**MATRIX OF REPORTS**

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| Form | Description | Person/Office Responsible for its Accomplishment | Submission |
| 1. SBFP Form 1 -Master List of Beneficiaries | The report includes the name of the beneficiaries including their nutritional profile, ethnicity, disability, 4Ps ID number, Name of Parents, & whether they are beneficiaries of previous SBFP. | The SBFP Core Group is responsible in accomplishing this report. | * This report is for submission to the DO not later than the 4th week of June 2014. * The DO is expected to compile the data & submit to RO not later than the 1st week of July. * The RO is expected to compile the data & submit to DSWD-FO not later than the 3rd week of July, cc: DepEd HNC. |
| 2. SBFP Form 2 – | The report is a consolidation of SBFP Form 1 but presented per grade level. | The SBFP Core Group is responsible in accomplishing this report. | * This report shall be submitted together with SBFP Form 1. |
| 3. SBFP Form 3 | The report is a master list of schools and its details. | The DO Focal Person is responsible in accomplishing the form. | * This report shall be submitted together with SBFP Forms 1 & 2. |
| 4. SBFP Form 4 – Daily Feeding & Attendance Record | The report is a listing of the beneficiaries with their pre & post feeding data, their participation to the daily feeding activity, & their attendance record. | The SBFP Core Group is responsible in accomplishing this report. | * This report shall be submitted to the DO attached to SBFP Form 5. It does not need to be submitted to the RO, unless the RO requires. |
| 5. SBFP Form 5 – Consolidated Nutritional Status & Attendance Report | The report is a consolidation of SBFP Form 4. | The SBFP Core Group is responsible in accomplishing this report. |  |
| 6. Program Terminal Report | The report is the school’s program accomplishment report which includes the number of beneficiaries, financial status, nutritional status, attendance per month, issues encountered & actions taken, procurement process, good practices, personnel involved, and pictorials. | The SBFP Core Group is responsible in accomplishing this report. | * This report shall be submitted to the DO 2 weeks after program completion. |
| 7. Consolidated Terminal Report | The report is a consolidation of the Program Terminal Report from the schools in MS Excel Format. | The DO and RO Focal Person is responsible in accomplishing the form. | * This report shall be submitted to the RO within 30 days after program completion. * The RO is expected to consolidate the data & submit to DSWD-FO within 30 days after program completion, cc: DepEd HNC. |