



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

September 14, 2022

REGION MEMORANDUM
ESSD No. 110, s. 2022

**CENTRAL OFFICE INTER AGENCY MONITORING OF SCHOOL-BASED
FEEDING PROGRAM (SBFP)**

To: Schools Division Superintendents

1. A progress monitoring on the implementation of the School-based Feeding Program (SBFP) shall be jointly conducted by the Bureau of Learner Support Services thru the School Health Division, the Inter-Agency Technical Working Group (TWG) from the National Dairy Authority (NDA), the Philippine Carabao Center (PCC) and Department of Science and Technology Food and Nutrition Research Institute (DOST-FNRI) together with the CO-TWG on School Based Feeding Program (SBFP) composed of representatives from the Office of the Undersecretary for Governance and Field Operations(OUFGO) and Finance Service on **October 17-21, 2022** for **SOCCSKSARGEN Region**.
2. The objectives of the activity are the following:
 - a. Assess the progress of SBFP implementation
 - b. Observe and document the actual distribution of commodities from the drop-off point until it reaches the beneficiaries
 - c. Gather issues and concerns and best practices
 - d. Provide technical assistance to implementation issues
3. A Post Conference to discuss the findings of the monitoring visit will follow on October 20, 2022 for RO and SDO representatives to be hosted by Cotabato Province.
4. The team shall visit the regional office/SDOs and look into the implementation of the program, issues and concerns, including financial status. Selected schools will be visited to validate observations and to interview school heads, school focal persons, parents, volunteer groups and other stakeholders. The team shall also do an ocular inspection of manufacturing plants of nutritious food products and pasteurized milk either by NDA or PCC, if any.
5. Enjoined to attend and coordinate the activity are the RO SBFP TWG, SDO TWG/SBFP Focal Persons and support staff. It is requested that SDO/school program holders shall prepare the following reports for FY 2021 and 2022 for document review:
 - a. SBFP form 1 – Master Lists of Beneficiaries
 - b. SBFP form 2 – List of School Recipients with breakdown of SW/W



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- c. SBFP form 3 – Summary of Beneficiaries by Grade Level
- d. SBFP form 5 - Program Terminal Report for NFP/Milk (FY 2021(using 2020 funds); FY 2022 (using 2021 and 2022 funds)
- e. SBFP form 10- Monthly Progress Monitoring / Monthly Meeting Presentation FY 2021 & 2022
- f. NFP/Milk Directory of Suppliers FY 2021 & 2022
- g. Procurement Documents FY 2021 & 2022 (MOA, PO, cycle menu, milk mapping and others)
- h. ISNM Accomplishment report FY 2021
- i. OKD Accomplishment Report 2021 (Revised OKD form B-SDO; Form A- school)
- j. Other Activities conducted- Monitoring, Meetings, Forum etc (MOVs)

6. The conduct of the activity shall comply with the required health standards consistent with the Inter Agency Task Force on emerging Infectious Diseases (IATF) protocols and DepEd Task Force COVID 19 issuances.

7. Transportation, accommodation and other related expenses shall be charged to downloaded funds for this activity and whatever excess expenses shall be augmented by Region/Division SBFP Program Support Funds subject to the usual government accounting and auditing rules and regulations.

8. Attached is the indicative itinerary of travel and terms of reference for reference and guidance. For further details, please contact **Ms. Mei-ling Duhig or Mr. Ferdinand M. Nunez**, BLSS-SHD at 09238715146/091756209849 or **Ma. Lourdes A. Ines**, SBFP Regional Focal Person, ESSD- School Health Section at 083 2281667.

9. For immediate dissemination and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl: Indicative Activity Itinerary
Reference: BLSS Letter dated August 17, 2022
Allotment: SBFP Support Funds
To be indicated in the Perpetual Index under the following Subjects:
MONITORING SCHOOL HEALTH

MLAI/ESSD-SHS/RM CO Inter Agency SBFP Monitoring/113/September 12, 2022.



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Enclosure 1 to Region Memorandum ESSD No. 110, s. 2022

ITINERARY MATRIX
CO SBFPM Monitoring
October 17-21, 2022

Date	Place to Visit	Person Responsible
October 17, 2022	Arrival of CO- Gensan Airport Sarangani – Alabel CES	RO/SDO Gensan SDO Sarangani
October 18, 2022	UEMPC Dairy Farm, Polomolok SDO South Cotabato Koronadal City – Nelmida ES	SDO South Cotabato SDO Koronadal City
October 19, 2022	Sultan Kudarat – Bambad CES AMOIL, Inc Dairy Plant SDO Kidapawan City- Amas CES	SDO Sultan Kudarat SDO Tacurong City SDO Kidapawan City
October 20, 2022	SDO Cotabato Prov – Sinayawan ES Ilustre CES Sta Catalina Cooperative	SDO Cotabato Province
October 21, 2022	Travel Back to CO via Davao City Airport	RO/SDO



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Enclosure 2 to Region Memorandum ESSD No. 110, s. 2022 Terms of Reference

**INTER-AGENCY PROGRESS MONITORING OF
SCHOOL-BASED FEEDING PROGRAM**

TERMS OF REFERENCE

1. The Bureau of Learner Support Services, thru the School Health Division (SHD) and the Inter-Agency Technical Working Group (TWG) with the CO-TWG on School-Based Feeding Program (SBFP) shall conduct Progress Monitoring to assess the progress of implementation, observe and document the actual distribution of commodities from the drop-off point until it reaches the households of beneficiaries, gather issues and concerns and best practices, and provide technical assistance to implementation issues at hand. The monitoring activities shall be conducted from June to December 2022.
2. Pre-Monitoring Activities:
 - The Monitoring Team shall be composed of representatives from BLSS (Office of the Director, School Health Division, Social Media Team), Finance Service, and members of the Inter-Agency TWG (NDA, PCC, DOST-FNRI).
 - The Monitoring Teams are expected to monitor mainly the programs at the Regional Offices (ROs). Schools Division Offices (SDOs) and schools may be visited to validate the findings in the RO and if there are issues that need to be resolved in the said areas.
 - ROs are expected to coordinate with SDOs and they shall arrange to concerned schools and plant facilities to visit.
3. Monitoring Team:

Regions	Monitoring Team Members	Proposed Dates	
XII	1. Dir. Lope B. Santos III 2. Ms. Magdalene Portia T. Cariaga 3. Mr. Ferdinand M. Nunez	Oct. 17-21, 2022	
		Date	Place to Visit
		Oct 17	Manila to Gensan/ Sarangani



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Regions	Monitoring Team Members	Proposed Dates	
	4. Ms. Gail Hariette C. Dela Rosa	Oct. 18	South Cot/Koronadal City
	5. Mr. Dave Velasco	Oct. 19	SK/Tacurong
	6. Finance Service Representative	Oct. 20	Kid City/Cotabato
	7. OASPA Representative	Oct. 21	Travel back to Manila
	8. DOST-FNRI Representative		
	9. PCC Representative		
	10. NDA Representative		
	11. Social Media Representative		
	12. Social Media Representative		

4. Actual Monitoring Activities:

- The monitoring activity shall start with a courtesy call to the Regional Director or at the SDO or his/her authorized official representative to discuss the objective of the activity.
- The Monitors are expected to discuss with/interview the Regional/SDO Focal Persons of the programs to be monitored, including the Budget Officers for the downloaded funds.
- The Monitoring Team may visit schools to observe the feeding program, school garden, and other programs to validate findings from the RO and SDO monitoring.
- The Monitoring Team shall conduct post-monitoring conference with the RO and SDO Representatives.

5. Post- Monitoring Activities:

- The Monitoring Team is expected to submit a report on the findings of the monitoring activity, including pictures/videos and relevant data submitted by the RO/SDOs.



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- Funds for this activity shall be downloaded by BLSS-SHS to ROs and distributed to SDOs. It is requested that whatever excess expenses shall be augmented by RO/SDOs from Program Support Funds.



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