

(Enclosure to DepEd Memorandum No. 74, s. 2013)

**GUIDELINES ON THE IMPLEMENTATION OF THE HNC-FUNDED SCHOOL-BASED  
FEEDING PROGRAM (SBFP) FOR SY 2013-2014**

**I. Purpose**

The Health and Nutrition Center implements the School-Based Feeding Program (SBFP) which aims to address the malnutrition problem and short-term hunger among public school children, rehabilitate at least 70% of the severely wasted beneficiaries to normal status at the end of 100-120 feeding days, increase classroom attendance by 85% to 100%, and improve the children's health and nutrition values and behavior.

**II. Coverage**

The SBFP covers 40,361 (7.56%) beneficiaries of the identified 534,054 severely wasted children as per Nutritional Status (NS) Baseline Report SY 2012-2013.

**III. Amount Allocation**

The budget allocation for feeding is P15.00 per beneficiary multiplied by 120 feeding days. The feeding days may be shortened if the actual beneficiaries exceeded the target beneficiaries or may be extended if the actual beneficiaries are below the target beneficiaries.

**IV. Eligible Expenses**

The budget for food commodity is P15.00 per beneficiary multiplied by 120 feeding days. The schools are expected to procure locally available food commodities for the feeding program. Funds for operational expenses are also downloaded, P1.00/child multiplied by 120 feeding days. The expenses allowed under this program are basic cooking utensils, common office supplies needed for the preparation of reports, minimal transportation expenses, water, LPG, charcoal, firewood, and kerosene.

**V. Procedure and Fund Availment/Release**

The DepEd Central Office, through the Budget Division, prepares a Sub-ARO based on the lists of beneficiaries per division, then Sub-ARO are released to the Division Offices copy furnished to Regional Offices. (Please see attached allocation per region/division).

**VI. Roles and Responsibilities**

The School heads shall oversee the daily implementation of the feeding program in his/her school, chooses food items to be procured, disburse and liquidate the funds release to them. The SBFP Core Group are organized and task to finalize the cycle menu, identify parent volunteers, prepares the schedule of parents and train parents in proper food handling and food safety. The

Division Offices shall request Notice of Cash Allocation (NCA) from DBM and release funds to the School heads after the pertinent documents are submitted. The Division office consolidates the reports before submission to the central office. The Division also supervise the administering of deworming tablets. The Regional Offices facilitates and monitors the activities conducted in the division offices.

#### VII. Progress Monitoring

The School heads directly monitor the daily the implementation of the program; the Division TWG monitors the compliance of the school to the guidelines, procurement process, health and nutritional assessment and other complimentary activities; the Regional TWG monitros the activities in the division offices such as the request of funds from the DBM, submission of pertinent documents prior to the release of checks, release of checks to the School heads, and the disbursement and liquidation of schools. The national TWG may monitor the program where there are issues and concerns needing resolution from the central office. The monitoring activities shall document the implementation of the program, resolve issues/concerns and good practices. All School heads shall submit terminal reports to the Division Offices through the District Offices, then to the Regional Offices, and to DepED-Health and Nutrition Center.