



Republic of the Philippines  
**Department of Education**



**Tanggapan ng Kalihim**  
*Office of the Secretary*

**JUL 17 2006**

DepED MEMORANDUM  
No. **270**, s. 2006

**IMPLEMENTATION OF FOOD FOR SCHOOL PROGRAM SY 2006-2007**

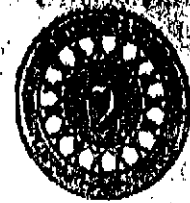
To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools

1. Pursuant to President Gloria Macapagal Arroyo's instruction to intensify effort in addressing hunger among school children and their families, the Food for School Program will be implemented this school year starting July 17, 2006.
2. The beneficiaries of the Program are the pre-school and Grade I pupils in all public elementary schools in the National Capital Region (NCR), Divisions of Sulu and Tawi-Tawi in ARMM, and within selected public elementary schools in the 49 provinces categorized according to severity of food insecurity and vulnerability to hunger, as indicated in the Food Insecurity and Vulnerability Information Mapping System (FIVIMS). Enclosed is a summary list of recipient schools.
3. An orientation on program guidelines will be conducted by the National Technical Working Group (TWG) to ensure effective implementation by the school administrators. Enclosed is a document containing guidelines on the selection of schools, recipients, rice distribution and on the recording and reporting system, among others.
4. The Regional Directors are instructed to coordinate closely with the Regional National Nutrition Council (RNNC), on the creation of TWGs at the Regional and Division (City/Provincial) levels to oversee the implementation and evaluation of the program at the school level. The TWG is likewise expected to undertake monitoring on the distribution of rice, taking note of the quality and quantity of the rice delivered to the schools.
5. For inquiry or clarification on the Program, please contact the Health and Nutrition Center (HNC) at telefax no.: (02) 633-7245 or e-mail address: [nutritionhnc@yahoo.com](mailto:nutritionhnc@yahoo.com).
6. Immediate and widest dissemination of this Memorandum is desired

*FE A. HIDALGO*  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encl.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

HEALTH EDUCATION                      OFFICIALS                      PROGRAMS



## OPERATIONAL GUIDELINES ON THE FOOD FOR SCHOOL PROGRAM "BIGAS para sa MAG-AARAL at PAMILYA"

### I. RATIONALE

#### a. Incidence of Hunger and Malnutrition

The 1<sup>st</sup> quarter 2006 self-rated hunger survey conducted by the Social Weather Stations (SWS) revealed that 16.9% of Filipino families experienced hunger, *with nothing to eat*, at least once in the previous three (3) months, the highest national proportion recorded since SWS began the hunger survey series. The results showed that hunger was highest in Mindanao at 21.0%, followed by the National Capital Region at 18.3%, Visayas at 16.0%, and Balance Luzon at 14.7%. Compared to the last quarter of 2005, the incidence of severe hunger defined as families who experienced hunger often/always in the last three months increased from 3.9% to 4.2% affecting an estimated 700,000 families. (Table 1)

Table 1. Hunger incidence based on the quarterly surveys on hunger of SWS

SEVERITY OF HUNGER/AREA	2005		2006
	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	1 <sup>st</sup> quarter
Severe Hunger	2.6	3.9	4.2
Number of Families	400,000	600,000	700,000
<b>Total</b>	<b>15.5</b>	<b>16.7</b>	<b>16.9</b>
National Capital Region	16.7	21.0	18.3
Balance Luzon	18.0	13.7	14.7
Visayas	13.3	14.3	16.0
Mindanao	12.0	21.7	21.0

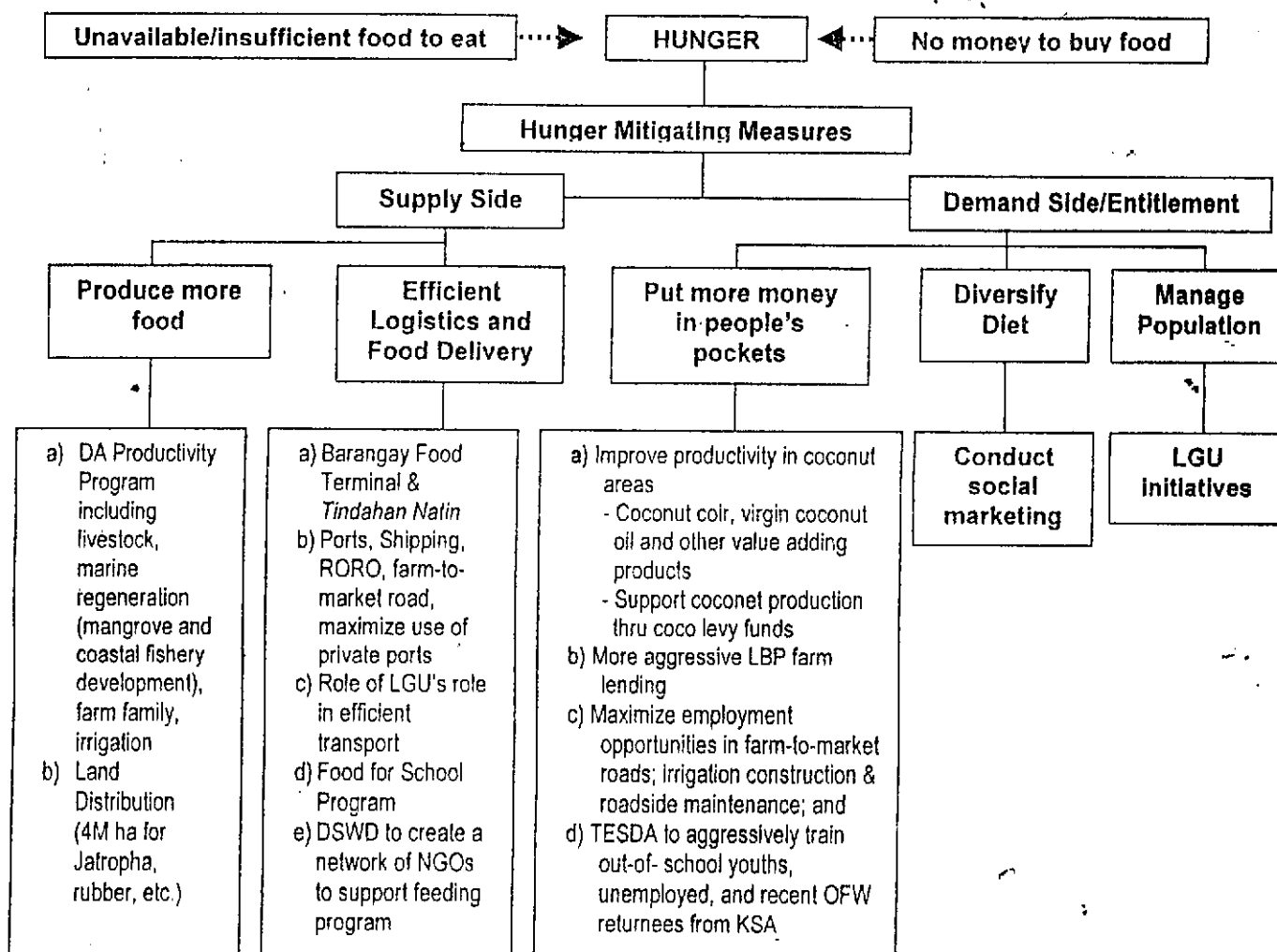
Hunger is defined as the painful sensation due to inadequate food intake and a form of severe food insecurity. Prolonged hunger leads to malnutrition. The 6<sup>th</sup> National Nutrition Survey (NNS) showed that in 2003, malnutrition persisted among Filipinos:

- 27 out of 100 children 0-5 years old were underweight for their age, or 3.2 million children
- > 27 out of 100 children 6-10 years old were underweight for their age, or 2.49 million children.
- > 36 out of 100 children 6 -10 years old were short for their age, or 3.41 million children.

b. Addressing Hunger

People go hungry because of two immediate causes: 1) unavailable or insufficient food to eat and 2) no money to buy food. Therefore, measures need to be implemented to address these two causes. Hunger-mitigating measures may be done through the supply side and demand side. On the supply side, measures could be along producing more food and ensuring efficient logistics and food delivery to whom and where it is needed. On the demand side, measures need to be instituted to put money in people's pocket, diversifying their diet and managing population levels. (Figure 1. Hunger Mitigation Framework)

Figure 1. Hunger-Mitigation Program Framework



The **Food for School Program (FSP)** which started in November 2005 is an immediate intervention to address hunger among families through their children in Grade 1, pre-schools and day care centers. It is a form of food subsidy for young learners who belong to poor families. It provides a daily ration of one (1) kilo of rice and as long as the child goes to school or day care center every day, the family is assured of rice on its table, every day which will eventually contribute to the improvement of their nutritional status.

### III. OBJECTIVES

The program aims to:

1. mitigate hunger of poor families
2. improve school retention

### IV. IMPLEMENTING GUIDELINES

#### A. Selection of Targets

##### 1. Selection of Areas

Forty nine (49) provinces are targeted for the program. These provinces were categorized as Very, Very Vulnerable (3 provinces), Very Vulnerable (8 provinces) and Vulnerable (38 provinces) to food insecurity and hunger.

The NNC is the country's focal agency for the establishment of the Food Insecurity Vulnerability and Information Mapping Systems (FIVIMS) as a commitment to the World Food Summit of 1996. FIVIMS is a system or network that assembles, analyses and disseminates information about people who are food insecure or at-risk, who they are, where they are located and why they are food insecure or vulnerable. There are 12 indicators used in identifying these food insecure areas, which prove that food insecurity does not exist in a single dimension but rather in a cross-section of dimensions that include socio-economic, nutrition, health and sanitation aspects.

2. List of provinces covered by the FSP, by cluster, and by region

Cluster No./ Category	No. of Areas	Provinces covered		
Cluster 5 Very, Very Vulnerable	3	Region 5 Masbate	ARMM Sulu Tawi-Tawi	
Cluster 4 Very Vulnerable	8	CAR Apayao Region 6 Capiz	Region 7 Negros Oriental Region 9 Zamboanga del Norte Region 10 Bukidnon	ARMM Lanao del Sur Maguindanao Basilan
Cluster 3 Vulnerable	38	Region 1 La Union CAR Abra Ifugao Mountain Province CALABARZON Quezon MIMAROPA Marinduque Occ. Mindoro Palawan Romblon Region 5 Albay Camarines Norte Camarines Sur Catanduanes Sorsogon	Region 6 Aklan Antique Iloilo Negros Occidental Region 7 Bohol Region 8 Leyte Eastern Samar Northern Samar Samar Southern Leyte Region 9 Zamboanga del Sur	Region 10 Camiguin Misamis Occidental Lanao del Norte Region 11 Davao del Norte Davao del Sur Region 12 Cotabato Sarangani South Cotabato Sultan Kudarat CARAGA Agusan del Norte Agusan del Sur Surigao del Norte Surigao del Sur

2. Priority areas

- 2.1 All municipalities ( 49) of the very, very vulnerable provinces (Masbate, Sulu and Tawi-Tawi)
- 2.2 All 5<sup>th</sup> and 6<sup>th</sup> class municipalities (283) of vulnerable and very vulnerable provinces
- 2.3 All 4<sup>th</sup> class municipalities (27) in the vulnerable and very vulnerable provinces where there are no 5<sup>th</sup> and 6<sup>th</sup> class municipalities
- 2.4 All 3<sup>rd</sup> class municipalities (3) in the vulnerable and very vulnerable provinces where there are no 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class municipalities.

## City Schools and Day Care Centers

- 3.1 All public elementary schools, DepED-supervised pre-schools and day care centers in the National Capital Region, Masbate, Sulu and Tawi-Tawi
- 3.2 All public elementary schools, DepED-supervised pre-schools and day care centers in 5<sup>th</sup> and 6<sup>th</sup> class municipalities in the 46 FIVIMS provinces
- 3.3 All public elementary schools, DepED-supervised pre-schools and day care centers in 4<sup>th</sup> class municipalities in the 46 FIVIMS provinces in case where there are no 5<sup>th</sup> and 6<sup>th</sup> class municipalities.
- 3.4 All public elementary schools, DepED-supervised pre-schools and day care centers in 3<sup>rd</sup> class municipalities in the 46 FIVIMS provinces in case where there are no 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class municipalities.

## 4. Target Beneficiaries

All Grade I and preschool children enrolled in public elementary schools and children enrolled in day care centers in the identified provinces and municipalities.

## B. Duration

The program will be implemented during SY 2006-2007 covering the targeted children enrolled in DepED-supervised preschools and Grade I and day care centers.

## C. Orientation of Implementers

1. An orientation on project operations shall be undertaken among school principals, teachers, social welfare and development officers and other stakeholders before actual program implementation.
2. The orientation shall be conducted by an inter-agency technical working group composed of representatives from DepED-HNC, DSWD-PMB, NNC, NFA and DILG in coordination with LGUs and other agencies concerned.
3. Topics for orientation:
  - Overview of the Program
  - Background/Rationale of the Program
  - Revised FSP Operational Guidelines on the Implementation of the Program

- Mechanics for Documentation and Reporting
- Monitoring and Evaluation Arrangements

#### **D. Organization of the Community, Parents and Pupils**

Parents of the day care center children shall be organized into Day Care Parents Group to encourage their participation, sustain their support and commitment to the program. They shall be organized into working committees for the various activities in the day care center while Parents-Teachers-Community Associations (PTCA) shall be organized to assist the schools in program implementation.

#### **E. Nutrition Assessment of Beneficiaries**

1. Height and weight of children will be measured by the school nurse/or teacher in-charge at the start of the school year (June-July) as baseline data. Another assessment shall be done in November and in March 2007 before the end of the school year to determine their nutrition and health status.
2. Form 2 will be used for the nutrition assessment of beneficiaries.
3. The day care worker shall prepare a permanent growth monitoring record for each child enrolled in the day care center using the ECCD growth chart.

#### **F. Commodity Support**

1. One sack of 50 kilograms iron-fortified rice (IFR) shall be repacked into one (1) kg. to facilitate distribution.
2. One (1) kilo of rice shall be given every day to each pupil in Grade I, DepEd-supervised pre-school and, day care center after class.
3. The NFA shall deliver the bags of rice directly to the school/day care center storage area. The delivery shall be properly received by the principal/day care center worker or his/her duly designated representative. FSP Form 1 shall be used for this purpose.
4. The number of bags of rice to be delivered by NFA shall be based on the validated list of beneficiaries or enrollees submitted by the schools or day care centers to the central office.
5. The delivery and stock inventory of rice shall be recorded on FSP Form 4.

## **Storage and Control System of Commodities**

The school and day care center shall provide/make available a storeroom for safekeeping/storing of rice. The school and local officials shall ensure that:

1. The storeroom is clean, pest- proofed and well ventilated.
2. Pallets must be used in stockpiling the bags of rice. A 50 cm distance from the wall and spaces between pallets shall be maintained to allow air. This set-up will avoid damage of rice due to moisture. This will also make facilitate inspection of rice stocks.
3. In situation where the school or day care center cannot provide for its own pallet, the said school/DCC can coordinate and borrow from NFA.
4. The bags of rice should be piled at a maximum of 8 bags to avoid bursting.
5. Rice bags should be handled with extreme care during delivery in order to avoid damages.
6. A first-in first-out policy shall be observed in withdrawing bags from the storeroom;
7. A "No rice retrieval policy" on rice already delivered to recipient school or day care center will be adopted.
8. Storerooms must be secured at all times.

### **H. Reporting of Loss/Theft**

1. Loss of rice due to unavoidable circumstances (natural disasters, fire, etc.) must be reported immediately. For DepED, the principal shall file a report to the District Supervisor, who in turn shall file a report to the Division Superintendent. For DSWD, the day care worker shall report to the Municipal/City Social Welfare and Development Officer, who in turn shall report to the Provincial Social Welfare and Development Officer.
2. In case of theft, the incident should be reported immediately to the police and a police report must be secured and reported to the next level office; and
3. District/Division Office (DepED), M/PSWDO (DSWD) shall validate the report and determine its veracity as soon as possible.

### **I. Reporting of Damage, Insufficient number of packs or weight**

1. The presence of insects, weevils or similar pest, molds, foul smells in delivered rice should be reported immediately to NFA for rice replacement. Deliveries that are short



landed (insufficient number of bags/packs) or under weighed stocks (less than the required weight) should likewise be documented and reported immediately to NFA.

2. The reports should indicate the date of the rice delivery based on the WSI number and some particulars/details using Form 1.
3. The reports must be duly signed by the principal/Day care worker or authorized personnel.

#### **J. Delivery/Receipt/Distribution of Rice**

1. The School Head/Day care worker shall be responsible for the receipt of rice deliveries as well as daily distribution to target beneficiaries.
2. The NFA shall inform immediately the School Head/day care worker for any delay in the delivery of rice.
3. The parents, through the PTCA, Day Care Parents Group and the Barangay Nutrition Scholar (BNS), and other barangay volunteer workers may be involved in the distribution of rice.
4. The distribution of rice shall be done daily after class.
5. When the child is absent due to valid reason, i.e. child was sick, rice allocated for the previous day(s) shall be given upon the child's return to school or day care center.
6. If there are two (2) or more siblings enrolled in grade 1, DepEd-supervised preschools or day care centers, only one child will be given the one (1) kilo of rice.
7. Daily receipt of rice by the pupils shall be recorded in FSP Form 5. The attendance of children should tally with the number of bags or kilos of rice distributed on a given period.
8. All accumulated stocks of rice resulting from the unexcused absences of target beneficiaries shall be retained by the school or day care centers and shall be used

## Productivity, Life and Values Development Training

Training in the following areas shall be conducted for parents/caregivers in order to sustain family food security, increase school retention and improve nutritional status of children in the long term.

- 2.1. Sustainable food production/gardening technologies
    - a. Bio-intensive gardening
    - b. Food always in the home
    - c. Fish culture using cement tank/drum
  - 2.2. Livelihood/self sufficiency projects
  - 2.3. Values Formation
3. Parents of day care centers shall be encouraged to attend Parent Effectiveness and Home Care sessions consisting of modules on self family and effective parenting, health and nutrition to improve/enhance their knowledge, attitude, skills and practices.

## M. Implementing and Monitoring Structure

Level	Lead Agency	Partner Agency
National	DepED, DSWD	DA-NFA, DOH-NNC, DILG, NEDA
Regional	DepED, DSWD	DA-NFA, NNC-RO, Regional Nutrition Committee, DILG, NEDA
Provincial	Provincial SWDO, School Division	NFA, LGU-Provincial Nutrition Committee
City/Municipal	City/Municipal SWDO, School District (s)	LGU-City/Municipal Nutrition Committee
Barangay Level	DCW/School Head	LGU-Barangay Nutrition Committee, Barangay Nutrition Scholars

The following are the major roles and responsibilities of agencies involved in the Program:

### A. National/Regional Level

#### 1. National Nutrition Council

- 1.1. Serve as the overall coordinator of the Program
- 1.2. Organize and chair the inter-agency TWG at national and regional levels
- 1.3. Conduct monitoring and evaluation to determine the progress and impact of the program

- 1.4. Prepare monthly progress and year-end reports to the President
  - 1.5. In coordination with the TWG, review program guidelines to improve efficiency
  - 1.6. Lead in advocacy for sustainable support to the program
2. *Department of Education (DepEd) and Department of Social Welfare and Development (DSWD)*
    - 2.1. Serve as lead implementing agencies of the FSP among Grade 1, and DepEd- supervised preschool children/and day care children, respectively:
    - 2.2. Identify schools/day care centers and number of enrollees in the target areas
    - 2.3. Jointly with members of the inter-agency TWG orient for the school heads/social welfare development officers on program implementation and their roles and responsibilities
    - 2.4. Provide funds for inter-agency TWG monitoring and program evaluation
    - 2.5. Assist in the advocacy, monitoring and evaluation of the program
    - 2.6. Submit progress reports to NNC
3. *Department of the Interior and Local Government*
    - 3.1. Ensure the cooperation and support of all Provincial Governors, City/Municipal Mayors, DILG Regional Directors and Field Operations Officers for smooth program implementation.
    - 3.2. Assist in the advocacy, monitoring and evaluation of the program.
4. *Department of Agriculture-National Food Authority*
    - 4.1. Ensure timely delivery of rice to target areas
    - 4.2. Submit to NNC, DepED, DSWD weekly accomplishment report on rice delivery
    - 4.3. Assist in the advocacy, monitoring and evaluation of the program
    - 4.4. Prepare and submit to DepED and DSWD liquidation report of all funds transferred
5. *National Economic and Development Authority*
    - 5.1. Integrate programs and policies in the national development plan which will address hunger, food security and malnutrition

- 5.2. Generate proposals for hunger and related projects for Official Development Assistance (ODA) funding and other fund source
- 5.3. Assist in the advocacy of the program

B. Regional Level

A technical working group at the regional level shall be organized with the following composition and functions:

1. NNC regional office

- 1.1 Serve as the over-all coordinator of the program
- 1.2 Organize and chair the inter-agency TWG
- 1.3 Lead the quarterly monitoring of the program
- 1.4 Submit progress report to NNC-Central Office

2. DepED and DSWD regional office

- 2.1 Provide funding for TWG meetings
- 2.2 Shoulder expenses related to monitoring visits of regional TWG

3. NFA

- 3.1 Ensure delivery of rice to the target areas
- 3.2 Consolidate and submit delivery of rice report to NFA Central Office

C. Provincial Level

A technical working group at the provincial level shall be organized and chairperson shall be selected from among its members with the following composition and functions:

1. Social Welfare and Development Office and DepED-Division

- 1.1. Consolidate implementation reports from the municipal level
- 1.2 Submit report to DepEd/DSWD-Regional office
- 1.3 Assist in the advocacy of the FSP program

2. NFA

- 2.1. Ensure delivery of rice to the target areas
- 2.2. Consolidate and submit delivery of rice report to NFA Regional Office

3. Provincial Nutrition Action Officer

- 3.1. Coordinate the program at the provincial level
- 3.2. Assist in the advocacy of the FSP program

D. City/Municipal Level

1. School District/C/MSWDO

- 1.1. Consolidate implementation reports from the school/DCC levels
- 1.2. Submit report to DepEd/SWDO-Provincial Office
- 1.3. Assist in the advocacy of the FSP program

2. Municipal Nutrition Action Officer

- 2.1. Assist in the coordination of program the implementation
- 2.2. Assist in the advocacy of the FSP program

E. Barangay Level

1. DCW/School Head

- 1.1. Assist in program implementation, specifically:
  - 1.1.1 Distribution of rice
  - 1.1.2 Deworming of beneficiaries
- 1.2. Submit implementation report to School District/SWO
- 1.3. Assist in the advocacy of the FSP program

2. Barangay Nutrition Committee/Barangay Nutrition Scholars

- 2.1. Assist in program implementation

**N. Monitoring and Evaluation**

A. Schools/Day care centers

- 1. The school head and day care worker shall monitor program activities on a regular basis
- 2. The interagency TWG team shall undertake regular monitoring and evaluation (semi-annual at the national level, quarterly at the regional level and monthly at the provincial and municipal levels) to assess the efficiency and effectiveness of the project using Monitoring Form \_\_\_\_.