



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-623

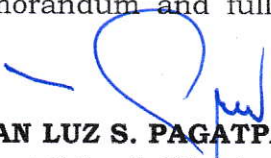
TO : Asst. School Division Superintendent
Chief Education Supervisors, CID and SGOD
School Head of all SBFP Implementers
Designated School-Based Feeding Coordinator

SUBJECT : **SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP) IMPLEMENTER FOR SY 2023-2024**

FROM : Schools Division Superintendent

DATE : December 6, 2023

1. The Schools Division Office of Alaminos City Division, through the School Governance and Operations Division (SGOD) and the Technical Working Group of School-Based Feeding Program (SBFP), announces the Division Search for Outstanding Implementers of the SBFP for the SY 2023-2024.
2. The search which includes all public elementary schools, aims to strengthen program support by acknowledging and rewarding the dedicated efforts of key implementers.
3. All School Implementers of SBFP are eligible to compete for the Most Outstanding School Implementer within the division. Three winners will be recognized and the School Implementer with the highest score will be honored as the Most Outstanding SBFP School Implementer for the SY 2023-2024.
4. The announcement of winners will follow after the division's evaluation and monitoring process.
5. Enclosed are the Evaluation Tool and Guidelines for evaluation and monitoring.
6. The widest dissemination of this Memorandum and full cooperation of all concerned are desired.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph

Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)

School: _____		Points	Score
1	Percentage of actual beneficiaries served versus the target beneficiaries 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% were served with NFP and Milk	10	
2	Prompt implementation of the program - Operational Expenses 5 points if the program was implemented on schedule 4 points or below if the program was implemented behind schedule	5	
3	Compliance to guidelines 1 point each if complied Creation of SBFP Core Group Orientation for Implementers conducted Food safety standards followed Orderly distribution of food commodities	5 1 2 1 1	
4	Presence & Completeness of the Following Forms: Cycle Menu SBFP Form 1-MASTERLIST SBFP Form 2- SUMMARY SBFP Form 3- ATTENDANCE SBFP Form 4- AUTHORIZED CONSIGNEES SBFP Form 5- MILK INTOLERANCE SBFP Form 6-NFP AND MILK DELIVERY SBFP Form 7- PROGRAM TERMINAL REPORT SBFP Form 8- PARENTS' CONSENT FORM SBFP Form 11-QUESTIONNAIRE FOR PROGRESS MONITORING AND EVALUATION	14 2 1 2 2 1 1 2 2 1 2	
5	Prompt submission of Liquidation Report 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	10	
6	Prompt submission of Program Terminal Report (PTR)- Previous year 10 points if the PTR was submitted complete and on time 8 points or less if the PTR was submitted late and incomplete	10	
7	Documentation of innovations or good practices developed with evidences 5 points if innovation or good practices developed are recorded and documented	5	
8	Involvement/support of parents & community with evidences 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	5	
9	Conduct of advocacy and social/resource mobilization activities 5 points if advocacy and social/resource mobilization activities are recorded and documented 4 points or less if advocacy and social/resource mobilization activities were conducted but not documented	5	
10	Coordination with the barangay/partner for the safe distribution of food commodities 6 points if coordinated with & supported by the barangay/partner 3 point if coordinated with the barangay/partner but was with limited support	6	
11	Result of interview with parents 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)	15	
12	Complete Delivery, Pick up and Distribution documentation 10 points if the School Feeding Coordinator pick up and distribute the food items on time 5 points or less if the School Feeding Coordinator delayed pick up and distribute not on time	10	
13	Impression on the interview to the SBFP School Feeding Coordinator 10 points if the School Feeding Coordinator provided complete answers to the	10	

guide questions		
5 points or less if the School Feeding Coordinator provided incomplete and not so sincere answers to the guide questions		
TOTAL:		100

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

APPROVED BY:

VVIAN LUZ S. PAGATPATAN PhD., CESO VI
Schools Division Superintendent