



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2022-003

To: Public Schools District Supervisors  
Health and Nutrition Unit  
Secondary Nurse  
Public Elementary and Secondary School Heads  
Clinic Teachers/WINS Coordinators

Subject: **STRENGTHENING SCHOOL HEALTH SUPPORT FOR SY 2022-2023**

Date: September 1, 2022

Pursuant to DepEd Regional Memorandum ESSD 2022-149 from **MARILYN B. MADRAZO**, Chief Education Supervisor, PPRD, Officer-in-Charge dated August 26, 2022, through the Bureau OF Learner Support Services – School Health Division (BLSS\_SHD), titled Strengthening School Health Support For SY 2022-2023.

In view of the upcoming full resumption of the face to face classes in the basic education sector are all enjoined to provide full support to respective School Health and Nutrition personnel initiating/participating in/ continuing their roles in the following:

**1. Monitoring and implementation of the health and safety preparations for the opening of classes:**

All division School Health and Nutrition (SHN) units are enjoined to initiate/participate in monitoring and inspection activities to check on the health-related preparations of schools for the opening of classes, guided by the mechanism and standards, particularly on health and safety protocols during the 5- day in person classes, as provided for by the DepEd Order No. 34, s 2022 title School Calendar and Activities for the School Year 2022- 2023, and/ or any subsequent issuances.

This shall also include inspection of health facilities in schools such as handwashing and other WINS facilities, health corners, medical/dental clinics.

The School Health Division will generate reports on the schools' health and safety preparation prior to planned full resumption of classes on November 2, 2022. Thus, all School Health and Nutrition Personnel are encouraged to cover as many as schools as possible. Consolidated accomplishment reports shall be submitted on October 26, 2022. See attached for the template of reporting.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**2. Providing health and referral services, including PFA and MPHSS, to teaching and non-teaching personnel and learners**

**3. COVID 19 response and participation in vaccination campaign**

This shall include continued coordination with LGU counterparts, submission of reports on COVID 19 cases/ vaccination data, and amplifying vaccination campaign initiatives.

**4. Management of school health programs under OK sa DepEd**


SHN personnel shall continue to implement activities under flagship and support programs of OK sa DepEd guided by issuance from BLSS-SHD particular to such programs and/or activities for OK sa DepEd, (Annex A)

**5. Conduct of health and nutrition promotion and advocacy activities**

**6. Providing necessary technical assistance to schools** in any matter mentioned above related topics on the implementation of OK sa DepEd programs.

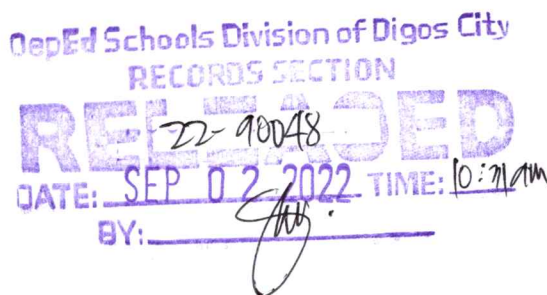
Immediate and wide dissemination of this Memorandum is desired.

For and in at the absence of the  
Schools Division Superintendent

  
CLARENCE S. PILLERIN  
Public Schools District Supervisor  
Officer-In-Charge

Enclosed: As stated.

HNU/jaa



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

Records

22-4058



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

REGIONAL MEMORANDUM  
ESSD-2022-149

Office of the Regional Director of Digos  
SCHOOL HEALTH SECTION

90748

30 AUG 2022 TIME: 12:06 PM

To : Schools Division Superintendents

Subject: STRENGTHENING SCHOOL HEALTH SUPPORT  
FOR SY 2022-2023

Date : AUGUST 26, 2022

Herewith is the Memorandum from the Office of the Undersecretary for Governance and Field Operations (OUGFO) Memorandum 2022-03-024 dated August 15, 2022, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), titled Strengthening School Health Support For SY 2022-2023.

In view of the upcoming full resumption of face-to-face classes in the basic education sector all are enjoined to provide full support to respective School Health and Nutrition personnel in initiating/participating in/ continuing their roles in the following:

**1. Monitoring and implementation of the health and safety preparations for the opening of classes:**

All division School Health and Nutrition (SHN) units are enjoined to initiate/participate in monitoring and inspection activities to check on the health-related preparations of schools for the opening of classes, guided by the mechanism and standards, particularly on health and safety protocols during the 5-day in-person classes, as provided for by DepEd Order No. 34, s 2022 titled School Calendar and Activities for the School Year 2022-2023, and/or any subsequent issuances.

This shall also include inspection of health facilities in schools such as handwashing and other WINS facilities, health corners, medical/dental clinics.

The School Health Division will generate reports on the schools' health and safety preparation prior to planned full resumption of classes on November 2, 2022. Thus, all School Health and Nutrition Personnel are encouraged to cover as many schools as possible. Consolidated accomplishment reports shall be submitted on October 26, 2022. See attached for the template of reporting.

**2. Providing health and referral services, including PFA and MHPSS, to teaching and non-teaching personnel and learners**



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

**3. COVID-19 response and participation in vaccination campaign**

This shall include continued coordination with LGU counterparts, submission of reports on COVID-19 cases/vaccination data, and amplifying vaccination campaign initiatives.

**4. Management of school health programs under OK sa DepEd**

SHN personnel shall continue to implement activities under flagship and support programs of OK sa DepEd guided by issuances from BLSS-SHD particular to such programs and/or activities. For reference, attached is an overview of expected national activities for OK sa DepEd. (Annex A)

**5. Conduct of health and nutrition promotion and advocacy activities**

**6. Providing necessary technical assistance to schools in any matter mentioned above related topics on the implementation of OK sa DepEd programs.**

Immediate and wide dissemination of this Memorandum is desired.

By the Authority of the Regional Director.

*Marilyn B. Madrazo*  
**MARILYN B. MADRAZO**  
 Chief Education Supervisor, PPRD  
 Officer-in-Charge

ROB/D4/mbm

8-30-22 4:00 9:43



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
GOVERNANCE AND FIELD OPERATIONS

OUGFO No. 2022-08-024  
MEMORANDUM  
15 August 2022

22-4078

18 AUG 2022

11/17

TO: REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

FROM: *Escobedo*  
ATTY. RIVSEE A. ESCOBEDO  
*Undersecretary*  
Undersecretary  
Governance and Field Operations

SUBJECT: Strengthening School Health Support for SY 2022-2023

In view of the upcoming full resumption of face-to-face classes in the basic education sector, Regional Directors and Schools Division Superintendents are enjoined to provide their full support to their respective School Health and Nutrition (SHN) personnel in initiating/participating in/continuing their roles in the following:

1. **Monitoring and inspection of the health and safety preparations for the opening of classes**

All regional and division School Health and Nutrition (SHN) units are enjoined to initiate/participate in monitoring and inspection activities to check on the health-related preparations of schools for the opening of classes, guided by the mechanisms and standards, particularly on health and safety protocols during the 5-day in-person classes, as provided for by DepEd Order No. 34, s. 2022 titled *School Calendar and Activities for the School Year 2022-2023*, and/or any subsequent issuances.

This shall also include inspection of health facilities in schools such as handwashing and other WINS facilities, health corners, medical/dental clinics.

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) will generate status reports on the schools' health and safety preparations prior to planned full resumption of classes on November 2, 2022. Thus, all SHN personnel are encouraged to cover as many schools as possible up to October 28, 2022.

2. **Providing health and referral services, including PFA and MHPSS, to teaching and non-teaching personnel and learners**

3. **COVID-19 response and participation in vaccination campaign**  
This shall include continued coordination with LGU counterparts, submission of reports on COVID-19 cases/vaccination data, and amplifying vaccination campaign initiatives.
4. **Management of school health programs under *OK sa DepEd***  
SHN personnel shall continue to implement activities under the flagship and support programs of *OK sa DepEd* guided by issuances from BLSS-SHD particular to such programs and/or activities. For reference, attached is an overview of expected national activities for *OK sa DepEd*. (Annex A)
5. **Conduct of health and nutrition promotion and advocacy activities**
6. **Providing necessary technical assistance to schools in any matter mentioned above and related topics on the implementation of *OK sa DepEd* programs.**

For questions and concerns, please contact Dr. Maria Corazon C. Dumlao, Chief, BLSS-SHD, through (02) 8-632-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph)

Annex A

Overview of *OK sa DepEd* Activities for SY 2022-2023

For the guidance of school health and nutrition personnel across all governance levels particularly in their coordination with offices concerned, the Bureau of Learner Support Services-School Health Division (BLSS-SHD) provides this overview of the *Oplan Kalusugan sa DepEd (OK sa DepEd)* activities for SY 2022-2023 as summarized below:

Dates	Activity
August 15 to October 28, 2022	Monitoring and inspection of the health and safety preparations for the opening of classes (including submission of reports)
September 26-28, 2022	National Kickoff of <i>OK sa DepEd</i> for SY 2022-2023
September - October	Regional/Division Kickoff of <i>OK sa DepEd</i> for SY 2022-2023
October 31-November 4, 2022	School-Based One Health Week
All-year	Sustaining the Activities of <i>OK sa DepEd</i> Flagship Programs throughout the School Calendar
September - November	BLSS Monitoring of <i>OK sa DepEd</i> Programs, particularly Medical and Dental Clinics under the School Dental Health Care Program (SDHCP), WASH in Schools (WinS) Program, and School-Based Feeding Program (SBFP)

1. National Kickoff of *OK sa DepEd* for SY 2022-2023

- a. Enclosure No. 2 to DO 34, s. 2022 mentions "*Oplan Kalusugan sa DepEd*" in the month of September (TBA) for the Monthly School Calendar of Activities for SY 2022-2023.
- b. Given that co-curricular activities shall not be held until after the quarter examinations, as stipulated in DO 34, s. 2022, the conduct of the *OK sa DepEd One Health Week* (per DO 28, s. 2018) shall be moved to the 11th week of the first quarter. (More details in Item No. 3 of this Annex.)
- c. As such, the *OK sa DepEd* activity in September shall pertain to the National Kickoff that will be held on September 27, 2022 (exclusive of travel time and pre-event and post-event activities).
- d. The National Kickoff shall serve as the venue to provide updates and directions on the implementation of *OK sa DepEd* for the school year, as well as to showcase the selected practices of the regions as well as partnership opportunities for school health.
- e. Expected participants in the National Kickoff are representatives from the Regional Office including ESSD Chiefs and Regional SHN Personnel. A separate issuance will be issued to provide more details.

2. **Regional/Division Kickoff of OK *sa DepEd* for SY 2022-2023**

- a. Between the National Kickoff in September and the school-based *One Health Week* in November, Regions and Divisions may conduct their respective regional and/or division kickoff ceremonies to launch local directives and opportunities for *OK sa DepEd* and its flagship programs.
- b. Classes shall not be interrupted during the conduct of the said local kickoffs.

3. **School-Based *One Health Week***

- a. The week after the quarter examinations when co-curricular activities may be held in schools -- October 31-November 4, 2022 -- coincides with the date when all schools are expected to have already transitioned to full face-to-face classes -- November 2, 2022.
  - b. Given this, the *One Health Week* that will take place during that week shall focus on how *OK sa DepEd* and its flagship programs ensure that *DepEd* schools are "healthy learning institutions" for the health, safety, and well-being of learners, amid the pandemic and beyond.
  - c. Given that November 1 is a non-working holiday, in-person activities for the *One Health Week* shall be primarily on November 2-4, 2022, while virtual and home-based activities may be done on October 31 and November 1. Activities on November 1 shall be those that encourage learners to spend a healthy time with their families.
  - d. A separate issuance will be released providing guidance on the recommended activities during the *One Health Week*, including the theme for the week-long celebration.
4. **Sustaining the Activities of *OK sa DepEd* Flagship Programs throughout the School Calendar**
- Activities showcased during the *One Health Week* shall be sustained throughout the school year, guided by existing issuances per program and guidelines on the conduct of such activities.
5. **BLSS Monitoring of *OK sa DepEd* Programs, particularly medical and dental clinics under the SDHCP, WINS Program, and SBFP**
  - a. Monitoring of *OK sa DepEd* programs, particularly the SDHCP and the SBFP, which started during the last quarter of 2021 shall continue to cover the remaining regions that still need to be visited.
  - b. Fiscal persons at the Central Office directly coordinate with the regions to be visited for the details and necessary preparations.

Funding for the conduct of *OK sa DepEd* activities coordinated by the ROs and the SDOs for SY 2022-2023, including the regional/division kickoff and the simultaneous monitoring activities may be sourced from the program support funds downloaded to the regions, with



guidelines in the OUA Memorandum dated June 2, 2022 titled *Guidelines on the Utilization of the Downloaded Program Support Funds for the Implementation of OK sa DepEd*.

For questions and concerns regarding BLESS-coordinated monitoring activities, please contact Dr. Cynthia D. Coronado, Dentist III, (for SDHCP monitoring), or Ms. Magdalena Pertua T. Carriaga, Senior Education Program Specialist, (for SBFP monitoring), through (02) 8-672-9835 or email at [bless\\_shd@deped.gov.ph](mailto:bless_shd@deped.gov.ph)

For questions and concerns about OK sa DepEd activities, please contact Gian Erik M. Adao, Education Program Specialist II, or Belinda C. Boliran, Nutritionist-Dietitian II, BLESS-SHD, through the same contact information above.





Enclosure C

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**MONITORING TOOL ON OPLAN KALUSUGAN SA DEPED**

School \_\_\_\_\_

Date \_\_\_\_\_

Health Standards/ARH/NDEP/Mental Health	Yes	No	Remarks
1. Promotion of Physical distancing			
2. Policy on frequent cleaning of hands by using alcohol-based hand rub/ disinfectants or by proper handwashing with soap and water			
3. Body temperature check using thermal scanner prior to entering the school premises			
4. Proper sneezing/coughing etiquette policy			
5. Proper use of face masks at all times Policy			
6. Policy on proper disposal of tissue and masks after use			
7. Provision of relevant information on respiratory etiquette and protective measures that shall be observed in the school or the workplace			
8. Learners and Personnel have access to cloth/washable face masks, or face shields or such other protective equipment which can lessen the transmission of COVID-19			
9. Availability of hand soaps/ hand sanitizers/ alcohol-based-solutions/ other disinfectants in entrances, restrooms, etc			
10. Routine cleaning/disinfection is done on frequently touched surfaces and objects using bleach solution at least twice a day			
11. Personnel are reporting to their immediate supervisors if they are experiencing flu-like symptoms. There are means of monitoring to learners experiencing flu-like symptoms (if the school is already conducting limited (2f classes)			
12. Implementing adjustments in schedule, assignment and activities to allow for physical distancing in the classroom or in the office premises			
13. Limiting conduct of physical or face to face large gatherings and activities that will require close contact or where physical distancing may not be possible			
14. Devise and implement alternative means of recording and monitoring of attendance (for Alert Level II and up)			
15. Setting up a flexible dining policy for personnel and managed recess policy for learners			
16. Operationalization of the Preventive Alert System in Schools (PASS) for COVID-19 (DM 15, s 2020)			
17. Develop Contingency and Response Plan for COVID-19			



Address: F. Torres St., Davao City (8000)  
Telephone Nos : (082) 291-1665; (082) 221-6147





Enclosure C

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

18	Strictly enforce D O 13, s. 2017 (Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices)			
19	Strictly enforce the ban on smoking and vaping (DO 48, s. 2016, DM 111, s. 2019)			
20	Classrooms/ Offices has proper ventilation (open windows and doors)			
21	Classrooms are adhering to prescribed classroom layout			
22	Display and/or distribute IEC materials on health and safety, menstrual hygiene, oral hygiene, and other health related instructions in strategic locations including NDEP Corners, Health Corners, etc.			
23	There is a common area for accommodation of visitors and clients			
24	Availability of private screening area near the entrance of school/office			
25	Availability of a separate space/ holding area/ isolation area for the sick (patient with flu-like symptoms) while awaiting referral			
26	Provision of Mental Health and Psychosocial Support to personnel and learners			
27	Encourage daily physical activities for learners in at least 60 minutes and for personnel in at least 30 minutes			
28	Provision of alternative work arrangements to members of the most-at-risk population ( <i>Alert level II and above</i> )			
29	Observing the proper protocol on screening of returning personnel and learners			
30	Policy on personnel and learners with relevant history of travel/exposure			
31	Policy in observance of the DepEd Testing Protocol			
32	Proper protocol and process flow are followed for visitors and external stakeholders (e.g., accomplishment of health declaration form, etc.)			
33	Maintenance of safe, healthful, and sanitary conditions of school plant (including good emotional climate e.g., enforcement of Child Protection Policy)			
<b>Wash in Schools (WinS) Program</b>				
1.	Strengthening the implementation of DO 10, s. 2016 (Policy and Guidelines on Comprehensive WinS Program)			
2.	K-12 Learners have access to 1 toothbrush, 1 toothpaste and 1 bar of soap per learner			
3.	Safe Drinking Water is provided			
4.	Quality of water tested regularly			



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Enclosure C

Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

5	Water for cleaning is available			
6	Overall functional toilet seat and pupil ratio			
7	Toilet is accessible to person with limited mobility			
8	Toilets are secure, private, with door and lock, lighting, adequate ventilation and wrapping for used of pads are available			
9	Handwashing facilities with soap are available			
10	Daily cleaning of toilets and handwashing facilities			
11	Funding for maintenance and repair of toilets and handwashing facilities (AIP, SIP, MOOE)			
12	Segregated trash bins with cover are available in classrooms, toilets, canteen, offices, clinic, play areas, gardens, hallways, and gym			
13	Bins for infectious waste with cover are available			
14	Waste segregation is practiced			
15	Garbage collection, compost facility and material recovery facility (MRF) is available			
16	Functional Septic tank is available for all toilets			
17	Functional drainage from kitchen and wash areas			
18	Food handlers have health certificate			
19	Daily supervised handwashing with soap for learners			
20	Learner and group handwashing facility ratio			
21	Daily Supervised tooth brushing activity			
22	Sanitary pads are accessible in school			
23	Deworming is done semi-annually			
24	IEC material for proper sanitary napkin disposal are posted? (female toilet)			
25	Rest space or Changing room is available for girls with menstrual discomfort			
<b>School Health Services and School Clinic Management</b>				
1	Schools Technical Working Groups in health and nutrition program (Ok sa DepEd) are available			
2	Health and nutrition programs are part of INSET			
3	Conduct of physical examination in learners, teachers and non-teaching personnel			
4	Posted school monthly/quarterly or annual medical, dental and nursing schedule			
5	Conduct of medical, dental health and nutrition lectures and demonstration			
6	Dental services are available			
7	Availability of school or office clinic for basic health services (located on strategic area)			
8	School clinic is well-lighted and properly ventilated			
9	School clinic have following facilities an examination room, treatment room, dental			



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Enclosure C

Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

treatment room, drinking, handwashing and toilet facilities, and waiting area			
10. School clinic have basic equipment, supplies and material <i>(please show inventory)</i>			
11. Vision test, hearing test, height and weight measurement, health examination/assessment of learners were conducted			
12. Availability of Basic First Aid and Emergency Care Services			
13. Conduct of Daily Routine Health Inspection to Learners involved in Face-to-Face Classes and Rapid Health Inspection to Personnel			
14. Recording of Daily Treatment that shows the chief complaint/s, findings on examination, and management of clients			
15. Recording of Referrals in the Referral Logbook			
16. Availability of Referral slips, May Go Home Slips, Log Sheets, Classroom Daily Health Monitoring Forms, and Health Declaration Forms that are needed in School Clinic Management in schools implementing face-to-face classes			
17. Data Banking on health reports, records, etc			
18. Directory of organizations – name, address, services provided, contact number and contact person (for referral)			
<b>School-Based Feeding Program</b>			
<b>A. Food Delivery and Distribution</b>			
1. Onsite inspection of milk supplier/business operator have been conducted by Division SBFP Team. Compliant to Implementing Rules and Regulations of RA No. 10611 or Food Safety Act of 2013			(Note down date of inspection and details in the narrative report)
2. Strict enforcement of DepED Order 014 s. 2020 (Guidelines on the Required Health Standards in Basic Education Offices and Schools based on the DOH AO No. 2020-0015 (Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation in drop-off centers in DROP-OFF CENTERS (Mandatory temperature check, health check/declaration, and hand hygiene with 70% Isopropyl Ethyl Alcohol shall be done upon entry to the school/pick-up/drop off point premises)			
3. Online school health declaration form or a printed health declaration form (for those without efficient internet connection) is available. In barangay pick-up center printed health declaration form is available. Note: Delivery staff, teaching and non-teaching consignees, inspectors and volunteers shall answer the online Health Declaration form a day before the scheduled pick-up and delivery. Failure to do so			



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA19-0227



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Enclosure C

	and those with significant signs and symptoms of COVID_19 means they won't be allowed in the drop-off points or school premises that day			
4	Availability of face masks and face shields for delivery staff and non-teaching consignees, inspectors, and volunteers in drop-off centers			
5	Physical distancing is properly enforced (entrance, waiting area, storage area, receiving/distribution area and exit)			
6	Schedule of schools for pick-up is available (at least 5 persons are allowed per pick-up center for every 10 minutes to prevent crowding at the distribution area)			
7	Delivery staff, teaching and non-teaching consignees, inspectors and volunteers have available area for washing of hands, soap, disinfectants (they are required to wash/disinfect hands before and after touching the milk/food packs)			
8	Directional flow of people inside the schools/drop-off center is available (Entrance only and exit only doors and gates shall be established for this purpose)			
9	Ensure parents/guardians, volunteers and teachers who are authorize and scheduled to pick-up milk/food packs shall wear face mask and face shields at all times while at the school premises			
10	Schedule of parents/guardians or those assigned to pick-up the milk/food packs for the recipient learner's is available ( 5 persons every 10 minutes)			
11	Proper ventilation in waiting area in drop-off centers			
12	Available storage facilities in drop-off centers			
13	Cleanliness of surroundings and proper waste disposal is maintained in drop-off centers			
14	Inspection and Acceptance Report (IAR) Form is available in drop-off centers and all recipient schools			
15	Food distribution area is clean			
16	Food distribution area is in good condition			
17	Distribution for NFP has been continuous since it started			
18	Distribution for Milk packs/bottles has been continuous since it started			
19	Prescribed cycle menu plan is followed during the distribution			
<b>B. Food Safety</b>				
20	Proper storage areas/equipment for Nutritious Food Products are available			



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665, (082) 221-6147





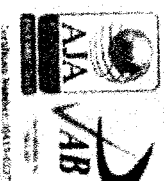
Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Enclosure C

21.	Proper storage areas/equipment for Milk packs/bottles are available			
22.	Food contact surfaces are not to sources of contamination			
23.	Storage areas are pest-free			
24.	Storage areas are well-lit and properly ventilated			
25.	There is available handwashing facility, with strategic display of information on proper handwashing, and proper handwashing is done			
26.	Appropriate handling of food products is followed to ensure food safety			
27.	Parents and other volunteers are in proper attire and proper grooming when handling food products			
28.	Parent volunteer/school staff with food-borne and respiratory ailment are not allowed to handle food			
29.	Waste management and segregation is practiced			
<b>C. School Head's Program Leadership</b>				
30.	School head organizes the SBFP core group			
31.	Deworming of pupils especially the beneficiaries is done twice in a school year			
32.	Nutritional assessment of pupils especially the beneficiaries has started			
33.	Areas for improvement of the SBFP are identified			
34.	Corrective actions are identified to address the areas for improvement of SBFP			
35.	The School Head is able to act as an advocate of SBFP			
36.	There are plans to sustain SBFP			
37.	The school allocates cash or in-kind counterpart for SBFP implementation			
<b>D. Participation of Parents and Feeding Coordination</b>				
38.	Parents and other volunteers perform their assigned tasks			
39.	Parents attend meetings and orientation conducted			
40.	Members of the SBFP core group are actively involved in program implementation			
41.	The Feeding Coordinator effectively manages daily SBFP operations			
42.	The Parents-Teachers Association (PTA) provides active support to SBFP			
<b>E. Program Reporting</b>				
43. 2021 SBFP reports and documents are complete and properly filed				
	Form 1 Master List Beneficiaries			
	Form 2 Summary of Beneficiaries and Start of Feeding			
	Form 3 Record of Daily Feeding			
	Form 4 Milk Component-List of Authorized Consignees and School Inspector Team			
	Form 5 Milk Component-List of Beneficiaries			



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 251-1655; (082) 221-6147







Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Enclosure C

	Form 6 SBFP-NFP Deliveries and Milk Deliveries			
	Form 7 Program Terminal Report			
	Form 8 Parent's Consent Form for Milk Feeding Program			
44.	2021 SBFP reports and documents are accurate, regularly updated and submitted on time			
	Form 1 Master List Beneficiaries			
	Form 2 Summary of Beneficiaries and Start of Feeding			
	Form 3 Record of Daily Feeding			
	Form 4 Milk Component-List of Authorized Consignees and School Inspection Team			
	Form 5 Milk Component-List of Beneficiaries			
	Form 6 SBFP-NFP Deliveries and Milk Deliveries			
	Form 7 Program Terminal Report			
	Form 8 Parent's Consent Form for Milk Feeding Program			
45.	2020 SBFP reports and documents are complete and properly filed			
46.	2020 SBFP reports and documents are accurate, regularly updated and submitted on time			
47.	2019 SBFP reports and documents are complete and properly filed			
48.	2019 SBFP reports and documents are accurate, regularly updated and submitted on time			
49.	Meetings with stakeholders is/are held at least once a year and completely documented			
<b>F. Financial Accountability (for School-Led Procurement only)</b>				
50.	The school was able to comply with the procurement process in a complete and timely manner			
51.	Prescribed menu plan is followed to ensure effective budget management			
52.	Food served is within prescribed budget			
53.	Expenses are supported by required receipts			
54.	Liquidation reports are accurate and submitted on time			
55.	The school was able to create local partnerships for SBFP implementation as a source of funds, in-kind donation, complementary support, or technical assistance			
56.	The school makes accurate recording and disclosures of fund-raising activities by reflecting these in the SBFP financial reports and reporting to stakeholders			

**Best Practices:**





Enclosure C

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

---

Remarks

.....

.....

Evaluated by:

.....  
Signature over printed name

Conforme:

.....  
Signature over printed name of  
SBFP School Clinic Teacher/School WinS Coordinator

.....  
Signature over printed name of  
School Head



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



.....