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MEC M E M O R A N D U M
No. 142, s. 1979

ONE-DAY WORKSHOP ON PHIL.-CARE/CRS/WFP
SCHOOL FEEDING PROGRAM

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The USAID has just conducted an audit which brought out the urgent need for a one-day regional workshop during which the following remedial steps to correct existing deficiencies in the school feeding program will be taken up:
 - a. Preparation of field report should not only be accurate and proper but also systematic.
 - b. Competencies of all those involved in the feeding program should be upgraded; they should know the basic requirements in the submission of the school's monthly inventory reports, monthly consumption of commodities, statement of expense accounts, sale and proceeds of baked nutrients, loss inventory reports and baking nutrient reports (commercial or otherwise).
2. Each region will hold its own workshop in the regional office following the schedule below:
 - July 9 - - Regions I-IV and
 - July 16 - - Regions V-VIII and Cagayan de Oro, Butuan, Zamboanga City and Misamis Oriental, Iligan and Marao del Norte
 - July 24 - - Regions IX-XII
3. Participants in said workshop are the regional coordinators for CARE/CRS/WFP feeding program and supply officers; supervisors who are either in-charge or coordinators and supply officers of the division CARE/CRS/WFP feeding program; also WFP Secretariat Chairman. They are entitled to one-day per diem and actual transportation expenses chargeable against the funds of the MEC-SHNC.

4. Participants to the workshop are required to bring with them copies of the basic reports on the school feeding as follows:

CSG

- a. Monthly school inventory report
- b. Monthly school consumption report
- c. Report to drop from school's inventory commodities found lost/damaged (Loss Inventory Report)
- d. Bakery monthly consumption report and Bakery Nutrition Agreement
- e. Bakery monthly inventory
- f. Statement of Monthly Expenses and Summary of Monthly Sale of Nutrients
- g. Updated lists of beneficiaries for each of the participating schools by division/district
- h. Total area in square meters readily available for school garden.

CEG

- a. Consolidated Report of Instructional Status of Elementary School Children (to be accomplished at the start of the school year and at the end of the school year)
- b. School Monthly Financial Report
- c. Stock Register (only for schools operating their own bakery)

NEP

- a. All forms being used currently.

5. A practical approach to the training is the concept of magic square-meter and increase of school and community assistance to the feeding program.

6. Immediate dissemination of the above is requested.

(SGD.) JUAN L. MAJUEL
Minister of Education and Culture

Reference:

Department Memorandum: No. 179, s. 1977

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

/PROGRAM, SCHOOL
/PROJECTS
/WORKSHOPS

