



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE



October 8, 2018

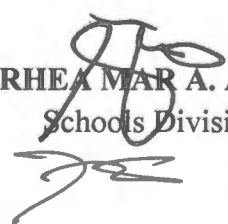
DIVISION MEMORANDUM

NO. 694 2018

**MONITORING AND EVALUATION ON THE IMPLEMENTATION OF SCHOOL  
BASED FEEDING PROGRAM FOR SY 2018-2019**

**To: DR. VIRGILIO TANTUICO  
DR. ASTERTERIE A. BERNALES  
MR. REYNALDO A. PAYOT  
MRS. MINERVA M. PERALES**

1. You are hereby directed to monitor and evaluate the school based feeding program activity to beneficiary schools from October 2018-December 2018.
2. The best school implementer of SBFP may be recognized and awarded at the end of the feeding period based on the following guidelines:
  - a. Percentage of beneficiaries rehabilitated to normal Nutritional Status;
  - b. Compliance with the guidelines;
  - c. Prompt submission of liquidation reports;
  - d. Establishment of vegetable garden;
  - e. Good practices developed and lesson learned;
  - f. Involvement and support of parents and the community.
3. A brief Report of Accomplishment and Certificate of Appearance shall be submitted to this office immediately upon return.
4. All travel expenses relative to the said activity shall be charged to SBFP funds subject to the existing accounting and auditing rules and regulations.
5. Please be guided accordingly.

  
**RHEA MAR A. ANGTUD, Ed. D.**  
Schools Division Superintendent

School-Based Feeding Program  
**QUESTIONNAIRE FOR THE PROGRESS MONITORING AND EVALUATION**  
 (Division Level)

School: \_\_\_\_\_

Date: \_\_\_\_\_

1. Preparation of Data for the Program

- List of beneficiaries
- Nutritional Assessment

	Baseline	Midline	Endline
SW	_____	_____	_____
W	_____	_____	_____
N	_____	_____	_____
OW	_____	_____	_____
O	_____	_____	_____
TOTAL	_____	_____	_____

- School Work and Financial Plan \_\_\_\_\_
- Cycle Menu \_\_\_\_\_
- Project Procurement Management Plan \_\_\_\_\_

2. Release of funds from SDO to School

- Amount released in School
  - ❖ 1st tranche \_\_\_\_\_
  - ❖ 2nd tranche \_\_\_\_\_
- Date Received \_\_\_\_\_
- No funds Allocated \_\_\_\_\_

3. Orientation of SBFP

- with orientation \_\_\_\_\_
- no orientation \_\_\_\_\_

4. Partnership with various stakeholders in the School

- NGO \_\_\_\_\_
- GO \_\_\_\_\_
- LGU \_\_\_\_\_
- Foundation \_\_\_\_\_

5. Program Management

- Date Started \_\_\_\_\_
- Expected no. of days of completion \_\_\_\_\_
- Procurement method followed \_\_\_\_\_
- Nutrition Education during feeding \_\_\_\_\_
- Weighing scale used in school \_\_\_\_\_
- Compliance to cycle menu \_\_\_\_\_
- Attendance of the beneficiaries \_\_\_\_\_
- Parents Involvement \_\_\_\_\_

6. Development of Health and Nutrition Values

- Proper handwashing \_\_\_\_\_
- Prayer before and after meal \_\_\_\_\_
- Good grooming and personal hygiene \_\_\_\_\_

7. Complementary Activities

- No. of beneficiaries dewormed \_\_\_\_\_
- With functional School Garden \_\_\_\_\_
- Waste segregation and composting \_\_\_\_\_
- Adherence to food safety \_\_\_\_\_

8. Submission of SBFP forms

- with report \_\_\_\_\_
- without report \_\_\_\_\_

9. Submission of Liquidation Report

- with liquidation \_\_\_\_\_
- without liquidation \_\_\_\_\_

10. Issues and concerns

---

---

---

Submitted by :

---