III  
OIC, Director IV, BLSS

ANNEX 2



Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)			
RO Level/SY 2020-2021			
	Points		Score
1	Percentage of actual beneficiaries served versus the target beneficiaries		10
	10 points if 100% beneficiaries were served		
	8 points if at least 90% beneficiaries were served		
	6 points if at least 70-89% beneficiaries were served		
2	Prompt implementation of the program		5
	5 points if the program was implemented on schedule.		
	4 points or below if the program was implemented behind schedule.		
3	Compliance to guidelines		5
	Creation of SBFP Core Group		
	Orientation for Implementers conducted		
	Compliance to the minimum health requirements against COVID-19		
	Food safety standards followed		
	Orderly distribution of food commodities		
4	Presence & Completeness of the following forms:		14
	2 points for every form properly-filled-up and updated		
	1 point only if filled-up but not complete and updated		
	Cycle Menu		
	SBFP Form 1		
	SBFP Form 3		
	SBFP Form 5		
	SBFP Form 6		
	SBFP Form 7		
5	Prompt submission of Liquidation Reports		10
	10 points if on-time liquidation of 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		
	Alternate Question if Procurement was done at SDO level:		
	10 points if suppliers were fully-paid within a month		
	8 points if suppliers were fully- paid in more than one (1) month		

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP) RO Level/SY 2020-2021				
		Points	Score	
		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 Focal Person</b>		<b>10</b>	
		10 points if the SDO Focal Person provided complete and sincere answers to the		
		guide questions		

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)				
RO Level/SY 2020-2021				
		Points	Score	
		8 points or less if the SDO Focal Person provided incomplete and not so sincere		
		answers to the guide questions		
		TOTAL:	100	0
		SDO Weighted Score (20%):		
		Additional Points for the SDO		
		Functional ISNM Lighthouse School	2	
		Collaboration with DOST-FNRI Technology Adoptors/Agrarian Reform Beneficiaries Org. (ARBOs)/Community-Based Organizations (CBOs)/Farmers Groups?Dept of Agriculture-Accredited Groups	2	
		Use of Community Participation Procurement	2	
		Total RO Weighted Score- Scores for Items 1-12 + Additional Points (30%):		0
		Sub-Total:		0

NOTABLE REMARKS:

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Name, Signature, & Designation of the Members of the Search Committee

APPROVED BY:

Regional Director



ANNEX 3

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program SDO Level/SY 2020-2021 (SBFP)				
		Points	Score	
1	Percentage of actual beneficiaries served versus the target beneficiaries		10	
		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		
2	Prompt implementation of the program		5	
		5 points if the program was implemented on schedule.		
		4 points or below if the program was implemented behind schedule.		
3	Compliance to guidelines		5	
	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	
4	Presence & Completeness of the following forms:		14	
	2 points for every form properly-filled-up and updated			
	1 point only if filled-up but not complete and updated			
		Cycle Menu	2	

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program SDO Level/SY 2020-2021 (SBFP)			
		Points	Score
		SBFP Form 1	2
		SBFP Form 3	2
		SBFP Form 5	1
		SBFP Form 6	1
		SBFP Form 7	1
		SBFP Form 9	1
5	Prompt submission of Liquidation Reports		10
		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	
	Alternate Question if Procurement was done at SDO level:		10
		10 points if suppliers were fully-paid within a month	
		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	
6	Prompt submission of Program Terminal Report (PTR)		10
		10 points if the PTR was submitted complete and on-time	
		8 points or less if the PTR was submitted late and incomplete	
7	Documentation of innovations or good practices developed		5

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program SDO Level/SY 2020-2021 (SBFP)				
		Points	Score	
		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		
8	Involvement/support of parents & community		5	
		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		
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		6 points if coordinated with & supported by the barangay/partner		
		3 point if coordinated with the barangay/partner but was not supported		
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		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		

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program SDO Level/SY 2020-2021 (SBFP)			
		Points	Score
		(Must be supported with pictures and videos from parents and beneficiaries)	
12	Impression on the video interview of the SBFP School Feeding Coordinator		10
		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	
		TOTAL:	100
		SDO Weighted Score (20%):	

NOTABLE REMARKS:

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Name, Signature, & Designation of the Members of the Search Committee

APPROVED BY:

Schools Division Superintendent