



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

MBHTE ORDER

No: 043
 Series of 2022

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajiri
 DATE: 11 JAN 2022
 TIME: 8:25 AM
 Ctrl. No. 2022-01-060

To : **Regional SBFP Technical Working Group**
School Division Superintendents
SGA - Focal
District Supervisor
Public Elementary School Heads
Integrated Madrasah Administrators
All other Concerned

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

RELEASED

From : MOHAGHER M. IQBAL
 Minister



By: Jam
 Date: JAN 11 2022
 Time: 9:30 AM
 Control No. 2022-01-059

Subject : **GUIDELINES FOR THE IMPLEMENTATION OF BARMM
 SCHOOL BASED FEEDING PROGRAM
 FOR FISCAL YEAR 2021**

Date : JAN 11 2022

1. The Ministry of Basic, Higher and Technical Education-BARMM through the Learners Health and Nutrition Unit-BARMM, sustains its commitment in providing good nutrition to learners amidst the COVID 19 pandemic. As such, it shall continue the implementation of School-Based Feeding Program (SBFP) for School Year (SY) 2021-2022 to contribute to the improvement of school attendance, encourage learners to go to school, address hunger and provide nourishment, and improve health and nutrition values and behavior of the learners.
2. The MBHTE-BARMM has allocated Php 384,000,000.00 from the Block Grant duly approved by the Bangsamoro Parliament to cover 160,000 learners of the 11 Divisions under MBHTE-BARMM.
3. For SY 2021-2022, SBFP shall adopt different schemes to comply with the Learners Health and Nutrition Unit-BARMM (LHNU) and the minimum public health standards issued by DOH and MBHTE-BARMM and with utmost consideration to the welfare, safety and health of learners and personnel involved in the program.
4. The SBFP priority beneficiaries are all schools under the ADM-AKAP Bangsamoro Program, Integrated Madrasah without Financial assistance, Public Elementary and Primary Schools, following the set





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- criteria where most learners are those coming from indigent families, indigeneous people (IP) and Pupils at risk of dropping out (PARDO's).
5. The program shall provide beneficiaries with nutritious food products – through rationing for 120 feeding days.
 6. Applicable guidelines per Memorandum Order No. 212 series of 2020 and supplemental guidelines per Memorandum Order No. 504 series of 2020 shall be adopted for SY 2021-2022 implementation of school-based feeding program, where appropriate.
 7. For more information, contact the chief of Learner Health and Nutrition Unit Ms. Gizeel Amara I. Ali, RN with contact number 09153580473 or through email address at giz_ameraiali@yahoo.com.
 8. For immediate dissemination and strict compliance.



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Enclosure to MBHTE ORDER NO. ____ S ____

Ministry of Basic, Higher and Technical Education
SCHOOL – BASED FEEDING PROGRAM (SBFP)
Operational Guidelines

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DepEd Order No. 39, s. 2017



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Ministry of Basic, Higher and Technical Education
SCHOOL – BASED FEEDING PROGRAM (SBFP)
Operational Guidelines

I. Rationale

The Ministry of Basic, Higher and Technical Education through Learners Health and Nutrition Unit in line with the DepEd's program, is firm in its pledge to address undernutrition among public school children. It is generally recognized that good nutrition is a vital factor in the students' capacity to learn. Thus, MBHTE continuously implement school feeding program to provide nourishment and encourage learners to attend school.

Over the years the program evaluation indicates that School attendance have improved and is averaging at 98%. And 73% of undernourished student beneficiaries have improved on their nutritional status at the end of 120 feeding days.

The feeding program will greatly contribute to human capital development and nation-building and concretely acknowledges BARMM's duty to respect, protect and promote the rights of children and their education and development, in both physical and mental aspects.

Republic Act No. 11037 or also known as "Masustansyang Pagkain para sa Batang Pilipino Act" institutionalized the national feeding program for undernourished children in public daycare, kindergarten and elementary schools to combat hunger and undernutrition among Filipino Children and appropriating funds. Therefore, the program shall include the provision of at least one fortified meal for a period of not less than one hundred twenty – 120 feeding days in a year.

The SBFP apparently works best when complemented with other School Health Programs such as deworming, micronutrient supplementation, Gulayan sa Paaralan Program (GPP), and WASH in Schools (WinS) Program. School heads underscore the importance of these programs to ensure 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.

One of the COVID -19 Mitigating Objectives under the Department Order on "Minimum Public Health Standards for Covid-19 Mitigation for Schools and DepEd Offices" is to increase physical and mental resilience. As a support to this objective, activities such as the implementation of SBFP are highly encouraged. This is to provide adequate nutrition and diets for severely wasted and wasted learners. Through proper nourishment, the mental, especially physical resilience of



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children against the disease will increase. Consequently, the main objective of the SBFP which is to improve classroom attendance and nutritional status of learners will also be attained.

II. Scope and Coverage

A. Priority Target Beneficiaries and Schools

9. MBHTE funded School Based Feeding Program shall prioritize all schools under the ADM-AKAP Bangsamoro Program, Integrated Madrasah with permit to Operate, Public Elementary Schools and Primary Schools targeted following the set criteria where most learners are those coming from indigent families, indigeneous people (IP), GIDA and Pupils at risk of dropping out (PARDO's).

B. Duration

- i. The feeding shall be done for at least 120 days. Feeding shall commence within the school year and end until the completion of the 120 target feeding days.
- ii. The feeding shall commence as soon as preparatory activities are conducted, such as finalized enrolment and class programs submission as bases for allocation. Feeding shall start not later than first week of April.

III. Definition of Terms

Actual Beneficiaries	The actual number of beneficiaries enrolled in the program Identified based on the current year.
Madrasah Beneficiaries	Number of Beneficiaries enrolled at Madrasah with Permit to Operate or recognized by MBHTE.
Short-term hunger	A condition experienced by children who do not eat breakfast and walk long distances to reach school (WFP).
Central Kitchen (CK)	A facility/room that centralizes the procurement and food production processes and caters to cluster schools. The preparation and cooking is done in the CK, and the prepared food is delivered to or picked-up by the cluster school.
Double Feeding	Refers to feeding the child with two meals a day/or feeding of one meal and one snack a day .



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Supplementation	A term used to describe the provision of relatively large doses of micronutrients usually in the form of pills, capsules or syrups. It has advantage of being capable of supplying an optimal amount of specific nutrient/s in highly absorbable form, and often the fastest way to control deficiency among individuals (WHO).
Fortification	Practice of deliberately increasing the content of an essential micronutrient, i.e., vitamins and minerals (including trace minerals) in food, to improve the nutritional quality of the food supply and provide a public health benefit with minimal risk to health (WHO and FAO).
Iron Fortified Rice	Iron rice kernel (premix) has a similar appearance with ordinary rice, but it contains high concentration of Iron. With the consistent consumption of Iron Fortified Rice, it targets to reduce iron deficiency anemia, while contributing to the cognitive development of school aged children.
Halal Food	Arabic word that means "permissible". In terms of food, it means food that is permissible according to Islamic law.

IV. Policy Statement

This policy establishes the guidelines for the implementation of the MBHTE-School-Based Feeding Program.

- A. The program aims to contribute to the improvement of classroom attendance of target beneficiaries to more than 85% per annum.
- B. The program also aims to do the following:
 1. Provide Universal Feeding to learners from kinder to grade 6 to include all learners from Integrated Madrasah Schools.
 2. Ensure 100% deworming of target beneficiaries prior to the feeding activities;
 4. Conduct group daily hand washing and tooth brushing activities as stipulated in DepEd Order No. 10, s. 2016, to impart development of positive health-promoting values and behaviors;
 5. Promote health and nutrition information and awareness among target beneficiaries through the K to 12 Curriculum and its alternative modalities of education; and
 6. Implementation of Gulayan sa Paaralan and backyard vegetable gardening to augment the feeding program and to complement the nutrition and poverty reduction initiatives of the Government.



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V. Procedure

A. Budget Allocation

1. MBHTE-HNU shall propose to **Ministry of Finance and Budget, and Management** -BARMM the annual budget allocations based on the target beneficiaries per division prior to the year of implementation approved by the Minister of MBHTE.
2. For the current school year, the MBHTE-HNU shall be responsible for determining the regional breakdown per division based on block grant allocation.
3. MBHTE – Health and Nutrition Unit shall prepare the work and financial plan and project procurement plan to be reviewed by the budget officer and recommended approval by the Director General for Basic Education and approved by the Minister.
4. The budget allocated for feeding is Php19.40 for the food commodities and Php .60 centavos for administrative cost/operational expenses per beneficiary multiplied by the number of feeding days a total of P20.00/child . The cost of feeding may be increased the succeeding years based on the approved budget by the Bangsamoro government.
5. Other expenses related to SBFP (the purchase of basic eating/cooking utensils, stove, reasonable transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, Kerosene, labor/service of cook, and common office supplies needed for the preparation of reports, Payment for the health certificate of food handlers, orientation, monitoring, and program implementation review, among others, which are requisites for an efficient and successful implementation) shall be sourced from other local funds or Regional/Division/Schools Maintenance and Other Operational Expenses (MOOE) and other stakeholders.

C. Regional Led Procurement/ Food Preparation Modalities

Under section 4, National School Feeding of letter (b) of RA 11037 stipulated the provision of fortified meals within the period of not less than 120 days in a year.



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Commodity procurement shall be under the procurement methods stipulated in the Republic Act 9184 and its implementing Rules and Regulations.

Table 2 Procurement/Food Preparation Modalities for SBFP

MODALITY	DESCRIPTION	FEEDING MECHANICS	Procurement Method	Accounting and Liquidation Processes
Regional Led Procurement	Procurement of Rice, cooking oil, spices and other perishable items will be done at the RO.	Parents and volunteers prepare and serve the food	The RBAC conducts procurement Pursuant to RA 9184	Based on the terms and condition stipulated in the contract. Progress delivery/ payment delivery
b. Food preparation done by hired temporary labor/ service in schools	Hiring of temporary labor/service of cook/job order workers as cook's for the school canteen or central kitchen. The wage of the hired cooks shall not be lower than the minimum wage set by DOLE for the locality	Hired cook/s prepare the food Parents and volunteer's serve the food	Same as the regular SBFP scheme The SBAC may consider using the negotiated Procurement – Community Participation in the delivery of goods subject to the community participation Procurement Manual issued by the GPPB	Payment for the hired cook/s may be sourced from the operational funds and/or may be augmented from school MOOE or canteen proceeds. Payment and liquidation will be the same as the regular SBFP scheme
c. Central kitchen model through clustering of schools	Schools in close proximately to each other are clustered and one school is identified to server as the lead school and central kitchen	Food for the cluster schools are cooked at the central kitchen. The cooked food shall be delivered to or picked-up by the other	The lead school (the school with organized BAC) shall conduct the procurement for the cluster schools, and each school shall submit the required documents for	The Procuring Entity (SDO BAC or SBAC that conducted the procurement) shall issues the Purchase Order (PO) to the supplier with the "lowest calculated and responsive bid"



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		cluster member schools Parents and volunteers of each school serve the food	the procurement of food commodities if the lead school is unable to conduct the procurement the SDO through their BAC may conduct the procurement of food commodities for the cluster schools	Funds shall be downloaded/ (transferred to the lead school) The lead school shall issue the Purchase Order to the supplier in case of Shopping or small Value Procurement Other schools shall submit the following to the lead school Daily acknowledgement/ certificate of receipt of food ration delivered
d. Catering/ Service Contracting	Schools with less than five (5) OR with more than one thousand (1,000) beneficiaries may use the catering/ service contracting modality through the usual accounting, auditing, and procurement rules and regulations	Parents and volunteers of each school serve the food	The School Bids and Awards Committee (SBAC) conducts procurement of catering/service contracting	The schools shall pay the service provider in accordance with accounting and auditing rules and regulations

C. Eligible Activities

1. Identification of Beneficiaries

- a. All public elementary schools and Integrated Madrasah Schools are expected to conduct profiling of Kinder to Grade 6 students in the first three weeks of October or during the Brigada Eskwela. The data shall be the basis for identifying the target.



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2. Creation of SBFP Technical Working Group

Regional Program Management Committee

- Minister
 - Vice Chair - DG for Basic Education
 - Vice Chair - DG for Basic Madrasha
 - SDS – 11 Divisions
 - Regional COA - Team Leader
 - Regional Finance - Budget & Accounting
 - SBFP TWG Chair - HNU Chief
 - Regional Planning
 - MBHTE Legal Officer

Regional SBFP Technical Working Group

- Permanent Focal Person (SBFP) – Regional HNU Head
 - SBFP Alternate Focal Person - HNU Senior Staff
 - WinS RO Focal Person
 - Accountant
 - Procurement Personnel - BAC Chair
 - DG for Basic Ed - Senior Staff
 - Regional Dentist
 - Physical Facilities
 - Supply Officer
 - DRRM - Focal
 - DG for Madrasah - Senior Staff
 - Planning - EMIS & PPD

Structure: Division TWG

- Permanent Focal Person (SBFP) - Division NIC
 - SBFP Alternate Focal Person - H&N Senior Staff
 - WinS Division Coordinator
 - Division Finance
 - EPS for Health - Division Supervisor
 - Division Dentist/Medical Officers
 - Physical Facilities Coordinator - Division Supervisor
 - DRRM Coordinator
 - Supply Officer
 - Division ALIVE/MADRASA Coordinator



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Structure: School (SBFP Core Group)

- School Head
 - Feeding Coordinator
 - School Nurse
 - WinS School Coordinator
 - PTA
 - Supply Officer
 - Disbursing Officer, Inspection Officer, Procurement Officer SBAC
 - BLGU
 - Barangay Nutrition Scholar

The SBFP School Core Group shall:

- a. The School Head, identify parents/volunteers who shall help in the whole duration of the program (identified parents/volunteers must be physical and mentally fit);
- b. School Heads may propose to the service provider names of parents/ volunteers, prepare the feeding area, supervise the daily feeding and wash the dishes;
- c. Educates and capacitate parents who shall help in the food preparation;
- d. Do the recording and reporting
- e. Submit the accomplishment report/Program Terminal Report to SDO.

3. Orientation of Program Implementers

- a. MBHTE RO, through the TWG, shall conduct an orientation among SDS, School Heads, and School Nurses using this Operational Guidelines circulated through MBHTE Order and the SBFP Manual on School Feeding Standards developed for the purpose.
- b. The schools shall conduct an orientation and consultative meetings among the school personnel, day care workers, barangay officials, organizations of the community and parents, and other stakeholders before program implementation to ensure effectiveness, common understanding of the program, and the roles and responsibilities of implementers and stakeholders. It is also a



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good opportunity to seek the support of community members (i.e., school alumni, donor families, private corporations) in providing weighing scales (beam balance), storage facilities (refrigerators or freezers), and cooking and feeding paraphernalia.

- c. Orientation topics shall include:
- i. Overview of the program;
 - ii. Background/rationale;
 - iii. implementing and partnership guidelines;
 - iv. Roles of PTA and other stakeholders in program implementation;
 - v. Training/cooking demonstrations for teachers and parents;
 - vi. Food preparation and food safety concepts.

4. Commodities

- a. The School Head shall have the authority and consultation with the Core Group to decide on the Cycle Menu in feeding the targeted children based on the standardized recipes suggested by DepEd, National Nutrition Council (NNC), International Institute for Rural Reconstruction (IIRR), JGF-BLT Recipes and Food and Nutrition Research Institute (FNRI), locally produced standardized indigenous recipes and other standardized recipes. Special consideration shall be made on the availability and sustainability of supply in the area, reasonability of prices, and nutritional value. Cultural or religious orientation of beneficiaries shall also be considered in planning the menu. **Halal foods** should be served in school children. A one-month or two-month cycle menu consisting of rice and a viand shall be prepared and followed.
- b. Iron Fortified Rice will be preferred, as provided under section 4, National School Feeding of letter (b) of RA 11037 stipulating the provision of fortified meals within the period of not less than 120 days in a year.
- c. To maintain good health and nutrition, all program managers/implementers in schools/division/regions shall comply with DepEd Order No. 13, s. 2017, (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Office).
- d. In consideration of the current COVID 19 health situation and guided by the Memorandum Order No. 250 s. 2020 on Learning Continuity Plan, with further anticipation of any



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emerging manmade or natural calamities that may arise within the school year, modifications on the feeding modality shall be instituted that may best fit with home-based learning and to maximize the use of funds in a school year, or to catch up on missed feeding days, the regional LHNU propose to conduct double feeding (Twice distribution of food packs per month). Food rationing to cover 40 days per tranche for 3 tranches (October 2021 to December 2021), will be released to the parents of the learners. Distribution will be once a month (every 10th day of the month), consisting of 6 kilos Iron-Fortified Rice (IFR), 1 kilo mungbeans, and 500 gms anchovy good for 40 days allocation.

- e. Commodity procurement shall be under the procurement methods stipulated in the Republic Act 9184 and its implementing rules and regulations.
- f. It is also encouraged to include fruits in the meals or milk from local dairy farmers if the budget can accommodate the costs or when provided by partners.
- g. The SBFP Core Group shall serve iron-fortified rice in support to RA 11037, brown rice, corn grits, and vitamin enriched/fortified cooking oil and sugar, in support of Republic Act No. 8976, or the Philippine Food Fortification Act of 2000, and to use only iodized salt for cooking in support of Republic Act 8172, (An Act Promoting Salt Iodization Nationwide and for Related Purposes or ASIS Law). Nutritional drinks, i.e., milk, micronutrient supplements and fortified snacks given by partners may also be given to the beneficiaries as a supplement to the hot meals provided that these are approved by Food and Drugs Administration (FDA).

With the Cycle Menu as basis, the School Head and the SBFP Core Group shall determine and prepare the complete list of ingredients needs for entire duration of the feeding period .

5. Procurement and Delivery

- a. The Regional procurement of food commodities shall follow procedures in accordance with RA 9184.
- b. Regional Procurement of Iron fortified rice shall be based on the specifications listed.
- c. Delivery of food commodities shall be directly to the target school beneficiaries.



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6. Feeding Proper

a. Mechanics

- i. Feeding time shall be decided by the School Head in consultation with the SBFP Core Group and PTA according to the needs of the children and practicability of feeding. It shall be conducted at the school feeding center/area or separate room to avoid disruption of classes.
- ii. The school feeding center/area or separate room shall be within the school. The food shall be served and consumed inside the feeding area and shall not be taken outside the feeding area.
- iii. The parents of the beneficiaries shall provide the basic feeding utensils such as plates, spoons and forks. Placemats, table napkins/towels, and other feeding paraphernalia may also be used. The parents or volunteers shall likewise be responsible for the washing of used utensils. However, the schools are not allowed to collect any money from the parents.
- iv. The School Head of his/her authorized representative shall be responsible for supervising the daily feeding.
- v. Feeding activities shall commence as soon as food stocks are received from the suppliers and/or partner-stakeholders.
- vi. Highest standard of hygiene in the preparation and serving of food must be practiced and observed.
- vii. All personnel and food handlers (including family members) involved in the feeding program shall be dewormed.
- viii. Aside from feeding, the children shall be taught proper hygiene (such as proper washing of hands before and after eating), table manners (prayers before and after meals), good grooming, simple concepts on health care, and importance of nutrition in their health and development, among others. The children shall likewise be taught basic chores (i.e., washing their own plates/trays or washing the dishes). The feeding teachers are to discuss daily the meal for the day and the nutrients which can be derived from the meal.
- ix. In order to facilitate the feeding and not to overburden teachers, the PTAs and other volunteer workers shall be mobilized and tapped to assist in the conduct of the feeding.
- x. The SBFP Core Group is encouraged to minimize food wastage by practicing portion control.
- xi. Children who participated in daily feeding shall be recorded.
- xiv. In case of interruption (i.e., school is used as temporary evacuation center, etc.), the School Head shall ensure that the feeding activity shall be for the targeted children only.



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b. Adherence to Food Safety

the following food safety standards shall be strictly enforced and followed at all times in accordance with DepEd Order No.14, s. 2005 (Instructions to Ensure Consumption of Nutritious and Safe Food in Schools) and DepEd Order No. 52, s. 2008, (Compliance with DepEd Policies on Food Safety in School):

- i. Availability of potable water and hand washing facilities;
 - ii. Well-maintained, clean, well-ventilated and pest-free environment;
 - iii. Proper selection of food and ensuring they are fresh and of good quality;
 - iv. Washing and cleaning food items before storing;
 - v. Storing of dry goods in dry storage area, and of perishable food in cold storage area;
 - vi. Preparing and cooking of food on the day it will be served;
 - vii. Provision of food covers and containers for safekeeping;
 - viii. Hygiene practices in food preparation, cooking display, serving and storage;
 - ix. Ensuring that non-food items are not in the kitchen area, or if it cannot be avoided, it should be properly labeled and segregated from food item;
 - x. Observing the expiry dates of food commodities; and
 - xi. First-In First-Out (FIFO) policy shall be observed in withdrawing stocks from the storeroom.
- c. Compliance with DepEd Order No. 10, s. 2016 (policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools Program).
- i. Food handlers shall have an updated health/medical certificate.
 - ii. Food preparation and handling in all schools shall meet the standards on food safety.
 - iii. School personnel in charge of food handling and preparation and properly trained and certified based on the standards of the code of Sanitation of the Philippines.
 - iv. All school canteens must secure a Sanitary Permit from the Local Health Office (LHO).

7. Storage and Control System

To avoid the demand for large storage spaces, a staggered delivery system of food commodities may be arranged with the supplier.

Ensure Standard Warehouse Management of commodities:

- Proper storage and handling,
- stacking,
- reconditioning,
- security and safety,



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- warehouse maintenance,
- pest control (fumigation),
- procedures of commodity dispatching,
- quality control,
- physical inventory and commodity inspection,
- documentation of food losses and damages,
- and disposal of damage food.

Develop commodity tracking system which indicates the PO number, batch number, tonnage, date of commodity receipt at the warehouse, best before dates, date of dispatches and destinations, who received the commodity and transporters tracking.

8. Awards and Incentives

a. Granting of Service Credits to Teachers

The services rendered by teachers who are members of the SBFP Core Group beyond the required eight hours of service or during weekends and holidays are eligible for service credits in accordance with the provisions of DepEd Order No. 53, s. 2003, the Updated Guidelines on Grant of Vacation Service Credits Teachers. The School Heads are responsible for requesting such incentives for approval by the SDS.

b. Search for Outstanding School implementation of MBHTE-SBFP

The best school implementer of SBFP may be recognized and awarded at the end of the feeding period based on the following criteria:

- i. Percentage of beneficiaries
- ii. Compliance with guidelines;
- iii. Prompt submission of liquidation reports, accomplishment report;
- iv. Establishment of vegetables garden;
- v. Good practices developed and lessons learned;
- vi. Involvement/support of parents and community; and
- vii. Advocacy and social/resource mobilization activities.

The best school implementers of MBHTE-SBFP may be identified from ROs/SDOs and the Most Outstanding MBHTE-SBFP Implementers may be awarded by the MBHTE-RO from among the eleven (11) divisions winners. Funds for this purpose shall be charged against MBHTE MOOE.

9. Essential Activities

a. Deworming

- i. It is highly encouraged that beneficiaries undergo deworming prior to feeding in order for them to get the full benefit of the food nutrients. However, in cases where deworming did not happen prior to feeding,



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- the beneficiaries may still undergo deworming anytime within the first three months of the feeding program.
- ii. Beneficiaries, with their parents' consent, could avail of the mass deworming activity conducted in schools. Teachers may administer the deworming tablets provided that a health personnel (from the school or community) is in the school premises to take action on any adverse event following the deworming.
 - iii. The Department of Health (DOH) through DepEd Regional Office Education Support Services Division (ESSD) shall provide the deworming medicines, which will be distributed to the SDOs and to schools.
- b. **Good Grooming and personal Hygiene**
Beneficiaries shall be required to practice good grooming and observe proper hygiene such as wearing of clean clothes, proper hand washing before and after eating, tooth brushing, and keeping nails short and clean. The feeding teachers shall do a quick inspection before feeding starts.
- c. **Integration of the Health Care Promotion and Wash in Schools (WinS) Policy**
- i. The package consists of daily handwashing with soap, toothbrushing with fluoride toothpaste and bi-annual deworming of children.
 - ii. Each child gets one toothbrush and has access to toothpaste, soap and deworming tablets. The amount allocated for these materials is only Php25.00 per child for the entire school year.
 - iii. Funds for this purpose may come from partners or MOOE.
- d. **Gulayan sa Paaralan Program (GPP)**
- i. Schools are enjoined to have a fully functional vegetable garden for the whole school year to supplement the school feeding.
 - ii. In compliance with DepEd Memo No. 234, s.2008 (Planting of Malunggay Trees in Schools) all schools should plant at least 50 Malunggay trees within the school premises. An area in the school shall be allotted for production of nutrient-rich fruits and vegetables like legumes, root crops, leafy green and yellow fruits and vegetables. In urban areas, school may adopt an urban gardening technology.
 - iii. The schools may source initial planting materials from the local agriculture office.
 - iv. The schools may coordinate with the barangay council to designate an area in the community where the parents of the beneficiaries can establish a communal vegetable garden as primary source of vegetables for the supplementary feeding. Initial planting materials maybe provided for the households by the local agriculture office or the barangay council upon request.



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- v. Retention of good seeds and planting materials shall be encouraged as a regular source of replanting materials for sustainability.
 - vi. Replanting of at least 20 malunggay trees every July is encouraged to sustain the feeding program.
 - vii. It is emphasized that ingredients for the provision of food commodities shall be sourced locally. All public schools are encouraged to procure these ingredients from any of the following local sources:
 - The school's vegetables garden established under the GPP
 - Home and communal gardens by families of SBFP beneficiaries
 - Local farmers, especially those classified by DSWD under the poverty line
 - viii. Establish of fuel-efficient stove shall be initiated by the school through the support of PTA, LGU and BLGU to promote environmental protection, gender protection, sanitation and food safety.
 - ix. Ensure access to potable water
- e. Waste Segregation and Composting
- i. Practice waste segregation and ensure the provision of containers for biodegradable, non-biodegradable and recyclable materials.
 - ii. Practice waste management, use of 5Rs (reduce, reuse, recycle, repair, and rethink), and composting to minimize garbage.
 - iii. Avoid using Styrofoam and plastic containers.
- f. Productivity, Life, and Values Development Training
- The schools may coordinate with partner stakeholders for the conduct of trainings for parents in order to sustain family food security, increase school retention and improve the nutritional status of children in the long term.
- i. Values formation
 - ii. Climate-smart training/gardening
 - Bio-intensive gardening (BIG)
 - Food Always In The Home (FAITH) approach
 - Gulayan sa Paaralan Program
 - Fish culture using cement tank/drum
 - Urban gardening
 - Livelihood/income generation projects
 - iii. Health and nutrition education
 - Health and nutrition education in schools aims to create positive attitudes, skills and promote life-long lifestyle behaviors. Thus, nutrition concepts consistent with the nutritional Guidelines for Filipinos should be integrated in class discussions.



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- Information education and communication materials provided by the National Nutrition and Council (NNC), e.g., posters on the Daily Nutritional Guide for Children 7-12 years, vegetables, eggs;

Pagkaing Sapat at Abot Kaya exhibit materials (this is an annual theme for nutrition month? Which change annually); billboard of Gabay sa Wastong Nutrisyon, vegetable and egg; and Pabasa sa Nutrisyon kit may be used. (owner of the concept is NCP -Dr. Solon)

All program implementers and activities involved in MBHTE-SBFP shall take into consideration the "no class disruption policy," and compliance with DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith".

10. Procedure for Fund Availment/Release

1. Allotment intended for the MBHTE-SBFP is released to MBHTE ROs per BAA. On the Release of Funds following the implementing Guidelines on the Release and Use of Funds for FY2020.
2. The MBHTE RO shall release the funds directly to the service provider/supplier in three (3) tranches; the 1st tranche (40 days allocation) shall be downloaded after completion of 1st tranche to validate the feeding activity. The amount of tranches shall be based on the advisory given by the FMBM for the current year. The 2nd tranche (another 40 days allocation) shall be downloaded to the service provider/ supplier after completion of 80 school feeding days and the 3rd tranche shall be downloaded upon completion of 120 feeding days. (Total BAA allocation = 1st tranche + the 2nd tranche + 3rd tranche).
3. Upon receipt of the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) from the MBHTE-LHNU, the MBHTE-Finance shall release the budget allocation to the service provider/supplier. The service provider may release the food commodities through regular monthly/ weekly releases as preferred by or agreed with the school recipients. Succeeding allocations shall be released to service provider/supplier upon submission of partial liquidation reports (50%) pertaining to the previous releases. The MBHTE-RO shall make sure of prompt fund releases to ensure continuity of feeding.
4. The RO Accountants shall prepare a monthly SBFP financial reports to be submitted through channels to MBHTE-Minister



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5. MBHTE-SBFP funds shall be treated as **“special purpose fund”**, for the Bangsamoro Learners.

E. Roles and Responsibilities

1. The MBHTE SBFP TWG shall be organized at the regional, division and school levels. The TWG shall review and recommend program policies, coordinate and monitor program implementation, and provide guidance and support to school implementers.
2. The Regional and Division TWGs shall be composed of, but not limited to, the MBHTE focal person and his/her alternate, accountant, and procurement personnel.
3. The roles and responsibilities are as follows:
 - a. MBHTE RO:
 - i. The Learners School Health and Nutrition Unit shall be the focal unit for SBFP supervised by the Director General for Education.
 - ii. Propose budget allocation for MBHTE-SBFP.
 - iii. Conduct the program implementation orientation to MBHTE Division focal persons and School Heads,PTA,BLGU & PLGU
 - iv. Monitor and provide technical assistance to MBHTE-SDO in the implementation of the SBFP.
 - v. Conduct program assessments in consultation with representative group of field implementer.
 - vi. Develop policies and issue memoranda/orders related to MBHTE SBFP and other complementary programs for effective program implementation.
 - vii. The RO SBFP TWG are directed to conduct stringent monitoring and actual spot checking of actual implementation to schools.
 - viii. Consolidate regional MBHTE SBFP Terminal Report.
 - ix. Coordinate with other line agencies and other stakeholders.
 - b. MBHTE SDO:
 - i. Forge partnership with LGUs and/or NGOs/CSOs in areas where there are LGUs and/or NGOs/CSOs that are willing to partner for the SBFP.
 - ii. Oversee the implementation of the program .
 - iii. Designate permanent project focal persons to ensure that implementation of the SBFP is administered properly.
 - iv. Ensure proper coordination and active engagement with LGUs, NGOs/CSOs, and other groups undertaking the feeding program.
 - v. Monitor the compliance of the schools with the guidelines, procurement process, financial management, health and nutritional assessment and other complementary activities.



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- vi. All SDO SBFP Focal Persons shall submit monthly interim status of implementation including utilization of commodities.
 - vii. Consolidate reports with analysis and recommendations and submit To MBHTE RO the terminal reports form the schools.
- c. MBHTE Schools:
- i. The School Head (SH) shall organize the SBFP Core Group who shall perform the functions enumerated under Section V.C.2.
 - ii. The School Head shall oversee the daily implementation of the feeding program including actual feeding, health and nutritional assessment, and complementary activities.
- d. Ensure proper coordination and active engagement with LGUs, NGOs, CSOs, and other groups undertaking the feeding program.
- e. Submit to the SDO a consolidated terminal report after the completion of the program.
- f. The SH is accountable for the accuracy and validity of the data reports submitted for budget allocation and for other reports.
- g. *Ministry of Interior and Local Government*
- i. *Shall ensure functionality of Local School Board*
 - ii. *Provincial level - Shall allocate funding support to the program*
Municipal level – shall allocate funding support
Barangay level – mobilize communities to support
- h. *Partner Agency – the MBHTE may forge partnership with civil society organization, development agencies, private sector to support the successful implementation of SBFP.*

1. Value of Partnership-Building

By working cooperatively with partners, the SBFP can result in greater impact, scale, reform and sustainability. The LGUs, NGOs, and other private sector groups can be tapped in the implementation of the MBHTE-SBFP in order to reach out to more students.

Partnerships provide better opportunities to harness the strengths and competencies of each partner. They can also help in finding better ways of doing things to achieve a more efficient program implementation, since each partner can bring value to the partnership.

2. Partnership Arrangement

The MBHTE will work with partner-stakeholders in the provincial, city, and/or the municipality levels and will create a local alliance for the MBHTE-SBFP implementation. For SY2021-2022, partnership will shift from primary school-based “feeding” to focus on complementary support to SBFP, i.e., milk,



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nutritious beverages or micronutrient supplements on rice and viand allocations on SBFP or with technical assistance for better effectiveness in the implementation of SBFP and its implements and facilities.

- a. Identification of Potential Partners for SBFP
 - i. MBHTE Division Offices (SDOs) through the Adopt-A-School Program (ASP) Coordinator shall make an initial list of current and potential SBFP partners which may include the LGUs, NGOs/CSOs, professional organizations, faith-based organizations, local private sector groups, migrant organizations, cooperatives or people's organizations that are committed to support the feeding program.

Table 4. Suggested menu of services/support that partners may provide:

Services/support	Quantity
1. Equipment	Weighing scale (detecto or beam balance) – one per school Microtoise (tool used for height measurement) Feeding paraphernalia/cooking utensils Plates, cups, glasses, spoon, and fork (1 set per beneficiary), etc.
2. Services	Allowance for kitchen help/cook 1 helper for 40 student beneficiaries Manpower (volunteers) Refurbishment of feeding centers, etc.
3. Inputs for Gulayan sa Paaralan	Seeds, seedlings, seed trays, organic fertilizers, garden tools, garden infrastructure etc.

- ii. Partners (such as LGUs) that have committed to provide hot meals to severely wasted and wasted learners are advised to proceed with their feeding in their identified schools after the DepEd has completed the 120 feeding days. This is consonance with our guidelines that "no two feeding program shall be implemented in one school". This will also ensure continuous feeding program for children until the end of the school year which help address the issue of regression to SW and W of children that were rehabilitation after the 120 days feeding (PIDS SBFP Impact Evaluation, 2014).
- iii. SDOs shall formalize the partnership through a Memorandum of Agreement (MOA) containing the terms of



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the partnership. It is important that each partner is aware of their roles and responsibilities.

- iii. Private sector partners may avail of the tax incentives on the expenses incurred in the project by fulfilling the requirements of the ASP Secretariat in accordance with Republic Act No. 8525. The ASP Secretariat shall review and process the application and endorse it to the concerned revenue district office of the Bureau of Internal Revenue (BIR) for approval.
- b. Convening the Planning Meeting
 - i. Once the list potential partners is ready, the SDO shall form a local alliance by conducting partnership conferences to orient the current and potential partners about SBFP and the need to build partnership.
 - ii. In areas where the LGUs agree to partner for the SBFP, the SDOs shall take the lead in coordinating, convening and managing the partnerships.
 - iii. Suggested activities/topics in the planning meeting:
 - Commitment, setting among all partners with concrete modes of support (manpower, financial donations, etc.);
 - Assigning schools which will be covered by each partner;
 - Oversight of process and output generation;
 - Reporting mechanism for gathering data; and
 - Performance indicators and key result areas to make the oversight function more effective and efficient.

- c. Special cases

If there are partners who are interested to do school feeding but cannot meet the minimum number of feeding days (100 days) as stipulated in DepEd Order No. 54, s.2013, the SDO shall pool the resources from other partners to complete the standard number of feeding days.

- d. Partnership-Building Guide

The partnership building manual was developed by DepEd and other stakeholders which can be used by the SDOs as reference. A PDF copy of this manual can be made available to the SDOs by request.

3. Coordination Mechanism



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With the involvement of various partners in the SBFP, a mechanism for coordination must be established to ensure that agreements during the planning meeting will be carried out effectively and efficiently.

a. Coordination Meeting

The SBFP local alliance shall regularly meet within the school year to keep a track of the progress and identify challenges and corresponding solutions in the SBFP implementation. It is recommended that the coordination meetings of the local alliance be held (a) before the start of the program in June or July (aside from the partnership workshop); (b) mid of the program (October), (c) end of the program (March), and (d) as need arises.

The coordination meeting shall cover but is not limited to the following topics:

- i. Program monitoring including trouble-shooting
- ii. Mid-program and end of the program evaluation results of SBFP; and
- iii. Updates on data needed from each partner involved.

b. Roles and Responsibilities in the Coordination Process

Roles in the coordination process of the SBFP local alliance shall be made clear and agreed upon by each of the local alliance member. The decision-making shall be made in consultation with all of the members.

- i. Convener – The essential characteristics of the convener is credibility or authority to bring together current and potential partners to the local alliance. In areas where the LGU agreed to be a partners of the DepEd in the SBFP, The convener can be the LGU but in close coordination with the SDO. However, in areas where the LGU is not available, the SDO should act as the convener.
- ii. Facilitator – the SDO is recommended to facilitate the coordination process and ensure that it is moving forward and that all partners are invested in the process. The facilitator's role may not be limited to the DepEd but may also be performed by the LGU or the NGO/private sector group of the local alliance. Regardless of who plays the role, The person to be assigned must have the facilitation skills which will lead to the achievement of the goals set by the local alliance.
- iii. Stakeholder/Partner representative – All of the members of the local alliance are encouraged to actively participate, invest in the process, and own and commit to the program to achieve its success.

c. Resolving Partnership Issues/Conflicts



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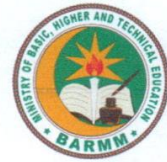
The SDO shall formalize the partnership with the LGUs, NGOs, private sector and/or other groups through a MOA containing the outline basic roles and responsibilities of each party. A mechanism for resolving partnership issues must be included in the MOA.

- d. Planning for Sustainability
 - i. The SDO shall develop regular monitoring and reporting mechanisms with the LGU and/or other partners who are members of the local alliance. Buy-in of LGU and stakeholders increases when they see that improvements and result happen within increments of time.
 - ii. An important part of sustaining the LGU's support for the program is to include the program in the Annual Investment Plan or the Annual Budget of the LGU. It is recommended that the SDOs advocate among their counterpart LGUs (provinces, cities) as well as municipalities and barangays to pass local resolutions which reflect the support of the LGU through the allocation of manpower (e.g., Barangay Health Worker (BHW) and Barangay Nutrition Scholar (BNS) to help in school feeding), technical, and financial resources for the sustained implementation of the program.
 - iii. The SDO shall ensure that in the discussions, the provincial or city planning officers, treasurer, accountant, Commission on Audit (COA) representative, barangay chairpersons, legislative heads of the committees for youth, health, and education are included. They can serve as local champions to include the project in the main plans and budget of the LGU.
- e. Capacity Building
 - i. SBFP Partnership contribute in the Ministry's effort in addressing Universal feeding among public school children by having more funds to benefit the learners.
 - ii. The training will cover familiarization on the School Based Feeding Standards for Quality Management (SFSQM) of SBFP process, and monitoring and evaluation tools. These standards will eventually be cascaded to all implementing schools. Furthermore, the training also aims to renew partners commitment to the SBFP.

VI. Program Monitoring and Evaluation

A. Monitoring Activities

Progress Monitoring/Activity Implementation monitoring Shall be conducted to assess the efficiency of implementation of the program. During monitoring activities, all monitors are expected to correct



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practices that are not in accordance with the guidelines and provide recommendations to address problems/issues at hand which are within their function. Problems/issues needing resolution from higher authorities must be referred immediately for prompt action. Results of monitoring shall be integrated in the Terminal Report.

1. School Level – The School Head is expected to monitor daily the feeding activities and program implementation. School Heads and feeding coordinators shall also monitor the commodities they have received (Quality of IFR Rice and Perishable items) from the service provider/supplier. Check the 20 days cycle menu was observed.
2. SDO Level – The SDO TWG is expected to monitor monthly the compliance of the schools to the guidelines, start of feeding, and the conduct of complementary activities such as deworming, food production, waste segregation and composting, integration of Essential Health Care Program (EHCP), good grooming and personal hygiene, and productivity, life, and values development training. Monitor also the quality of commodities the schools received.
3. Regional Level – The regional TWG is expected to monitor the quality of IFR rice procured by the service provider, warehousing of goods, tracking IFR Rice delivery. Coordinate with different line agencies during school monitoring on the program implementation and ask technical assistance to capacitate schools on warehouse management of commodities.

B. Submission of Reports

1. Report on SBFP Coverage and Start of Feeding

All Schools shall submit to SDOs the status of SBFP implementation. The SDOs shall consolidate and submit the reports including the number of beneficiaries for current SY and the start of feeding to MBHTE-HNU. This shall be for both SBFP and Partner-funded feeding programs.

2. Progress Report
 - a. All schools shall submit quarterly to MBHTE-HNU, to be consolidated by the SDOs, quarterly progress report on the status of implementation which includes actual number of schools and beneficiaries,
 - b. Progress reports shall include the following details:



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Reports/Activity	Date/Schedule of Submission	Office Responsible
Finalization of actual number of beneficiaries	February	School/SDO /RO
Status of delivery of rice and other commodity	MAY	RBAC
Conduct orientation of MBHTE-SBFP to all target schools	April 2020	MBHTE-HNU
Start of feeding (including activities conducted before start of feeding, improvement in school attendance of learners, issues & concerns)	SEPTEMBER	Schools
Terminal reports	January 2020	School/SDO

3. Terminal Report

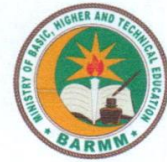
- a. All School Heads shall submit a terminal report to include the following:
Program accomplishment; list of names of beneficiaries; findings of the monitoring activities; issues encountered and actions taken; good practices or lessons learned; personnel involved, pictures before, during and after the feeding activities, and goods procured.
- b. All terminal reports shall be submitted to the MBTE- SDO through the district office, then to the MBHTE- RO.
- c. The MBHTE-SDOs are expected to consolidate all reports before submission to MBHTE-RO-HNU.
- d. These procedures apply to schools both MBHTE SBFP, DepEd SBFP– Partner-funded. The names of the partners shall also be included in the report.

C. Program Evaluation

An evaluation shall be conducted during the first quarter of the succeeding year. Guidelines shall be issued subsequently to this effect.

VII. Special Provisions

- A. To maximize the use of funds in a school year, or to catch up on missed feeding days due to natural or man-made calamities, schools may propose to conduct **double feeding** (feeding of two meals a day and/or



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feeding of one meal and one snack a day), feeding on weekends or feeding during summer vacation for approval by the MBHTE-Minister in coordination with the utilized and spill-over to the next school year will be prevented.

- B. Double feeding may also be conducted if the estimated number of feeding days will exceed the number of school days, subject to the approval of the MBHTE- Minister prior to the implementation to complete 120 feeding days.

VIII. Special Instructions/Guidelines for FY2020 Funds

- A. RO accountant are hereby directed to report all balances of the FY2020 funds duly noted by the Minister.
- B. The report shall be submitted to the Office of Minister and RO Accounting Division not later than March 15 of every year copy furnished MBHTE-HNU.
- C. The excess and unutilized 2020 funds shall be used for the following purposes:
 1. Augment the FY2021 funds in case it is insufficient to feed the 2021 target beneficiaries;
 2. Conduct feeding for all grade levels, in all remote or far flung schools; mountainous schools, and schools in hard-to-reach areas and IP communities;
 3. If there are still excesses in the 2020 and 2021 funds, it may be used for other SBFP-related activities such as orientation activities for field implementers, monitoring SBFP, GPP and other health and nutrition implementations/programs; purchase of weighing scale, microtoise, multivitamins, medical and dental supplies, and augmentation of funds for the purchase of additional hygiene kit for the added beneficiaries identified; and
 4. The utilization of the excess and unutilized 2020 shall be included in the 2021 WFP to be approved by the RD (if the excess and unutilized funds are in the RO) or the SDS (if the excess and unutilized funds are in the SDO).

IX. Penalty Clause

Any MBHTE personnel who violate any provision of this Order shall be dealt with administratively, pursuant to DepEd Order No. 49, s. 2006, The Revised Rules of Procedure of the Department of Education on Administrative Cases.

The Minister/SDOs shall likewise enforce administrative/disciplinary actions on school he ads/feeding coordinators or any SBFP implementers proven to have



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violated the DepEd policies, especially on fund management. (DepEd Order No. 62, s. 2016; and RA 9184)

X. References:

Dep Ed Order No. 39 Series of 2017



MBHTE- SCHOOL-BASED FEEDING PROGRAM FY 2021
IMPLEMENTATION STRATEGY
(Catch Up Plan)

MBHTE-SBFP OBJECTIVE AMIDST COVID 19

- SBFP shall continue to implement amidst Covid 19 pandemic to address hunger, and encourage learners to enroll, to contribute to the improvement of their nutritional status, provide nourishment for their growth and development and help boost their immune system.

LEGAL BASES :

- RA 11037
- Ra 11469 Bayanihan Act to heal as one

DURATION & MODALITY OF FEEDING AMIDST COVID 19 FY 2021:

- Food rationing to cover 120 feeding days. Commodities are as follows;
 - Iron Fortified Rice 18kilos/child
 - Mung beans 3kilos/child
 - Anchovy 1kilos/child
- Distribution of Food packs will be release to the parents of the learners in 3 tranches.

TRANCHES	Original Date of Implementation	Catch Up Date	Reason of Delay
1 st Tranche	October 2021	April 2022	• Due to changes of School Calendar and to maximize the use of funds in a school year, and to catch up on a missed feeding days due to this pandemic that causes delayed implementation of SBFP FY 2020, SBFP for FY 2021 will commence on April 2022 (1 st Tranche), May 2022 (2 nd Tranche) and June 2022 (3 rd Tranche) to all target schools.
2 nd Tranche	November 2021	May 2022	
3 rd Tranche	December 2021	June 2022	



PROCUREMENT :

- Regional Led Procurement
- Undergo Bidding Process
- Qualified Supplier directly deliver all allocated commodities to identified drop off point/SDO
- Commodities are;
 - Iron Fortified Rice
 - Anchovy
 - Mungbeans

MBHTE-SBFP Fund for FY 2021 :

COMMODITY	FEEDING DAYS/COST /CHILD	BUDGET
IFRice 18kls Anchovy 1kls Mungbeans 3kls	120 Days@ 20.00/ Child	384,000,000.00 for 160,000 Beneficiaries

TARGET BENEFICIARIES:

DIVISION	NO.PES/SLB/AKAP	NO. OF MADRASAH	TOTAL NO OF BENEFICIARIES
BASILAN	33	3	10,000
LAMITAN	42	1	10,000
LDS I	59	6	15,000
LDSII	59	7	15,000
MAGUINDANAO I	79	22	20,000



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MAGUINDANAO II	102	4	20,000
MARAWI	26	8	10,000
SULU	73	4	20,000
TAWI TAWI	81	1	20,000
NORTH COTABATO	26	0	10,000
COTABATO	11	0	10,000
TOTAL	586	56	160,000

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