



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

May 23, 2022

REGIONAL MEMORANDUM

No. **486**, s. 2022

PROGRESS MONITORING OF BUREAU OF LEARNER SUPPORT SERVICES (BLSS) ON THE SCHOOL-BASED FEEDING PROGRAM (SBFP)

To: Schools Division Superintendents
 Division School Health Section
 Division SBFP Focal Persons
 Division Finance Officers
 Public Elementary
 All Others Concerned

1. This Office, through the Education Support Services Division – School Health Section (ESSD-SHS), shall conduct a Progress Monitoring on the School-Based Feeding Program (SBFP) with the Bureau of Learner Support Services (BLSS) on May 30-June 3, 2022 to the selected Schools Division Offices (SDO) and selected schools.
2. The objective of this activity is to monitor the implementation of the program, and to gather and address issues and concerns, including financial status.
3. Selected schools will be visited to validate observations and to interview school heads, school focal persons, parents, volunteer groups, and other stakeholders. The team shall also do ocular inspection of manufacturing plants of Nutritious Foods Products and Pasteurized Milk either by NDA or PCC.
4. For further information, Adara Lourdes S. Luaton, Nutritionist-Dietitian II can be reached at 09175123320 (Globe). The detailed travel itinerary is attached to this Memo for reference.
5. Travel expenses of the Monitoring Teams including food and accommodation and other incidental expenses shall be charged against the Program Support Funds and/or RO-ESSD funds part of which shall be downloaded to concerned Schools Division Offices subject to the usual accounting and auditing rules and procedures.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV

Regional DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
 486
 By: *Edh* Date: *5/24/22*

Enclosures: As stated
 References: None
 To be indicated in the Perpetual Index under the following subjects:
 HEALTH MONITORING PROGRAMS SBFP
 ESSD-SHS-ALSL



Central Office SBFP Team MONITORING

Date	Time	Place to Visit	
May 30, 2022	Morning	Manila to Tacloban (pick-up airport)	
	AM Snacks, Lunch	Courtesy Call to RD Evelyn Fetalvero	
		Monitoring at Regional Office	
	Afternoon	Travel to Sapa ES	
		Monitoring at Sapa ES (Baybay)	
		Courtesy Call to SDO Baybay	
	Dinner, Lodging, Breakfast	Site visit to Rice Mo Coop & Baybay Dairy Coop	
		Baybay	
	May 31, 2022		Travel to Kansunka ES
			Monitoring Kansunka ES (Baybay)
		Travel to Plaridel CS	
Lunch		Monitoring Plaridel CS (Baybay)	
		Travel to Inopacan	
		Monitoring Inopacan Central School (Leyte)	
		Travel to school	
		Monitoring Mayorga Central School (Leyte)	
Dinner, Lodging, Breakfast		Tacloban	
June 1, 2022			Courtesy Call to SDO Leyte
		Travel to school	
	Lunch	Monitoring Jaro II Central School (Leyte)	
	Afternoon	Travel to Samar	
		Travel to Canduyucan ES (Samar)	
		Monitoring at Canduyucan ES (Samar)	
June 2, 2022	Dinner, Lodging, Breakfast	Catbalogan	
		Courtesy Call to SDO Samar	
		Travel to Calbiga	
		Monitoring at Calbiga ES, Calbiga (Samar)	
	Lunch	Travel to San Juan ES, Sta. Rita	
		Monitoring at San Juan ES, Sta. Rita (Samar)	
		Travel to Tacloban	
		Courtesy Call to SDS Tacloban	
		Monitoring at Rizal CS (Tacloban)	
		Monitoring at San Jose CS (Tacloban)	
June 3, 2022	Dinner, Lodging, Breakfast	Tacloban	
	Lunch	Monitoring at Banez CS (Tacloban)	
	Afternoon	Tacloban - Manila	



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

19 May 2022

Dr. EVELYN FETALVERO

Director IV
Regional Director
Government Center, Candahug, Palo, Leyte
region8@deped.gov.ph

Dear **Director Fetalvero**:

This is to inform your good Office that the Bureau of Learner Support Services (BLSS) and the School Health Division (SHD) shall conduct Progress Monitoring on the School-Based Feeding Program (SBFP) together with the Inter-Agency members from the DOST-Food and Nutrition Research Institute (DOST-FNRI), National Dairy Authority (NDA), and the Philippine Carabao Center (PCC) and the National Technical Working Group composed of representatives from the Office of the Assistant Secretary for Procurement and Administration (OASPA) and Finance Service in your region and selected SDOs on May 30-June 3, 2022.

The team shall visit the Regional Office and select SDOs to look into the implementation of the program, issues and concerns, including financial status. Selected schools will be visited to validate observations and to interview school heads, school focal persons, parents, volunteer groups, and other stakeholders in selected schools only. The team shall also do ocular inspection of manufacturing plants of Nutritious Food Products and Pasteurized Milk either by NDA or PCC.

In this regard, may we request the SBFP focal persons/health personnel from the RO and SDOs to join the monitoring team and coordinate the activity so that immediate solutions to the concerns will be instituted. Attached is the itinerary of travel with the list of monitors for ready reference. May we also request the RO or SDO Staff to arrange an exit conference per SDO or cluster of SDOs to discuss the findings of the monitoring visit.

For further details, Ms. Ma. Lee T. Alpuerto, Nurse II, or Mr. Ferdinand M. Nunez, Technical Assistant II will get in touch with your staff or they may be reached at 09176282874/091756209849 or email at sbfp@deped.gov.ph.

Thank you very much for the support extended to the school health and nutrition programs and projects.

Very truly yours,


LOPE B. SANTOS III
Director IV

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

TERMS OF REFERENCE

1. The Bureau of Learner Support Services, thru the School Health Division (SHD) and the Inter-Agency Technical Working Group (TWG) with the CO-TWG on School-Based Feeding Program (SBFP) shall conduct Progress Monitoring to assess the progress of implementation, observe and document the actual distribution of commodities from the drop-off point until it reaches the households of beneficiaries, gather issues and concerns and best practices, and provide technical assistance to implementation issues at hand. The monitoring activities shall be conducted this **June 2022**.
2. Pre-Monitoring Activities:
 - The Monitoring Team shall be composed of representatives from BLSS (Office of the Director, School Health Division, Social Media Team), Finance Service, and members of the Inter-Agency TWG (NDA, PCC, DOST-FNRI).
 - The monitoring team member from BLSS-SHD shall be responsible for coordinating with the team members and shall act as the Team Leader.
 - The Monitoring Teams are expected to monitor mainly the programs at the Regional Offices (ROs). Schools Division Offices (SDOs) and schools may be visited to validate the findings in the RO and if there are issues that need to be resolved in the said areas.
 - Each Team shall agree on the schedule of monitoring and the SDOs to be monitored subject to the approval of the BLSS Directors. They are also expected to coordinate with concerned ROs and SDOs.
 - Each Team shall be responsible in securing their Authority to Travel and plane ticket, planning their itinerary of travel, and preparing their reimbursement of traveling expenses.
 - A brief orientation shall be conducted among the Monitors for proper administration of the monitoring tool.
 - The SHD shall prepare and send the Introductory Letter to the Region.
 - The SHD shall likewise prepare and replicate the monitoring tools for distribution to each team before the scheduled monitoring.

3. Monitoring Teams:

Regions	Monitoring Team Members (Team A)	Proposed Dates	
I	<ol style="list-style-type: none"> 1. Dr. Maria Corazon C. Dumlao 2. Ms. Magdalene Portia T. Cariaga 3. Mr. Ferdinand M. Nunez 4. Ms. Gail Hariette C. Dela Rosa 5. Mr. Francisco Competente 6. Ms. Joemarie Chan 7. Finance Service Representative 8. OD Representative 9. OUA Representative 10. OASPA Representative 11. DOST-FNRI Representative 12. PCC Representative 13. NDA Representative 14. Social Media Representative 	May 30-June 3, 2022	
		Date	Place to Visit
		May 30	Manila to SDO Ilocos Norte Baker's PH PCC-Batac City
		May 31	SDO Ilocos Sur
		June 1	RO I SDO La Union Central Kitchen PCC La Union
		June 2	SDO Pangasinan 1 SDO Dagupan City Plant Visit at Nutri-Dense (NFP)
June 3	SDO Pangasinan 2 Travel to Manila		
VIII	<ol style="list-style-type: none"> 1. Dir. Lope B. Santos III 2. Ms. Ma Lee L. Alpuerto 3. Ms. Hazel Joy V. Catacutan 4. Mr. Ronnie Amoyo 5. Finance Service Representative 6. OD Representative 7. OUA Representative 8. OASPA Representative 9. DOST-FNRI Representative 10. PCC Representative 11. NDA Representative 12. Social Media Representative 	May 30-June 3, 2022	
		Date	Place to Visit
		May 30	Manila to Tacloban City RO VIII SDO Baybay City
		May 31	SDO Baybay City
		June 1	SDO Leyte SDO Samar
		June 2	SDO Tacloban
June 3	Travel to Manila		
II	<ol style="list-style-type: none"> 1. Dr. Maria Corazon C. Dumlao 2. Ms. Magdalene Portia T. Cariaga 3. Mr. Ferdinand M. Nunez 4. Ms. Gail Hariette C. Dela Rosa 5. Mr. Francisco Competente 6. Ms. Cherry Ann Corpuz 7. Finance Service Representative 8. OD Representative 9. OUA Representative 10. OASPA Representative 11. DOST-FNRI Representative 12. PCC Representative 13. NDA Representative 14. Social Media Representative 	Date	Place to Visit
		June 6	Manila to Region II SDO Tuguegarao City SDO Cagayan
		June 7	SDO Ilagan City SDO Cauayan City
		June 8	SDO Isabela Amancio Dairy Farm
		June 9	SDO Santiago City NDA Mallig Coop Back to Tuguegarao City
		June 10	Travel to Manila

			SDO Zamboanga City										
		June 17	Travel to Manila										
IV-B MIMAROP A	Monitoring Team Members (Team A)	June 27-July 1, 2022											
	<ol style="list-style-type: none"> 1. Dr. Maria Corazon C. Dumlao 2. Ms. Magdalene Portia T. Cariaga 3. Mr. Ferdinand M. Nunez 4. Ms. Gail Hariette C. Dela Rosa 5. Mr. Francisco Competente 6. Ms. Cherry Ann Corpuz 7. Finance Service Representative 8. OD Representative 9. OUA Representative 10. OASPA Representative 11. DOST-FNRI Representative 12. PCC Representative 13. NDA Representative 14. Social Media Representative 	<table border="1"> <thead> <tr> <th>Date</th> <th>Place to Visit</th> </tr> </thead> <tbody> <tr> <td>June 27</td> <td>Manila to SDO Calapan City</td> </tr> <tr> <td>June 28</td> <td>Oriental Mindoro</td> </tr> <tr> <td>June 29</td> <td>Oriental Mindoro Plan Visit at Bansud Dairy Coop</td> </tr> <tr> <td>June 30</td> <td>Occi Mindoro</td> </tr> <tr> <td>July 1</td> <td>Occi Mindoro Travel to Manila</td> </tr> </tbody> </table>	Date	Place to Visit	June 27	Manila to SDO Calapan City	June 28	Oriental Mindoro	June 29	Oriental Mindoro Plan Visit at Bansud Dairy Coop	June 30	Occi Mindoro	July 1
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June 30	Occi Mindoro												
July 1	Occi Mindoro Travel to Manila												
Caraga	Monitoring Team Members (Team B)	June 27-July 1, 2022											
	<ol style="list-style-type: none"> 1. Dir. Lope B. Santos III 2. Ms. Ma Lee L. Alpuerto 3. Ms. Hazel Joy V. Catacutan 4. Mr. Dave Velasco 5. Finance Service Representative 6. OD Representative 7. OUA Representative 8. OASPA Representative 9. DOST-FNRI Representative 10. PCC Representative 11. NDA Representative 12. Social Media Representative 	<table border="1"> <thead> <tr> <th>Date</th> <th>Place to Visit</th> </tr> </thead> <tbody> <tr> <td>June 27</td> <td>Manila to Caraga SDO Butuan City</td> </tr> <tr> <td>June 28</td> <td>SDO Agusan del Norte SDO Cabdbaran City</td> </tr> <tr> <td>June 29</td> <td>SDO Surigao del Norte</td> </tr> <tr> <td>June 30</td> <td>SDO Bislig City</td> </tr> <tr> <td>July 1</td> <td>Travel to Manila</td> </tr> </tbody> </table>	Date	Place to Visit	June 27	Manila to Caraga SDO Butuan City	June 28	SDO Agusan del Norte SDO Cabdbaran City	June 29	SDO Surigao del Norte	June 30	SDO Bislig City	July 1
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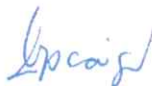
4. Actual Monitoring Activities:

- The monitoring activity shall start with a courtesy call to the Regional Director or his/her authorized official to discuss the objective of the activity.
- The Monitors are expected to discuss with/interview the Regional Focal Persons of the programs to be monitored, including the Budget Officers for the downloaded funds.
- At the SDO, a courtesy call to the Schools Division Superintendent or his/her authorized official to discuss the objective of the activity.
- The Monitoring Teams are expected to discuss with/interview the Division Focal Persons of the programs to be monitored.

5. Post- Monitoring Activities:

- The Monitoring Teams are expected to submit a Report on the findings of the monitoring activity, including pictures/videos and relevant data submitted by the RO/SDOs.
- Each Team shall be responsible for the reimbursement or liquidation of travel funds. All travel funds shall be chargeable against SHD funds subject to the usual accounting and auditing rules and regulations.

Prepared by:



MAGDALENE PORTIA T. CARIAGA
Senior Education Program Specialist

Recommending Approval:



MARIA CORAZON C. DUMLAO
Chief, School Health Division

APPROVED BY:



LOPE B. SANTOS III
Director IV