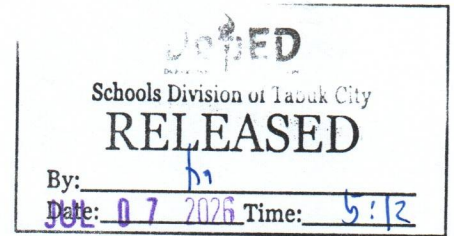




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent


July 7, 2026

**DIVISION MEMORANDUM**  
NO. 302 s. 2026

**SCHOOL MONITORING ON THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP)**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Section Heads  
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the effective implementation of the School-Based Feeding Program (SBFP) and promoting the nutritional well-being of learners, the Schools Division Office of Tabuk City shall conduct field monitoring and validation activities in all public schools on 08 July 2026 during the kickoff and implementation of the program.
2. The monitoring activity aims to assess schools' compliance with SBFP operational guidelines, verify the readiness of program implementation, document best practices, and identify areas requiring technical assistance and support.
3. The monitoring teams shall be composed of the Schools Division Superintendent, Assistant Schools Division Superintendent, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Section Heads, and designated SGOD personnel. The corresponding areas of assignment and monitoring tools are provided in the attached enclosures.
4. Public Schools District Supervisors shall serve as Team Leaders within their respective districts and shall coordinate the conduct of monitoring activities, consolidation of findings, and submission of reports.
5. Monitoring teams are expected to provide immediate technical assistance and recommendations to schools to ensure the efficient, effective, and compliant implementation of the SBFP.
6. This Memorandum shall serve as the Travel Authority of the personnel concerned in the conduct of the monitoring activity.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Schools Division Superintendent



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 DepEd Tayo Tabuk City



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

Enclosure No. 01

**List of Monitoring Team for SBFP**

District	Monitoring Chairperson	PSDS	SGOD	NURSE	
	SDS, ASDS, Division Chiefs				
<b>ETD-1</b>	PSDS	Gemmaline Bumanglag	Efren Danag	Malee Kaye A. Albert/Russelle S. Ngao-i	
<b>ETD-2</b>	PSDS	Karen Tabanganay	Allan R. Galanza	Racquel B. Fafag/Delfin Salibad	
<b>ETD-3</b>	PSDS	Joan Ranjo	Menchie P.Gamongan	Shirley C.Sarmiento	
<b>NTD-1</b>	PSDS	Mildred Cabay	Shamgar Louie N. Candelario	Janice Michelle B. Mangaoang/Shareahjoy Dumbab	
<b>NTD-2</b>	PSDS	Ferdinand Malagyab	Harriet C. Buslig	Rodolfo D. Niones Jr./Leah Kate Asuncion	
<b>STD-1</b>	PSDS	Corazon Bravo	Deewai B.Bagayao	Jocelyn L. Lomeng	
<b>STD-2</b>	PSDS	Emily Langkit	Kenneth Atiwag	Esmeralda Depagon	
<b>STD-3</b>	PSDS	Robert Binhaon	Vincent Martinez	Jeth Renz Oggang	
<b>WTD- 1</b>	PSDS	Henry Alunday	Violeta Corong	Kathleen Tagubat	
<b>WTD-2</b>	PSDS	Ma. Medea Vallejo	Romeo Agagon	Claire Rose Damian/April Domini	



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 DepEd Tayo Tabuk City

## HOT MEALS IMPLEMENTATION MONITORING AND COMPLIANCE TOOL

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

District: \_\_\_\_\_

Division: \_\_\_\_\_

Region: \_\_\_\_\_

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

### Compliance Rating Scale

Rating	Level of Compliance	Description
4	Fully Compliant	90–100% of indicators achieved
3	Substantially Compliant	75–89% achieved
2	Partially Compliant	50–74% achieved
1	Minimally Compliant	Below 50% achieved
0	Non-Compliant	Requirement not implemented

### A. PROGRAM MANAGEMENT

Indicator	Means of Verification	Rating
School SBFP Committee organized and functional	Designation orders	
Feeding schedule established	Feeding calendar	
Roles and responsibilities clearly assigned	Committee records	
Monitoring and reporting system established	Monitoring reports	

Area Score: \_\_\_\_\_ /16

### B. BENEFICIARY MANAGEMENT

Indicator	Means of Verification	Rating
Eligible beneficiaries properly identified	Nutritional assessment records	
Updated beneficiary masterlist maintained	Masterlist	
Attendance monitoring conducted daily	Attendance sheets (SBFP form)	
Transfers, dropouts, and replacements documented	School records	
Parents informed regarding the program	Meeting minutes	

Area Score: \_\_\_\_\_ /20

### C. HOT MEAL PREPARATION AND NUTRITION STANDARDS

Indicator	Means of Verification	Rating
Meals are freshly prepared hot meals	Observation	
Approved cycle menu followed	Menu plans	
Meals meet prescribed nutritional requirements	Menu analysis	
Meal portions appropriate for age group	Observation	
Variety of food served according to menu cycle	Feeding records	
Fortified food ingredients utilized when required	Procurement records	
Meal serving conducted on schedule	Observation	

Area Score: \_\_\_\_ /28

### D. FOOD SAFETY AND SANITATION

Indicator	Means of Verification	Rating
Food handlers observe hand hygiene	Observation	
Food handlers use PPE (hairnets, masks, aprons, gloves)	Observation	
Preparation area clean and sanitary	Inspection checklist	
Safe water available for food preparation	Water source records	
Proper food storage observed	Storage inspection	
Temperature control maintained for cooked foods	Monitoring logs	
Waste segregation and disposal practiced	Observation	
No incidents of food contamination reported	Incident reports	

Area Score: \_\_\_\_ /32

### E. PROCUREMENT AND SUPPLY MANAGEMENT

Indicator	Means of Verification	Rating
Food supplies procured according to regulations	Purchase documents	
Inventory records updated	Stock cards	
Local sourcing practiced when feasible	Procurement records	
Adequate food stocks maintained	Inventory report	
Delivery schedules monitored	Delivery receipts	

Area Score: \_\_\_\_ /20

## F. FEEDING OPERATIONS

Indicator	Means of Verification	Rating
Hot meals served daily as scheduled	Feeding logs	
Target feeding days achieved (minimum requirement)	Accomplishment reports	
Feeding area organized and safe	Observation	
Learners consume meals under supervision	Observation	
Leftover food properly managed	Monitoring records	
Milk distribution properly documented	Distribution logs	

Area Score: \_\_\_\_ /24

## G. HEALTH, NUTRITION, AND EDUCATION SUPPORT

Indicator	Means of Verification	Rating
Nutrition education integrated in school activities	Activity reports	
Deworming status monitored	Health records	
Growth monitoring conducted	Weight records	
Health referrals made when necessary	Referral forms	
Parent nutrition education activities conducted	Program reports	

Area Score: \_\_\_\_ /20

## H. FINANCIAL MANAGEMENT

Indicator	Means of Verification	Rating
Funds utilized according to approved budget	Financial reports	
Liquidation reports submitted on time	Liquidation documents	
Supporting documents complete	Audit checklist	
Financial records available for verification	Accounting records	
Transparency measures implemented	Posting/reporting documents	

Area Score: \_\_\_\_ /20

## I. MONITORING, REPORTING, AND DOCUMENTATION

Indicator	Means of Verification	Rating
Daily feeding records maintained	Feeding logs	
Monthly accomplishment reports submitted	Reports	
Beneficiary data updated regularly	Database	
Photographic documentation maintained	Photo files	
Issues and corrective actions documented	Monitoring reports	
School conducts internal monitoring	Monitoring reports	

Area Score: \_\_\_\_\_ /24

## J. STAKEHOLDER PARTICIPATION

Indicator	Means of Verification	Rating
Parents actively involved	Attendance sheets	
Community volunteers mobilized	Volunteer logs	
Partnership with LGU established	MOA/MOU	
Partnership with NGOs/private sector established	Partnership documents	
Stakeholder consultations conducted	Minutes of meetings	

Area Score: \_\_\_\_\_ /20

## OVERALL COMPLIANCE COMPUTATION

Area	Score Obtained	Maximum Score
A. Program Management		16
B. Beneficiary Management		20
C. Nutrition Standards		28
D. Food Safety		32
E. Procurement		20
F. Feeding Operations		24
G. Health & Nutrition Support		20
H. Financial Management		20
I. Monitoring & Reporting		24
J. Stakeholder Participation		20
<b>TOTAL</b>		<b>224</b>

## Compliance Percentage

### Formula:

Plain Text

$(\text{Total Score Obtained} \div 224) \times 100$

Show more lines

### Interpretation

Percentage	Compliance Level
90–100%	Fully Compliant
75–89%	Substantially Compliant
50–74%	Partially Compliant
Below 50%	Minimally Compliant / Non-Compliant

## Monitoring Findings and Recommendations

### Strengths

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### Areas for Improvement

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### Corrective Actions Required

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### Timeline for Compliance

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### Monitored By:

Name/Position: \_\_\_\_\_

### Noted By:

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

### Approved By:

SDO Representative: \_\_\_\_\_