



*Tanggapan ng Kalihim
Office of the Secretary*

June 11 1999

DECS MEMORANDUM
No 240 s 1999

SCHOOL MILK PROJECT

To Bureau/Center Directors
Regional Directors
Schools Superintendents

1 The Department of Education, Culture and Sports, through the Health and Nutrition Center, shall implement the School Milk Project beginning School Year 1999 2000, to improve the nutritional status of Grade I pupils in selected public elementary schools nationwide. Specifically, it aims to a) supplement the diet of the undernourished school children b) inculcate sound health and nutrition practices and values and c) develop the milk drinking habit among the children.

2 The following are the salient features of the Project:

- High prevalence of undernutrition among children in schools located in the depressed, disadvantaged and underserved (DDU) areas is the major criterion in the selection of recipients,
- Health and nutritional assessment shall be conducted before the milk feeding,
- Weight taking of the beneficiaries shall be done every quarter,
- Deworming of the pupils shall be made before the feeding and quarterly thereafter,
- Milk feeding will be undertaken for 120 days,
- Regular monitoring of the project shall be conducted and
- Milk packs shall be properly stored in a safe area.

3 Regional directors and school administrators are enjoined to extend full administrative support to the management of the project. School health and nutrition personnel are expected to lead in the conduct of orientation on the project among the implementors as well as in the monitoring and evaluation activities, and to assist the school feeding coordinator in the preparation of reports on the project.

4 Inclosed for ready reference are the implementing guidelines, which include the selection criteria, duties and responsibilities of involved personnel, needed forms, and the Orientation Plan for the School Milk Project.

5 Periodic reports shall be submitted (thru the Regional Office) to the Health and Nutrition Center, 5F, Mabini Bldg , DECS Complex, Meralco Avenue, Pasig City

6 Widest and immediate dissemination of and compliance with this Memorandum is desired

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incls

As stated

Reference

N o n e

Allotment 1—(D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

HEALTH EDUCATION
PROJECTS
PUPILS

GUIDELINES FOR THE SCHOOL MILK PROJECT

INTRODUCTION

Nutritional deficiency among school age children is still a major problem in the Philippines. The 1998 Consolidated Nutritional Status Report shows that out of about 10 000 000 pupils examined 121 227 or 1.26% were severely underweight and 1 157,927 or 12.01% were moderately underweight. Concerted efforts in terms of programs/projects have been implemented to solve this problem afflicting our school children. One such project is the School Milk Project which is being sustained by the funds provided thru the efforts of Sen. Franklin M. Drilon.

The School Milk Project has three (3) main objectives, namely:

- 1) to supplement the diet of the undernourished Grade I children
- 2) to inculcate sound health and nutrition practices and values, and
- 3) to develop the milk drinking habit among the children.

To operationalize the School Milk Project, the following guidelines will be followed:

I. Selection of Schools

The following criteria shall be followed in selecting the beneficiary schools:

- high prevalence rate of undernutrition
- schools with pupils coming from low income families
- schools situated in DDU areas
- schools with no current feeding program
- interest, support, cooperation and commitment by the school officials and parents
- schools that can provide a safe and adequate space for the storage of the food commodities
- schools that can provide a weighing scale for nutritional assessment

II. Feeding Beneficiaries

The beneficiaries shall be Grade I pupils in the selected schools.

III. Health and Nutritional Assessment of Beneficiaries

Medical and dental examination shall be conducted before the start of the feeding. This may be coordinated/arranged with the Division Health and Nutrition Section Staff or Rural Health Unit (RHU). Pupils found with defects/ailments shall be given intervention or referred to the local health units. Classroom advisers shall note observations regarding the pupils' physical and mental conditions.

Nutritional assessment of all Grade I pupils shall likewise be undertaken before the start of the feeding. The classroom adviser shall measure the height and weight of the beneficiaries and the measurement shall be properly recorded in School Milk Feeding Form coded as SMP Form 1. The second and succeeding weight measurements shall be done every two months thereafter while the height taking shall be done twice only before and after the duration of the feeding. It is expected that the same weighing scale shall be utilized for the weight measurements.

Deworming of beneficiaries shall be undertaken before the feeding starts. The Division Medical Officers/Nurses shall conduct the deworming activities or coordinate with the local health unit. This shall be recorded using the Nutritional Status Form or SMP Form 1.

IV Feeding Activity

The feeding of beneficiaries shall be undertaken during snacks time and shall be managed properly. Each Grade I pupil shall be given a 200 ml pack of milk for 120 feeding days. Parents shall be mobilized to assist in the feeding activities.

During the feeding, emphasis is given on the development of desirable health habits such as washing the hands before and after eating, not talking when the mouth is full and sitting properly while eating. Likewise, development of good table manners, courteous behavior and other character traits like saying graces before and after meals, falling in line, waiting for one's turn and saying 'Please' and 'Thank You' when requesting for food to be passed shall be made. Advocacy on the importance of drinking milk shall likewise be provided to ensure the attainment of the project's objectives.

V Orientation Training of Implementors

The orientation before operations shall be undertaken by the Regional Health and Nutrition Unit Staff in coordination with the Regional Working Committee on Health and Nutrition.

A one-day orientation training shall be conducted at the Division Office of each participating division. However, orientation of adjacent divisions may be lumped together to save on expenses. The participants are the Schools Division Superintendent, Medical Officers, Dentist In Charge, Designated Nurse In Charge of Commodities, District Supervisors, Nutrition/Health Supervisors, Principals, Property Custodians and Nutrition Coordinators of the participating schools.

The orientation training shall cover the following topics for discussion: Background of the Program and the Operational Guidelines on the Implementation of the Program, giving emphasis on the Criteria for Selection of Schools, Health Assessment of Beneficiaries, Deworming Activities, Commodity Management, Duties and Responsibilities of concerned Officials.

The nutritionist dietitians shall submit to the Health and Nutrition Center before the conduct of the orientation training the budgetary requirements for transportation expenses meals and replication of materials for possible financial assistance

A report on the orientation training shall be sent to the Nutrition Division Health and Nutrition Center as soon as the activity is finished

VI Monitoring And Evaluation

There shall be a quarterly monitoring by the Central Office Staff every two (2) months by the Regional Health and Nutrition Unit Staff and Division Health and Nutrition Section Staff and monthly monitoring by the district personnel in order to determine the status of implementation of the project

Evaluation shall be undertaken to assess the efficiency and effectiveness of the different components of the project and to serve as basis for program redirection

VII Food Commodities

Food commodities are dispatched in two batches to DECS designated consignees during each year

The delivery must be made during working days and office hours only There must be no delivery during weekends and/or holidays The consignee shall be the Schools Division Superintendent Division Supply Officer District Supervisor and Property Custodian

VIII Losses

- a Nature of Losses Losses may be in the form of shortage (number of commodities received is less than actually dispatched) damage or deterioration (such as wetting insect infestation) theft and pilferage
- b Reporting Losses All losses must be reported to the Division, Regional and DECS HNC and Regional Office immediately using the Commodity Loss Report Form (*SMP Form 6*) This must be done right after acknowledging receipt of a consignment of commodity and having segregated any bad box of commodities

All losses incurred must be included as part of the inventory in the monthly report using the Stock Record Form (*SMP Form 4*)

IX Storage and Control System of Commodities

- a The storeroom shall be clean and pest proof
- b Commodities shall be piled according to the specification of the manufacturer (such as not more than 10 boxes high)
- c The first in first out (FIFO) practice in the receipt and distribution of commodities shall be strictly followed
- d Commodities shall be piled on top of pallets at least 50 centimeters away from the walls
- e Spaces between pallets shall be provided to allow air circulation and easy inspection of commodities
- f A regular monthly inventory of stocks must be conducted
- g All stockrooms must be provided with security and fire prevention equipment
- h The Commodity In Charge shall take the lead in the management and control of commodities

X Responsibilities Of The Consignee

The Consignee shall have the following responsibilities

- a provide adequate facilities for safe and proper storage of commodities pending delivery to recipient schools
- b provide prompt transportation for the commodities to the participating schools
- c inform immediately the Regional Office upon receipt/delivery of the commodities
- d make a thorough physical count of the commodities delivered by the forwarder
- e determine the condition of every commodity he/she receives
- f make appropriate notations on all copies of the Delivery Order (DO) for discrepancies found such as shortages damages etc conditions in which the commodities were received
- g upon receipt of the commodities and discrepancies have been noted on the DO all consignees are required to give the original and 2^d copies of DO Certificate of Acceptance (CA) (*SMP Form 5*) and Inspection Report to the forwarder (the second copy shall be submitted by the forwarder to the HNC DECS) the 3rd or 4th copy of the DO shall serve as the consignee's file while the 5th copy shall be given to the division/regional office/s
- h accomplish the commodity loss report for losses noted for submission to the DECS Health and Nutrition Center

XI DUTIES AND RESPONSIBILITIES OF INVOLVED OFFICIALS/PERSONNEL

A. Responsibilities of Region/District/School Offices	
REGION	DIVISION
<p>I PRE ARRIVAL OF FC</p> <p><u>Regional Director</u></p> <ul style="list-style-type: none"> Instructs the RHNU to prepare communications to the District Supervisor Attn Nurse District Feeding Program Coordinator copy furnished Schools Div Supt Attn Head, HNS on expected time of arrival of the commodities Inform the regional accountant/auditor to inspect the FC arriving at the District Drop-Off Points Directs Chief HNU to report during regular conferences and or MANCOM on the efficient and effective administration of the project emphasizing the receipt, distribution, storage and accounting of feeding commodities <p><u>RFP Coordinator</u></p> <ul style="list-style-type: none"> Conducts a division orientation on SMP to include the conduct of H&N assessment, height and weight taking and deworming to concerned pupils Consolidates quarterly report on SFP and submit report to SHINC Conducts quarterly monitoring 	<p><u>Schools Superintendent</u></p> <ul style="list-style-type: none"> Instructs the Head, HNS to coordinate with the District Supervisor to assign one (1) nurse as Nurse District Feeding Program Coordinator (NDFF) and shall also be the Commodity and Recording Officer Confers with district supervisors on the preparation to be made e.g. meeting with school heads preparing the district and school bodegas safe and economical delivery system Supervises district stock room checks its security proofing, cleanliness of pallet boards & proper ventilation
	<p><u>District Supervisor</u></p> <ul style="list-style-type: none"> Assigns one nurse as NDFF who shall be the Commodity and Recording Officer Notifies the school FPC/ Sch Property Custodian on the arrival of commodities Attends division staff meeting on project implementation Meets the school heads to discuss a health and nutritional assessment and deworming of beneficiaries Preparation to be made at the school level for the arrival of commodities ways of improving the handling/delivery storage and accounting of FC record keeping and reporting, and actual feeding activities Notifies the school heads on the expected date and time of the arrival of commodities in their schools Notifies the regional accountant/auditor on the inspection of the FC Supervises the proper storage of commodities <p><u>Nurse District Feeding Program Coordinator</u></p> <ul style="list-style-type: none"> Reports status of commodities Assists in receiving commodities Coordinates the delivery of commodities to the school upon receipt
	<p><u>School Head</u></p> <ul style="list-style-type: none"> Designates a personnel who will receive the commodities preferably the School Property Custodian prepare the storeroom Supervises the cleaning and rat proofing of the storeroom and the preparation of enough pallet boards Notifies all teachers PTA school nutrition committee on arrival of FC Attends district meeting for the discussion of project implementation Confers with the teacher reiterating their responsibilities in the project Sees to it that all concerned beneficiaries undergo H & N assessment and deworming Sees to it that records on FC are updated and accurate <p><u>Teacher</u></p> <ul style="list-style-type: none"> Meets the Homeroom PTA and announces the existence of the project Conducts H & W measurement Prepares the masterlist of feeding beneficiaries

<p>II ARRIVAL OF COMMODITIES</p>	<p>A. Receipt and Distribution of Commodities</p> <p><u>Nurse District Feeding Coordinator (NDFC)</u></p> <ul style="list-style-type: none"> Receives and checks the conditions of the commodities from the Manila trucker Signs the CA/AR as proof of acceptance Assists Regional/Division Accountant and COA personnel in the inspection of commodities Keeps records of commodities received indicating exceptions noted such as number of damaged, torn commodities Reports immediately to District Supervisor of losses/spillage of commodities copy furnished Regional/Division Office Inform the school beneficiaries of the schedule of delivery Conducts periodic inventory of stocks in the storeroom Signs the copies of BL/DO/CA/AR Consolidates school monthly report of commodities for submission to Regional Office and Division Office (HNU/HNS) 	<p>B. School head gets school allocation</p> <p><u>Designated Personnel/Property Custodian</u></p> <ul style="list-style-type: none"> Signs the CA and AR as proof of acceptance Keeps records of commodities received indicating exceptions noted such as number of damaged, torn commodities to be submitted to District Office Prepares the stock room <p><u>Teachers</u></p> <ul style="list-style-type: none"> Receives the commodities from Property Custodian
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	DIVISION	DISTRICT	SCHOOL
III Feeding and Post Feeding Activities			<p>Teacher</p> <ul style="list-style-type: none"> • Conducts height and weight measurement • Distributes commodities to the pupils • Supervises feeding • Notes the number of commodities that are soured/damaged • Files copy of documents on commodities received • Reports immediately to Property Custodian of any losses/spoilage of commodities • Requests proper authority for inspection of spoilage commodities • Accomplishes and submits required School Milk Feeding Report on losses/destruction or utilization • Consolidates school monthly reports on commodities • Sees to it that the desirable values are developed during the feeding • Advocates the importance of drinking milk

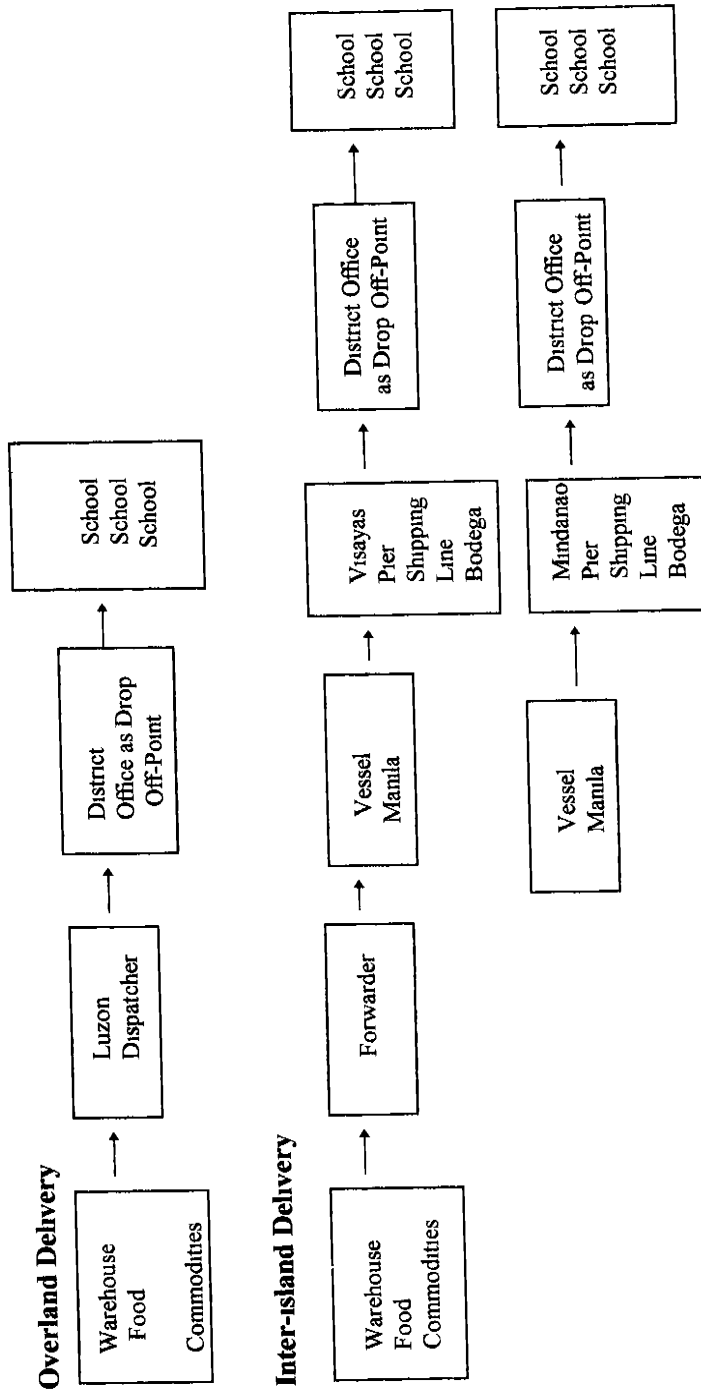
B At the Health and Nutrition Center Accounting And Auditing Offices - Central Office Level

HNC	ACCOUNTING	AUDITING
<ol style="list-style-type: none"> 1 Conduct orientation for project implementors 2 Process bidding for food commodity provider 3 Conduct meetings with partner agencies and with other involved personnel 4 Conduct evaluation and monitoring 5 Collect delivery receipts and certificates of acceptance from the field 6 Prepare vouchers for payment of milk commodity/freight and handling 7 Prepare the contract 8 Allocate funds for the program orientation and for supplies and materials 9 Issue memo/implementing guidelines 10 Collect random samples for analysis by the Bureau of Food and Drugs Department of Health 	<ol style="list-style-type: none"> 1 Process vouchers for payment of commodity 2 Render progress reports on fund utilization 3 Attend to meetings whenever necessary 4 Conduct inspection of the food commodities 5 Issue communications to accountants relative to project operations 	<ol style="list-style-type: none"> 1 See to it that proper documents are submitted for the post audit 2 Review the contract 3 Conduct inspection of the food commodities 4 Extend advice relative to effective and efficient program operations

Legend

- | | |
|------------------------------------------|---------------------------------|
| FC Food Commodities | SO Supply Officer |
| RFP Regional Feeding Program Coordinator | BL Bill of Lading |
| DFP Division Feeding Program Coordinator | HNC Health and Nutrition Center |
| DSO Division Supply Officer | SMP School Milk Project |
| AR Acknowledgement Receipt | |
| CA Certificate of Acceptance | |
| DO Delivery Order | |
| HNU Health and Nutrition Unit | |
| H&N Health and Nutrition | |
| DOC Drop-Off Centers | |

XII SCHEMATIC DIAGRAM OF COMMODITY FLOW



XIII FORMS

- A The District Office shall have the responsibility to fill up the following forms to be submitted to the Regional Office for consolidation and to be forwarded to HNC DECS
- SMP Form 5 Certificate of Acceptance
 - SMP Form 6 - Commodity Loss Report
- B The school district division and regional offices shall accomplished the following form for consolidation The Regional Office shall submit the division consolidated report to the DECS HNC Attn Nutrition Div
- SMP Form 2 Consolidated Nutritional Status of Beneficiaries
- C The following forms shall be accomplished by the following personnel and to be filed at the school clinic copy furnished HNC DECS Attn Nutrition Division
- Teacher In Charge
- SMP Form 1 Nutritional Status
- District Nurse in Charge of Commodities
- SMP Form 3 Advice of Allocation
 - SMP Form 4 Stock Record

Republic of the Philippines
 DEPARTMENT OF EDUCATION CULTURE AND SPORTS
 Health and Nutrition Center

SCHOOL MILK PROJECT
 SY 1999 - 2000

NUTRITIONAL STATUS

School _____ Region _____ Division _____
 Date of Weighing 1st _____ 3rd _____
 Grade & Section _____ 2nd _____ 4th _____

Beneficiaries	Birthday Mo-Dy Yy	Age at Weighing				Weight (Kg)				Height (cm)		Nutritional Status				Dewormed Place (/) Mark	
		1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	1st	2nd	3rd	4th		
1																	
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25																	

Noted _____
 PRINCIPAL/HEAD TEACHER

Teacher In Charge _____

01 feeding SMP1

Republic of the Philippines
 DEPARTMENT OF EDUCATION CULTURE AND SPORTS
 Health and Nutrition Center

SCHOOL MILK PROJECT
 SY 1999 2000

CONSOLIDATED NUTRITIONAL STATUS OF BENEFICIARIES

Date _____

Region _____
 Division _____
 School _____ (for SFC Only)

SECTIONS/SCHOOLS	Total Number/Enrolment of Children/Grade I	Severe		Moderate		Mild		Normal		Overweight	
		BF	AF	BF	AF	BF	AF	BF	AF	BF	AF
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
TOTAL											

Submitted by

 (SCHOOL / DISTRICT/DIVISION)
 FEEDING COORDINATOR

* Noted

 HEAD OF OFFICE

Legend BF Before Feeding
 AF After Feeding

Republic of the Philippines
DEPARTMENT OF EDUCATION CULTURE AND SPORTS
Health and Nutrition Center

SCHOOL MILK PROJECT
SY 1999 2000

ADVICE OF ALLOCATION

(Date)

The Principal

Sir/Madam

Your school _____ is allocated _____ (Bxs) of Milk
under Delivery Order No _____ dated _____ This volume is good for ___
feeding days from _____ to _____

Very truly yours

Nurse District Feeding Coordinator

Noted

District Supervisor

Republic of the Philippines
DEPARTMENT OF EDUCATION CULTURE AND SPORTS
Health and Nutrition Center

SCHOOL MILK PROJECT
SY 1999 2000

COMMODITY LOSS REPORT

Region/Division _____ School _____
District _____ Address _____

SHORTAGE
Date _____
Remarks _____

BAD ORDER CONDITION(WET/MOIST)
Date _____
Remarks _____

TORN CONTAINERS
Date _____
Remarks _____

INFESTATION
Date _____
Remarks _____

THEFT/PILERAGE
Date _____
Remarks _____

Prepared by

School/District Commodity In Charge

Noted

Head of Office