



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-287

To : **Public Schools District Supervisors  
Division Health and Nutrition Unit  
Asset Management Division  
Division Inspectorate Team  
Public Elementary Schools Administrators  
School Inspectorate Team  
All Others Concerned**

Subject : **SCHOOL-BASED FEEDING PROGRAM MILK COMPONENT 2023  
IMPLEMENTATION DURING NATIONAL LEARNING CAMP**

Date : June 25, 2024

This is in reference to Memorandum OM-OUOPS – 2024 -09-0408 re Additional Guidelines for the School-Based Feeding Program (SBFP) Implementation for SY 2023-2024 and SY 2024-2025. These additional guidelines provide further directions regarding the implementation of the School-Based Feeding Program (SBFP) for the School Year 2023-2024 particularly focusing on the SBFP Milk Implementation.

This Division shall implement the Milk Component 2023 in time with the National Learning Camp (NLC) from July 1 – 19, 2024. All NLC participants are the recipients of pasteurized milk.

The pasteurized milk/ fresh milk to be distributed is 200 ml per pouch. Double feeding sessions shall be conducted for 3 weeks (15 days) to complete the 31 feeding sessions of the Milk Component for 2023. Attached to this memorandum are the list of NLC participants per school with its respective feeding beneficiaries; Annex E (parent's consent); SBFP Form 5; Form 6 and Form 7.

Here below are the salient points:

**Delivery at Drop-Off points:**

- Deliveries of Milk shall be at the usual identified drop-off school;
- Non-Teaching Personnel (NTP) who will pick up the commodities shall bring the SBFP Form 5 (List of Authorized Consignees in 3 copies – for the supplier, drop-off school and supply office (Division Inspectorate Team) on day 1.
- NTP or the School Inspectorate Team listed in Form 5 shall immediately sign the Inspection and Acceptance Report (IAR) Form provided by the Supply Office to be collected by the Division Inspectorate Team.
- There will be 2 deliveries in a week (Every Monday and Wednesday).

**For the School:**

- Identify the feeding beneficiaries;
- Secure parent's consent for all NLC learners;
- Secure list of beneficiaries with Milk Tolerance thru their parents or thru the information of the learner;



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- Provide attendance sheets and may use the SBFP attendance form;
- Double feeding sessions shall be conducted per week for 3 weeks to complete the 31 feeding sessions.
- One (1) milk for in-school feeding and 1 milk for taking home if possible.
- Pasteurized Milk is 200 ml.
  
- Operational expenses downloaded to each school allowed under this program include the purchase of basic eating/cooking utensils, packaging materials, reasonable transportation expenses from schools to households, common office supplies needed for the preparation of reports, payment of labor/services/honoraria of kitchen assistants and partners from barangay (i.e. nutrition scholars, health workers, among others), payment for the health certificate of food handlers, expenses related to the operation of central kitchen such as purchase of water, dishwashing soaps, LPG, charcoal, firewood, and kerosene (hot meals only), and other expenses related to orientation, monitoring, and program implementation review, among others.
  
- Operational Expenses for each school are computed as No. of beneficiaries x 1.00 x 31 days.
- The School Head is primarily responsible for the liquidation of the funds released by the SDO.
- Upon delivery, the School Inspection Team (SIT) designated by the School Head of the drop-off point, or the SDO Inspection Team, shall inspect the goods and ensure that they are in good quality for consumption of the beneficiaries. At least two members of the SIT shall accomplish and sign the Inspection and Acceptance Report (IAR) Form as proof that they have received the specified quantity and quality of milk. The school property custodian or school personnel assigned by the School Head for the purpose shall accept the inspected goods and sign the acceptance portion of the IAR.
- The school personnel shall fill-up SBFP Form 5, bearing the specimen signature of the authorized consignees and to be given to the milk supplier on the first day of delivery.
- The SIT shall do a random inspection of milk packs every delivery as to the quantity and quality of milk. All milk packs to be delivered must be clean, without leaks, and not spoiled. Some signs of spoiled milk packs are as follows: bulging packs, yellowish in color (if the milk has no flavor), curdled or with lumps, thick texture, slimy or chunky.
- The SIT shall reject all milk packs that are unclean, with leaks, and spoiled subject to replacement by the supplier using their buffer stocks or in the next delivery.
- Local dairy suppliers shall inform the recipient schools and drop-off points of the delivery schedule.

**Precautionary Measures for SBFP Implementation**

The following food safety standards, in accordance with DepEd Order No. 52 s. 2008, or Compliance with DepEd Policies on Food Safety in Schools, shall be strictly always followed by the SBFP implementers, and advocated to the parents of the beneficiaries:

- a. Availability of potable water and handwashing facilities
- b. Well-maintained, clean, well-ventilated and pest-free environment
- c. Proper selection of food and ensuring freshness and good quality
- d. Washing and cleaning items before storing
- e. Storing of dry goods in dry storage area and of perishable foods in cold storage area.
- f. Hygienic practices in food preparation, serving and storage



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- g. Ensuring non-food items are not in the kitchen area, or if it cannot be avoided, it should be properly labeled and segregated from food items
- h. Observing the expiry dates of food commodities
- i. First-in and first-out (FIFO) policy shall be observed.

- Adverse effects of milk to some beneficiaries may be experienced such as signs and symptoms of gastroenteritis, stomach discomfort and lactose intolerance.

In such cases, it is advised that the beneficiary be referred by the parent/ guardian to the local health unit or center for proper medical evaluation and management. The beneficiary may stop drinking milk until such time it is recommended by the health personnel to drink small amount or quantity.

Close coordination with the health personnel/health center is necessary during the conduct of milk feeding.

- School personnel shall prepare a list of beneficiaries who do not have lactose intolerance, with lactose intolerance but are willing to participate in the program, and those that are not allowed by their parents to participate using SBFP Form 6.

#### **Creation of SBFP Core Group and Parent-Volunteers**

- The School Heads shall create an SBFP Core Group from among the school personnel (feeding teacher or as designated by the School Head) and parents who shall be responsible for managing and implementing the program. The members may be replaced only for valid reasons. The members of the Core Group shall be carefully selected. The members of the Core Group shall be submitted by the School Head to the SDO for records purposes.
- The SBFP Core Group shall:
  - Together with the School Head, identify parents/volunteers who shall help in the whole duration of the program (identified parents/volunteers must be physically and mentally fit);
  - Prepare the schedule of parents/volunteers who shall assist for the day, prepare the distribution, supervise the daily distribution/ delivery/pick-up.
  - Educate and capacitate on food safety and health safety measures to parents who shall help in the preparation.
  - Do the recording and reporting using SBFP Forms; and
  - Submit to the SDO the lists of actual beneficiaries and the terminal report at the end of feeding to the SDO through the District Office.
  - The Core Group shall likewise coordinate/organize partners stakeholders/ civil society/municipality or barangay among others the linkages to assist in the delivery and distribution of healthy snacks to the respective residence of the beneficia

#### **PROGRAM MONITORING AND EVALUATION**

*School level* - The School Head and Core Group shall monitor daily (through online and other means) the SBFP implementation and gather feedback from parents particularly on the food distribution and food consumption of the beneficiaries.

*SDO level* - The SDO TWG shall monitor monthly the compliance of the schools to the guidelines and food distribution (SBFP Form 12).



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All monitoring activities may be done using available and appropriate technology, including online platforms and tools such as Google Sheet (SBFP Monitoring Summary), video conferencing, Facebook Workplace groups or chat, among others. Real-time monitoring may be done online through taking photos or streaming live videos of the actual implementation of the program.

All other provisions in the existing guidelines on the implementation of the SBFP-Milk Program Component as stated in DO No. 036, s. 2019 and OM-OUOPS – 2024 -09-0408 re Additional Guidelines for the School-Based Feeding Program (SBFP) Implementation for SY 2023-2024 and SY 2024-2025 shall remain in force, unless sooner repealed, amended, or rescinded.

For information and compliance.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC - Schools Division Superintendent

  
6/26/24

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: JUN 28 2024 TIME: 4:00p

BY: 

Enclosed: As stated.

SGOD/HNU/HMLE

references: DO No. 23, s. 2021, DO No. 36, s. 2019,  
OM-OUOPS – 2024 -09-0408



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Republic of the Philippines  
Department of Education  
Region XI  
National Learning Camp 2024  
Data for Intervention Camp only

No.	School	No. of LCVs per Grade Level				No. of Enrolled Learners				No. of Feeding beneficiaries SY 2023-24
		Grade 1	Grade 2	Grade 3	Total	Grade 1	Grade 2	Grade 3	Total	
1	Balabag ES	1	2	1	4	10	20	10	40	71
2	Damñas ES	1	1	1	3	12	8	8	28	77
3	Digos City CES	6	7	7	20	85	102	99	286	440
4	Dulangan ES	2	1	1	4	28	10	11	49	33
5	Federico J. Alferez ES	2	2	2	6	16	16	16	48	145
6	Jolencio R. Alberca ES	2	2	2	6	18	20	20	58	70
7	Mahayahay ES	1	2	1	4	10	16	10	36	38
8	Pedro V. Basalan ES	5	3	3	11	40	24	24	88	114
9	Ranao ES	1	0	0	1	5	0	0	5	
10	Ruparan ES	1	2	2	5	13	30	24	67	135
11	Isaac Abalayan ES	4	4	4	12	40	36	42	118	100
12	Aplaya ES	2	5	2	9	20	50	16	86	173
13	Badiang ES	5	2	3	10	50	20	30	100	100
14	Cogon ES	1	1	2	4	15	10	16	41	75
15	Dawis ES	2	2	1	5	19	19	10	48	85
16	Don Mariano Marcos ES	10	3	2	15	104	33	21	158	254
17	Pedro S. Garcia ES	5	2	0	7	55	22	0	77	158
18	Kibanban ES	2	2	2	6	18	16	21	55	78
19	Ramon Magsaysay CES	8	3	8	19	80	30	80	190	598
20	Abawag ES	2	1	0	3	16	8	4	28	60
21	Bagumbuhay ES	1	1	1	3	9	12	13	34	78
22	C. Nonol ES	1	1	1	3	11	11	12	34	50
23	Colorado ES	2	1	1	4	18	10	8	36	90
24	Igpit ES	2	1	2	5	23	15	16	54	116
25	Lungag ES	1	0	0	1	2	1	2	5	32
26	Maniapao ES	1	1	1	3	15	15	15	45	50
27	San Miguel ES	3	5	5	13	30	50	50	130	140
28	Saplala ES	2	1	0	3	16	11	0	27	106
29	Apolandia ES	2	1	2	5	15	15	15	45	35
30	Binaton ES	1	1	1	3	10	10	10	30	54
31	G. Reusora ES	4	3	5	12	43	30	53	126	41
32	Marawer ES	2	2	2	6	20	20	20	60	50
33	Matti ES	1	1	1	3	10	10	10	30	39
34	N. Isidro ES	2	2	0	4	15	15	0	30	70
35	Rizal CES	3	2	3	8	31	22	31	84	100
36	Soong ES	2	2	2	6	20	20	20	60	70
	<b>TOTAL</b>	93	72	71	<b>236</b>	942	757	737	<b>2436</b>	

**PARENT'S CONSENT FORM FOR MILK FEEDING PROGRAM**

Pangalan ng Paaralan		School ID	
Division		Rehiyon	

Mahal na magulang/ tagapangalaga,

Bilang bahagi ng pagtugon ng pamahalaan sa mataas na bilang ng mga batang mababa ang timbang, ang Kagawaran ng Edukasyon ay magsasagawa ng *Milk Feeding Program* sa mga mag-aaral na mababa ang timbang mula Kindergarten hanggang sa Baitang Anim (6) sa lahat ng mga pampublikong paaralan sa buong bansa. Ang gatas na ibibigay ay libre at walang bayad, hindi maaring iuwi, at ito ay dapat lamang inumin sa loob ng paaralan.

Kaugnay nito, hinihiling namin ang inyong pakikiisa na ibigay sa amin ang mga sumusunod na impormasyon patungkol sa inyong anak upang ang inyong anak/alaga ay mapabilang sa mga batang bibigyan ng gatas sa loob ng \_\_\_\_\_ ( ) araw. Ngunit ang inyong anak/alaga ay maaring makaranas ng pagsakit panandalian ng tiyan at pagdumi pagkatapos uminom dulot ng tinatawag na "*Lactose Intolerance*" sa mga unang araw ng paginom ng gatas. Aming tinitiyak na ang gatas na ibibigay sa inyong mga anak/alaga ay bago at ligtas inumin.

Gumagalang,  
**Punongguro ng Paaralan**

**PAGSANG-AYON AT PAHINTULOT NG MAGULANG**

Pangalan ng Bata			
Kapanganakan	Age	LRN	
Class Adviser	Baitang		
Pangalan ng Magulang o Tagapangalaga			

**KASAYSAYAN NG SAKIT AT PAG INOM NG GATAS**

- Anong gulang o edad huling uminom ng gatas ng inyong anak/alaga?  
Taong gulang o edad \_\_\_\_\_
- Sa inyong obserbasyon, sumakit ang tiyan, dumumi o mga kakaibang naramdaman ang inyong anak pagka inom ng gatas?  
[ ] Oo – mga sintomas \_\_\_\_\_  
[ ] Hindi
- Ang inyong anak ay mayroong allergy sa gatas?  
[ ] Meron  
[ ] Wala

**PAGBIBIGAY NG PAHINTULOT SA PAGSALI NG INYONG ANAK O ALAGA SA MILK FEEDING PROGRAM**

**(Lagyan ng tsek ang kahon sa ibaba)**

- Oo, sumasang-ayon ako na mapasali ang aking anak sa Milk Feeding Program sa loob ng \_\_\_\_\_ ( ) araw. Nauunawaan ko ang impormasyon tungkol sa gatas at ang kahalagahan ng paginom ng gatas ay makakabuti sa kalusugan at nutrisyon ng aking anak/alaga. Naipaliwanag nang mabuti ang mga impormasyon tungkol sa libreng gatas na isasagawa ng Kagawaran ng Edukasyon.
- Hindi ako sumasang-ayon na mapasali ang aking anak sa Milk Feeding Program.  
Dahilan: \_\_\_\_\_

\_\_\_\_\_  
Buong Pangalan at Lagda ng

Magulang/Tagapag-alaga



DEPARTMENT OF EDUCATION  
Region XI



REGION/DIVISION/DISTRICT: \_\_\_\_\_  
 NAME OF SCHOOL: \_\_\_\_\_  
 SCHOOL ID NO.: \_\_\_\_\_

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT

LIST OF AUTHORIZED CONSIGNEES (SY \_\_\_\_\_)

NAME & DESIGNATION	TEL. NO.	MOBILE NO.	EMAIL ADD	SPECIMEN SIGNATURE
1 (School Head)				
2 (School Feeding Coordinator)				
3 (School Property Custodian)				

**Note: This form shall be filled-up by School Drop-off points to be given to the NDA/Dairy Cooperative delivery of milk. Only authorized consignees are allowed to receive the goods.**



DEPARTMENT OF EDUCATION  
Region XI



REGION/DIVISION/DISTRICT: \_\_\_\_\_  
NAME OF SCHOOL: \_\_\_\_\_  
SCHOOL ID NO.: \_\_\_\_\_

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT

MILK DELIVERIES (SY _____)						
Grade Level	Number of Beneficiaries	Date Delivered	No. of Packs Received		No. of Packs for Replacement/ Rejected	Remarks
			New	Replacement Total (New + Replacement)		
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
<b>TOTAL:</b>						

Prepared by: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
School SBFP Focal Person

\_\_\_\_\_  
School Head





REGION/DIVISION/DISTRICT: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

SCHOOL ID NO.: \_\_\_\_\_

SCHOOL-BASED FEEDING PROGRAM - MILK COMPONENT

LIST OF BENEFICIARIES (SY _____)				
Name	Grade & Section	Classification of Students in terms of Milk Tolerance		
		Without milk intolerance and will participate in milk feeding	With milk intolerance but willing to participate in milk feeding	Not allowed by parents to participate in milk feeding

Prepared by: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

School SBFP Focal Person

School Head