



Office of the Secretary

OCT 17 2007

DepED MEMORANDUM

No. 419, s. 2007

IMPLEMENTATION OF FOOD FOR SCHOOL PROGRAM SY 2007-2008

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

1. Pursuant to President Gloria Macapagal Arroyo's directive to intensify effort in addressing hunger among school children and their families, the Food for School Program will continue to be implemented this school year starting September 10, 2007.
2. The beneficiaries of the Program are the pre-schoolers and Grades I – VI pupils in all public elementary schools in the Priority 1 provinces and NCR; and pre-schoolers and Grade I pupils in Priority 2 and 3 provinces categorized according to severity of food in security 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 Regional and Provincial Technical Working Groups (R/PTWG) to ensure effective program operations at the school level. Enclosed is a document containing guidelines on the selection of schools, recipients, rice distribution and on the recording and reporting system, among others.
4. Regional Directors are enjoined to oversee implementation and evaluation of the program and to ensure close coordination between and among the members of the TWGs at both regional and division levels. The TWG is likewise expected to meet regularly to plan for the different activities and 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.
6. Immediate and widest dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.: As stated

Reference: DepED Memorandum: No. 270, s. 2006

Allotment: 1—(D.O. 50-97)

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

HEALTH EDUCATION

PROGRAMS

PUPILS



OPERATIONAL GUIDELINES ON FOOD FOR SCHOOL PROGRAM for SY 2007-2008

I. RATIONALE

a. Incidence of Hunger and Malnutrition

The results of the quarterly self-rated hunger surveys conducted by the Social Weather Stations (SWS) reflect an increasing incidence of hunger in the country since 2004 (Table 1). The 1st quarter 2007 results revealed that 19.0% 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 quarterly hunger survey series. The results showed that hunger was highest in Mindanao at 22.7%, followed by the National Capital Region at 20.7%, Balance Luzon at 18.3% and Visayas at 15.3%. Compared to the last quarter of 2006 however, the incidence of severe hunger defined as families who experienced hunger often/always in the last three months decreased from 4.2% to 4.0% affecting an estimated 696,000 families.

Table 1. Hunger incidence based on the quarterly surveys on self-rated hunger, 2006-2007, Philippines

Area and Number of Families Affected	2006				2007
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr
Severe Hunger (%)	4.2	3.4	4.6	3.9	4.0
<i>Number of Families('000)</i>	700	580	800	670	696
Moderate Hunger	12.7	10.1	12.3	15.1	15.0
<i>Number of Families('000)</i>	2,209	1,757	2,140	2,597	2,580
Total Hunger Incidence	16.9	13.9	16.9	19.0	19.0
<i>Number of Families('000)</i>	2,909	2,418	2,909	3,268	3,268
National Capital Region	18.3	15.0	12.8	17.7	20.7
Balance Luzon	14.7	10.0	14.7	17.7	18.3
Visayas	16.0	17.7	19.7	19.0	15.3
Mindanao	21.0	17.3	21.3	22.3	22.7

Source: Social Weather Stations

Hunger is defined as the painful sensation due to inadequate food intake. It is a form of severe food insecurity and when prolonged, leads to malnutrition. Unfortunately, this hunger-malnutrition relationship is already evident in the Philippines. Most recent data from the Update on the Nutritional Status of Filipino children, 0-10 years old conducted by the Food and Nutrition Research Institute of the Department of Science and Technology showed that in 2005, malnutrition still persisted among Filipino children:

- 25 out of 100 children 0-5 years old were underweight for their age, or 3.0 million children
- 23 out of 100 children 6-10 years old were underweight for their age, or 2.5 million children
- 32 out of 100 children 6 -10 years old were short for their age, or 3.5 million children.

The results of the 6th National Nutrition Survey in 2003 showed that 4 out of every 10 children, 6 to 12 years of age are anemic thus compromising not only the physical growth of these children but also their mental development and learning ability. . . Thus, the rice being distributed in the Food for School Program is iron-fortified rice.

Moreover, estimates from the 2003 Family Income and Expenditure Survey (FIES) conducted by the National Statistics Office showed a 10.2% subsistence incidence among Filipino families or 2.3 million families have incomes below the annual per capita food threshold of P8,149. The survey also showed that the subsistence incidence begins to climb to double digits for families with 6 members or more (Table 2).

Table 2. 2003 Subsistence Incidence, by Family size

Family size	Total number of Families (in '000)	Subsistence Poor (Food-Poor)	
		Number of Families (in '000)	Incidence
All families	16,480	1,671	10.1
1	689	9	1.3
2	1,636	38	2.3
3	2,651	95	3.6
4	3,320	186	5.6
5	3,018	287	9.5
6	2,163	320	14.8
7	1,397	285	20.4
8	779	197	25.3
9	428	131	30.6
10 or more	399	121	30.3

Source: National Statistical Coordination Board (NSCB); computed based on the data from the 2003 Family Income and Expenditure Survey conducted by the National Statistics Office

b. Addressing Hunger to Ensure Good Nutrition

To immediately address this problem, President Gloria Macapagal-Arroyo directed the implementation of a single-template intervention to deliver the much needed food to hungry

families starting in November 2005. In mid-2006, the President issued a directive to NEDA to formulate an accelerated hunger-mitigation plan to reduce the incidence of hunger by half in one year, to DBM to release one billion pesos to agencies that will implement the plan and to the DOH, through the National Nutrition Council, to oversee the implementation of the plan.

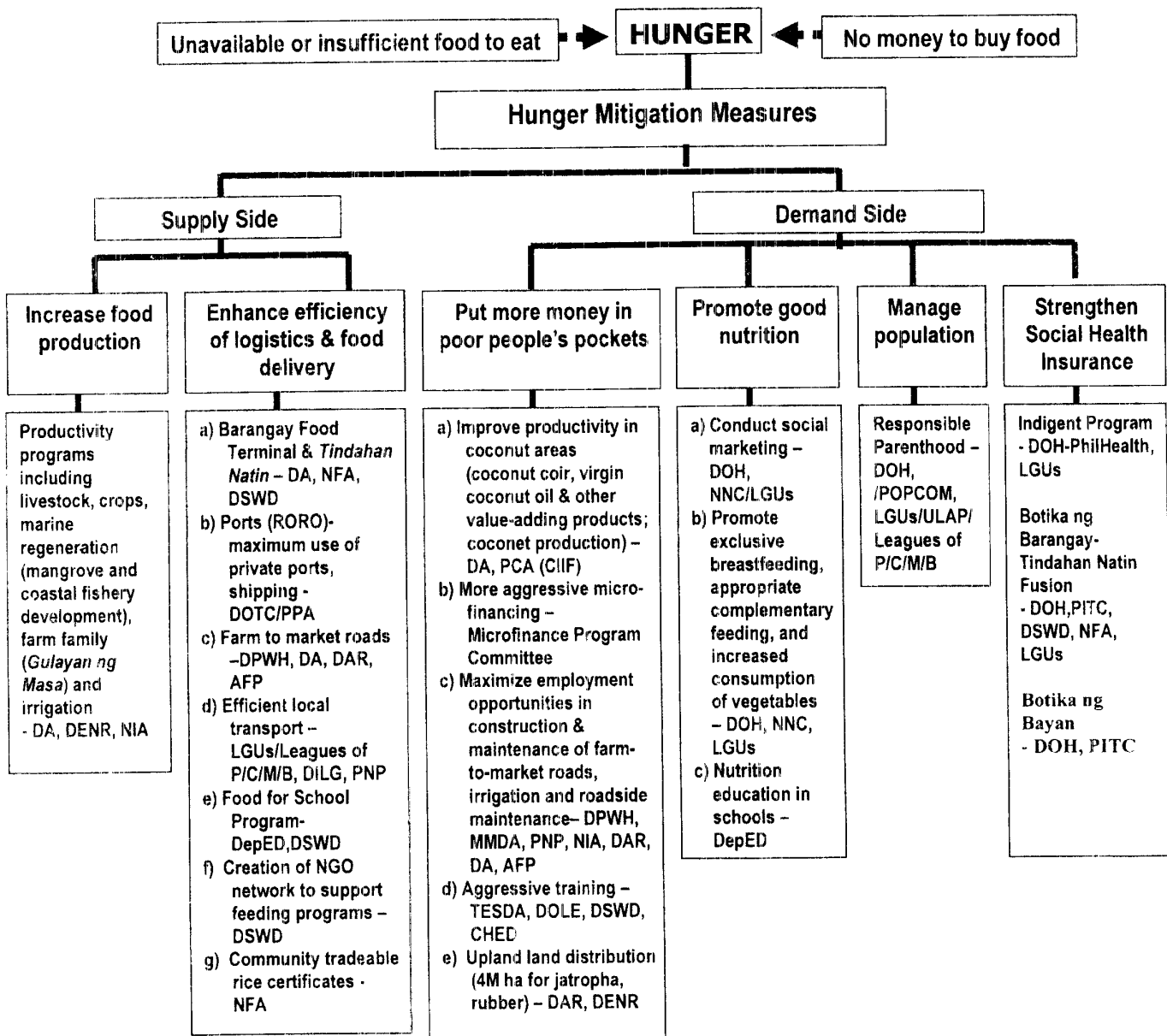
In early 2007, the incidence of hunger further increased prompting the President to take more drastic moves to ensure that the accelerated hunger-mitigation program is immediately implemented by reducing the lead time within which hunger incidence is reduced. She also directed that the targeting of the program be further refined to ensure maximum impact by locating the project in the food- and income-poorest provinces of the country. And in light of the positive results generated by the Food for School Program from its initial implementation from November 2005 to December 2006, the President directed the continued implementation of the Food for School Program.

Furthermore, the President issued Executive Order 616 on 3 April 2007 creating the Anti-Hunger Task Force composed of 29 national government agencies implementing hunger-mitigation programs. Each Department Secretary/Head of these government agencies was named Anti-Hunger Focal Person to be primarily responsible for the implementation of the agency's hunger mitigation interventions. The National Nutrition Council of the Department of Health was tasked to lead the Task Force to ensure that hunger-mitigation measures are in place.

Given the many factors that lead and contribute to hunger, no single program can effectively address it. The Government therefore has decided to mitigate hunger using a hunger mitigation strategic framework (Figure 1) that addresses hunger at both the supply side or the unavailability or insufficiency of food to eat, and the demand side or the inability to buy food. The causality of hunger appears to be multiple and to differ among provinces. 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 more money in poor people's pocket, diversifying their diet and managing population levels.

Rice is the main commodity in the Food for School Program because it is an important element of the typical "rice-fish-some vegetables" Filipino diet. According to the National Nutrition Surveys of FNRI-DOST, one-third of the average per capita daily food intake of Filipinos is accounted for by rice (2003). Almost the same amount of protein is also contributed by rice. Rice, fish and vegetables each contributes 34.2%, 12.5% and 11.7% of the total daily energy intake of an average Filipino. The survey also showed that only four in very 10 Filipino households had per capita energy intake that met recommended levels.

Figure 1. Hunger-Mitigation Program Framework



II. DESCRIPTION

The Food for School Program (FSP) exclusively implemented by DepED, is an immediate intervention to address hunger among families through their children in Grades 1 to 6 and DepED-supervised pre-schools. 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 iron-fortified rice for a limited period of time. As long as the child goes to school everyday, the family is assured of rice on its table, everyday.

III. OBJECTIVES

The program aims to:

1. mitigate hunger of poor families, and
2. improve school attendance of children

IV. MECHANICS OF IMPLEMENTATION

1. Priority Areas

The Food for School Program shall be implemented in the following areas selected by President Gloria Macapagal-Arroyo and the Cabinet on the basis of the results of the 2003 Family Income and Expenditure Survey conducted by the National Statistics Office.

These areas were further grouped according to priority.

These are: 1) Priority One provinces - are the top ten provinces ranked according to subsistence incidence plus the National Capital Region; 2) Priority Two provinces - are the top 20 provinces based on the 2003 poverty incidence excluding the provinces identified in the Priority One list; and 3) Priority Three provinces - are the other provinces (numbering 24) that are food insecure and with existing hunger-mitigation initiatives of various national government agencies.

All of the provinces covered by the initial implementation of FSP selected on the basis of the Food Insecurity and Vulnerability Information and Mapping Systems (FIVIMS) of the National Nutrition Council were also classified as poor using this new listing, with the provinces of Biliran, Davao Oriental, Kalinga, and Mindoro Oriental as additions to the original list of 49 FIVIMS provinces.

Table 3. List of provinces covered by the FSP, by priority

	PROVINCES	
PRIORITY 1	1. Mountain Province	6. Lanao del Norte
	2. Masbate	7. Surigao del Norte ^{a/}
	3. Camarines Norte	8. Agusan del Sur
	6. Zamboanga del Norte	9. Sarangani
	5. Zamboanga Sibugay	10. Maguindanao ^{a/}
	National Capital Region	
PRIORITY 2	1. Abra	11. Samar
	2. Kalinga	12. Biliran
	3. Occidental Mindoro	13. Bukidnon
	4. Oriental Mindoro	14. Misamis Occidental
	5. Romblon	15. Davao Oriental
	6. Palawan	16. Sultan Kudarat
	7. Marinduque	17. Surigao del Sur
	8. Camarines Sur	18. Lanao del Sur
	9. Antique	19. Sulu
	10. Negros Oriental	20. Tawi-Tawi
PRIORITY 3	1. La Union	13. Eastern Samar
	2. Apayao	14. Northern Samar
	3. Ifugao	15. Leyte
	4. Quezon	16. Southern Leyte
	5. Albay	17. Zamboanga del Sur
	6. Sorsogon	18. Camiguin
	7. Catanduanes	19. Davao del Norte
	8. Capiz	20. Davao del Sur
	9. Aklan	21. Cotabato
	10. Iloilo	22. South Cotabato
	11. Negros Occidental	23. Agusan del Norte
	12. Bohol	24. Basilan

^{a/} Includes the newly-established provinces of Dinagat Island and Shariff Kabunsuan

2. Areas to be covered

- a. All municipalities and cities (17) of the National Capital Region
- b. All municipalities and cities of the Priority One provinces
- c. All 5th and 6th class municipalities of the Priority Two and Priority Three provinces
- d. All 4th class municipalities in the Priority Two and Priority Three provinces where there are no 5th and 6th class municipalities

3. Priority Schools
 - a. All public elementary schools and DepED-supervised pre-schools in the Priority One provinces and the National Capital Region
 - b. All public elementary schools and DepED-supervised pre-schools in 5th and 6th class municipalities in the Priority Two and Priority Three provinces
 - c. All public elementary schools and DepED-supervised pre-schools in 4th class municipalities in the Priority Two and Priority Three provinces in case where there are no 5th and 6th class municipalities

4. Target Beneficiaries

- a. All pupils in public elementary schools Grades 1 to 6 and in DepED-supervised preschools in all the municipalities and cities in Priority One provinces, and the National Capital Region.
- b. All pupils in Grade I and DepED-supervised preschools in the identified municipalities in the Priority Two and Priority Three provinces.

5. Duration

The program will be implemented for SY 2007-2008.

6. School Enrolment Records

- a. All school heads shall submit initial enrolment of target schools on or before the end of July 2007 and the validated and final list by end of August 2007. The list shall include the name of the school, total number of enrollees and the contact person and contact number.
- b. The school head shall submit the list to the Division office, then to the regional office, for submission to the DepED-Health and Nutrition Center.
- c. DepED-HNC shall provide copy of the final list of beneficiaries to the National Food Authority and the National Nutrition Council as reference and basis for rice delivery.

7. Nutrition Assessment of Beneficiaries

- a. Height and weight of children in DepED elementary schools and DepED-supervised preschool children will be taken by the school nurse/school nutrition coordinator or teacher in-charge at the start of the school year (June-July) as baseline data. Another assessment shall be done in November to determine the children's progress. **FSP Form 2** will be used for the nutrition assessment of beneficiaries.
- b. Deworming shall be undertaken among children beneficiaries before the start of the program. Deworming medicines shall be provided by the Department of Health as its counterpart to the program.

8. Commodity Support

- a. One (1) kilo of iron-fortified rice shall be given every day after class to each target beneficiary present during the day. The pupils shall bring home the rice for consumption of the entire family.
- b. Each family shall receive only one kilo of rice per day. If there are two (2) or more siblings enrolled in Grade 1 to 6 and in DepED-supervised preschools, only one child among the siblings will be given the one (1) kilo of rice.
- c. The NFA shall deliver the bags of rice directly to the school's storage area. Each bag/sack containing 50 kilos of iron-fortified rice (IFR) shall be repacked by NFA into one (1) kg. pack to facilitate distribution. The delivery shall be properly received by the principal or his/her duly designated representative. **FSP Form 1** shall be used for this purpose.
- d. The number of bags/sacks of rice to be delivered by NFA shall be based on the validated list of beneficiaries or enrollees submitted by the schools to the central office.
- e. The delivery and stock inventory of rice shall be recorded on **FSP Form 4**.

9. Storage and Control System

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

- a. The storeroom is clean, pest- proofed, well ventilated and secure at all times;
- b. Pallets must be used in stockpiling the commodities. A 50cm distance from the wall and spaces between pallets shall be maintained to allow free flow of air. This set-up will prevent damage of rice due to moisture. This will also facilitate inspection of stocks;
- c. In situations where the school cannot provide for its own pallets, the school should coordinate and borrow these from NFA;
- d. The bags of rice should be piled at a maximum of 8 bags to avoid bursting;
- e. Rice bags should be handled with extreme care during delivery in order to avoid damages;
- f. A first-in first-out policy shall be observed in withdrawing bags from the storeroom; and
- g. A "no rice retrieval policy" on rice already delivered to recipient school will be adopted.

10. Reporting of Loss/Theft

- a. Loss of rice due to unavoidable circumstances (natural disasters, fire, etc.) must be reported immediately. The principal shall file a report to the District Supervisor, who in turn shall file a report to the Division Superintendent copy furnished the provincial and regional TWG;
- b. In case of theft, the incident should be reported immediately to the police and a report must be secured/submitted to the next higher level office; and
- c. District/Division Office shall validate the report and determine its veracity as soon as possible.

11. Reporting of Damage and/or, Insufficient number of packs or Underweight Stocks

- a. The presence of insects, weevils or similar pests, molds and foul smell in delivered rice should be reported immediately to NFA for replacement. Deliveries that are short landed (insufficient number of bags/packs) or underweight stocks (less than the required weight/volume) should likewise be documented and reported immediately.
- b. The reports should indicate the date of the rice delivery and some particulars/details as reflected in the Certificate of Acceptance (**FSP Form 1**).
- c. The reports must be duly signed by the principal or authorized personnel using the Incident Report (**FSP Form 6**).

12. Delivery/Receipt/Distribution

- a. The School Head shall be responsible for the receipt of rice deliveries as well as daily distribution to target beneficiaries. He/She shall randomly check the deliveries to determine the quality and quantity.
- b. The NFA shall inform immediately the School Head for any delay in the delivery.
- c. The parents, through the PTCA and the Barangay Nutrition Scholar (BNS), and other barangay volunteer workers may be involved in the distribution.
- d. When the child is absent due to illness, rice allocated for the previous day(s) shall be given upon the child's return to school.
- e. Daily receipt of rice by the pupils shall be recorded in **FSP Form 5**.
- f. All accumulated stocks of rice resulting from the unexcused absences of target beneficiaries shall be retained by the school and shall be used for hot meals for children who are underweight or short for their height or age.
- g. The amount of excess rice used for feeding to other grade levels should be properly recorded in **FSP Form 4**.

- h. In the event that the excess rice cannot be consumed at the end of the school year, stocks should be kept in school and report to immediate supervisor for future distribution, subject to the guidelines/directives to be issued by DepED.

13. Attendance of Pupils

At the end of every month, attendance of pupils shall be validated and summarized using **FSP Form 5**.

14. Complementary Activities for Sustainability

a. Orientation of Program Implementers

An orientation shall be held among school principals, teachers and other stakeholders before actual program implementation to ensure effectiveness and common understanding of the program and the roles and responsibilities of implementers and stakeholders.

DepED Regional Health and Nutrition Unit with the assistance of the regional inter-agency technical working group composed of representatives from NFA, NDA, DILG and NNC shall conduct orientation for the field level program implementers. The participants shall include all Education Supervisor-Nutrition, District Supervisor, School Head/Teachers In-Charge and Nurses-In-Charge/Nutrition Coordinator, representative of the Office of the Mayor and other stakeholders. The provincial inter-agency TWG shall serve as resource persons during the orientation.

Topics for orientation shall include:

1. Overview of the Program
2. Background/Rationale of the Program
3. Food for School Program Guidelines
4. Mechanics for Documentation and Reporting
5. Monitoring and Evaluation

b. Organization of the Community and Parents

Parents-Teachers-Community Associations (PTCA) shall be organized to assist the schools in program implementation.

c. School/Home and Community Food Production

There shall be an area allotted in the school for selective production of nutrient-rich fruits and vegetables like: legumes, rootcrops, leafy green and yellow fruits and vegetables for feeding of underweight school children as well as planting materials for the home gardens. In urban areas, schools/households may adopt urban gardening technology.

The Barangay Council shall designate an area in the community where the parents of the children beneficiaries could establish a communal vegetable garden, as primary source of vegetables for the supplementary feeding. Initial planting materials may be provided to the schools and to households by the local agriculture office upon request. Retention of good seeds and planting materials shall be encouraged as a regular source of planting materials.

d. Productivity, Life and Values Development Training

Training in the following areas shall be conducted by LGUs in collaboration with NGOs and other government agencies for parents/caregivers in order to sustain family food security, increase school retention and improve nutritional status of children in the long term.

1. Values Formation
2. Sustainable food production/gardening technologies
 - a. Bio-Intensive Gardening (BIG)
 - b. Food Always In The Home (FAITH)
 - c. Gulayan sa Paaralan
 - d. Fish culture using cement tank/drum
3. Livelihood/Income Generating projects

- e. The Nutrition Education component will involve community-based promotion of the Infant and Young Child Feeding for local implementers and hospital practitioners; community and school-based promotion of the Nutritional Guidelines for Filipinos and complemented with multimedia campaign. Materials available include posters on Daily Nutritional Guide for Children, 7-12 years, Pabasa sa Nutrisyon kit and billboard on NGF.

15. Management and Institutional Arrangements

Executive Order 616 states that the National Nutrition Council of the Department of Health was tasked to lead the Task Force to ensure that hunger-mitigation measures are in place. The DOH Secretary as chair of the NNC Governing Board is responsible for reporting to the President the status of implementation and provides policy recommendations.

The interagency NNC structure for coordination through the NNC Governing Board at the national level and the nutrition committees at the sub-national levels shall be utilized in the management of the Food for School Program. From among the NNC member agencies, an interagency Technical Working Group chaired by the NNC Secretariat with members composed of representatives from DepED, DA-NFA, DA-NDA, DSWD and DILG shall be the core agencies responsible for program implementation and monitoring.

The following are the roles and responsibilities of the technical working groups involved in the Food for School Program:

A. National Level

1. Review, formulate and recommend program policies to the President.
2. Submit monthly progress and year-end reports to the President.
3. Orient the regional and provincial TWG members on the program and their roles and responsibilities.

4. Monitor the program semi-annually.
5. Conduct monthly meetings to update the members, discuss and solve problems of the program.
6. Lead in advocacy for sustainable support to the program

B. Regional Level

1. Recommend to the national TWG policies to improve efficiency of the program.
2. Orient the field implementers on the program and their roles and responsibilities.
3. Conduct quarterly monitoring on the implementation of the program.
4. Prepare monthly progress report for submission to National TWG through NNC central office.
5. Conduct monthly meetings to update the members and discuss /resolve problems and issues on its implementation.
6. Lead in advocacy for sustainable support to the program at the region.

C. Provincial Level

1. Conduct monthly monitoring on the implementation of the program
2. Conduct monthly meetings to update the members on the issues and concern on its implementation and recommended solutions.
3. Prepare monthly progress report for submission to Regional TWG through NNC regional office.
4. Serve as resource person during the orientation to the field implementers.
5. Lead in the advocacy of the program at the province.

A technical working group (TWG) shall be organized at the national, regional and provincial levels with the following composition and functions:

A. National Level

1. National Nutrition Council (NNC)
 - a. Coordinate and oversee the implementation of the program
 - b. Organize and chair the inter-agency TWG (National & Regional Level)
 - c. Lead in the monitoring of the program
 - d. Prepare monthly progress and year-end reports to the President
 - e. Review program guidelines to improve efficiency
 - f. Lead in the advocacy for sustainable support to the program
2. Department of Education (DepED)
 - a. Serve as lead implementing agency of the Food for School Program
 - b. Identify schools and number of enrollees in the target provinces and municipalities
 - c. Provide funds for inter-agency progress monitoring and impact evaluation
 - d. Ensure timely payment of rice deliveries to NFA
 - e. Assist in the advocacy, monitoring and evaluation of the program
 - f. Submit progress reports to NNC
3. National Food Authority (NFA)
 - a. Ensure timely and door to door delivery of rice to target schools
 - b. Submit to NNC and DepED weekly/bi-monthly accomplishment report on rice delivery

- c. Assist in the advocacy, monitoring and evaluation of the program
 - d. Prepare and submit to DepED liquidation report of all funds transferred
4. Department of the Interior and Local Government (DILG)
 - a. Ensure the cooperation and support of all provincial governors, city/municipal mayors, DILG Regional Directors and Field Operations Officers e.g. issuance of memo circulars to facilitate program implementation.
 - b. Assist in the advocacy, monitoring and evaluation of the program.
 5. Department of Social Welfare and Development (DSWD)
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program
 6. National Dairy Authority (NDA)
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program
 7. Armed Forces of the Philippines (as member of AHMP Task Force)
 - a. Assist in transporting rice to schools in hard-to-reach areas
 - b. Ensure safety of transport of rice to schools
 - c. Assist in advocacy of the program

B. Regional Level

1. NNC
 - a. Coordinate and oversee implementation of the Program
 - b. Organize and chair the inter-agency TWG responsible for monitoring progress of program implementation
 - c. Submit progress report to NNC-Central Office
2. DepED
 - a. Jointly with members of the inter-agency TWG, orient the Education Supervisor - Nutrition, District Supervisor, School Head/Teacher-In-Charge and Nurse-In-Charge/Nutrition Coordinator, representative of the Office of the Mayor and other stakeholders on the program and their respective roles and responsibilities.
 - b. Support the resource requirements of the regional TWG activities
 - c. Submit monthly progress report to DepED Central Office cc: NNC-Regional Office
 - d. Participate in the advocacy activities
 - e. Supervise the conduct of inter-agency orientation training
3. DILG
 - a. Ensure the cooperation and support of all provincial governors, city/municipal mayors, and Field Operations Officers e.g. issuance of memo circulars to facilitate program implementation.
 - b. Assist in the advocacy, monitoring and evaluation of the program.
4. NFA
 - a. Ensure timely and door to door delivery of rice
 - b. Consolidate and submit delivery of rice reports to NFA Central Office
 - c. Participate in the inter-agency activities

5. DSWD Field Office
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program
6. NDA Field Office
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program

C. Provincial/City Level

A technical working group at the provincial level shall be organized with the following composition and functions.

1. DepED-Division Office
 - a. Serve as chair of the TWG
 - b. Consolidate implementation reports from the schools and TWG members
 - c. Submit report to DepED Regional Office
 - d. Assist in the advocacy of the Program
 - e. Conduct, in coordination with the TWG, the orientation training for the school implementers
 - f. Lead and coordinate inter-agency activities
2. NFA
 - a. Coordinate with the schools to ensure timely and door to door delivery of rice
 - b. Consolidate and submit delivery of rice report to NFA Regional Office
 - c. Participate in the inter-agency activities
3. Provincial Nutrition Action Officer
 - a. Coordinate the implementation, monitoring and evaluation of the Program
 - b. Assist in the advocacy of the FSP
 - c. Participate in the inter-agency activities
4. DILG
 - a. Ensure the cooperation and support of all Provincial Governors, Municipal Mayors, and Field Operations Officers for smooth program implementation.
 - b. Assist in the advocacy, monitoring and evaluation of the Program
 - c. Participate in the inter-agency activities
5. Provincial Social Welfare and Development Office
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program

D. Municipal/District Level

1. School District
 - a. Consolidate implementation reports from the school level
 - b. Submit report to Division Office
 - c. Assist in the advocacy of the Program
2. Municipal Nutrition Action Officer

- a. Coordinate program implementation
 - b. Assist in the advocacy of the FSP
 - c. Participate in the inter-agency activities
3. Municipal Local Government Officer
 - a. Ensure the cooperation and support of the City/Municipal Mayors to facilitate program implementation
 - b. Assist in the advocacy, monitoring and evaluation of the Program.
 4. Municipal Social Welfare and Development Officer
 - a. Participate in the inter-agency activities
 - b. Assist in the advocacy of the program

E. Barangay/School Level

1. Barangay Officials/Barangay Nutrition Committee/Barangay Nutrition Scholars
 - a. Oversee program implementation
 - b. Assist in the advocacy activities
2. School Head
 - a. Assist in program implementation, specifically distribution of rice and deworming of beneficiaries
 - b. Accomplish all the required forms
 - c. Submit implementation report to the Schools District Office
 - d. Lead in the advocacy of the program
3. PTCA/Faith-based Organizations
 - a. Assist in program implementation
 - b. Assist in the advocacy activities

16. Monitoring and Evaluation

1. The school head 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 **FSP Form 7** (Questionnaire for School Implementers) and **FSP Form 8**.(Questionnaire for Program Participants).
3. An external impact evaluation shall be conducted after the end of the program to assess the impact and the effects of the program particularly on the beneficiary families and their children

All school heads, other officials and other stakeholders are enjoined to strictly follow these guidelines. Immediate adoption and widest dissemination of this Operational Guidelines is urgently enjoined.

JESLI A. LAPUS
Secretary of Education

ESPERANZA I. CABRAL
Secretary of Social Welfare and
Development

ARTHUR C. YAP
Secretary of Agriculture
Chair, National Food Authority Council,
Chair, National Dairy Authority Advisory Board and
Vice-Chair, National Nutrition Council Governing Board

RONALDO V. PUNO
Secretary of the Interior and Local Government and
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Secretary of Health and
Chair, National Nutrition Council Governing Board



FOOD FOR SCHOOL PROGRAM

SUMMARY OF FORMS

Form #	Title	Who will accomplish	When to accomplish	Whom to Submit
1	Certificate of Acceptance	School Head	every rice delivery by NFA	(1) copy for NFA, (1) copy for the school
2	Report on Nutritional Status	School Nurse/School Nutrition Coordinator/teacher-in-charge	before, middle and end of program	DepED Division Office
3	Consolidated Nutritional Status	Class Adviser/School Nurse	before, middle and end of program	DepED District Office
3.A	District Consolidated Nutritional Status	Nurse	before, middle and end of program	DepED Division Office
3.B	Division Consolidated Nutritional Status	Division Nurse	before, middle and end of program	DepED Regional Office
3.C	Regional Consolidated Nutritional Status	Nurse/Nutritionist-Dietitian	before, middle and end of program	DepED Central Office
4	Rice Transaction Record	School Head/Property Custodian	before & after delivery	DepED Division Office
5	Daily Pupil's Rice Acceptance/Receipt Record and Attendance	Class Adviser	every school day	DepED-file of the school
6	Incident Report	School Head	every time an incident occurs	DepED-district supervisor who in turn report to Division Superintendent or R/PTWG



FSP Form 1

FOOD FOR SCHOOL PROGRAM

School/DCC Copy

CERTIFICATE OF ACCEPTANCE

This is to certify that I received in good condition _____ bags/sacks of (IFR/WMR) rice (in 50 kg) and _____ kg/packs intended for _____ days allocation of _____ (no.) pupil beneficiaries of _____ (School) _____ District, _____ Division, under the FOOD FOR SCHOOL PROGRAM.

Note: Please accomplish in two (2) original forms
Attach authorization letter from the Principal/School Head
if a representative will receive the bags/sacks of rice.

Principal
Please print name & designation & sign

1 pack = 1 kg
1 bag/sack = 50 packs

IFR- Iron Fortified Rice
WMR-Well Milled Rice

NFA WSI No. _____
Date: _____



FSP Form 1

FOOD FOR SCHOOL PROGRAM

NFA Copy

CERTIFICATE OF ACCEPTANCE

This is to certify that I received in good condition _____ bags/sacks of (IFR/WMR) rice (in 50 kg) and _____ kg/packs intended for _____ days allocation of _____ (no.) pupil beneficiaries of _____ (School) _____ District, _____ Division, under the FOOD FOR SCHOOL PROGRAM.

Note: Please accomplish in two (2) original forms
Attach authorization letter from the Principal/School Head
if a representative will receive the bags/sacks of rice.

Principal
Please print name & designation & sign

1 pack = 1 kg
1 bag/sack = 50 packs

IFR- Iron Fortified Rice
WMR-Well Milled Rice

NFA WSI No. _____
Date: _____



FOOD FOR SCHOOL PROGRAM

REPORT ON NUTRITIONAL STATUS

Region: _____
 Division/Municipality/City: _____
 School: _____
 Gr. & Section: _____
 SY: _____

Name of Pupil	Birthday	JULY			NOVEMBER			MARCH					
		Date Taken	Age in months	Height Weight	Date Taken	Age in months	Height Weight	Date Taken	Age in months	Height Weight			
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
		SUMMARY			SUMMARY			SUMMARY			SUMMARY		
		Weight for Age	Height for Age	Weight for Age	Height for Age	Weight for Age	Height for Age	Weight for Age	Height for Age	Weight for Age	Height for Age	Weight for Age	Height for Age
		N	Normal	N	Normal	N	Normal	N	Normal	N	Normal	N	Normal
		BNL	Tall	BNL	Tall	BNL	Tall	BNL	Tall	BNL	Tall	BNL	Tall
		BNVL	Short	BNVL	Short	BNVL	Short	BNVL	Short	BNVL	Short	BNVL	Short
		AN		AN		AN		AN		AN		AN	

Nutritional Status:
 BNVL - Below Normal Very Low
 BNL - Below Normal Low
 N - Normal
 AN - Above Normal

Prepared by: _____ Name and Designation
 Attested by: _____ ND/MO IV



FOOD FOR SCHOOL PROGRAM

CONSOLIDATED NUTRITIONAL STATUS REPORT

Region: _____ Division/Municipality/City: _____ School: _____ Gr. & Section: _____ SY: _____

Table with columns: Total Enrollment (Female, Male, Total), No. Dewormed, No. Examined, Nutritional Status (BEFORE Rice Distribution) (Normal, F, M, AN, BNL, N, M, F), WEIGHT, HEIGHT (TALL, SHORT, F, M), TOTAL

Table with columns: Total Enrollment (Female, Male, Total), No. Dewormed, No. Examined, Nutritional Status (AFTER Rice Distribution) (Normal, F, M, AN, BNL, N, M, F), WEIGHT, HEIGHT (TALL, SHORT, F, M), TOTAL

Prepared by: _____ Attested by: _____ Teacher-In-Charge/Nurse Name & Signature School Principal Name & Signature

Legend: Nutritional Status (NS) - based on Weight/BMI BNL - Below Normal Very Low BNL - Below Normal Low N - Normal AN - Above Normal



FOOD FOR SCHOOL PROGRAM

DISTRICT CONSOLIDATED NUTRITIONAL STATUS REPORT

Region: _____
 Division/Municipality/City: _____

Total Enrollment	NUTRITIONAL STATUS																					
	BEFORE Rice Distribution (Date _____)						AFTER Rice Distribution (Date _____)															
	WEIGHT			HEIGHT			WEIGHT			HEIGHT												
Female	Male	Total	No. Dewormed	No. Examined	N	M	F	BNL	M	F	AN	F	M	F	TALL	Normal	F	M	F	SHORT	TOTAL	
Grade 1																						
Grade 2																						
Grade 3																						
Grade 4																						
Grade 5																						
Grade 6																						
Pre-Elem																						
TOTAL																						

Total Enrollment	NUTRITIONAL STATUS																					
	BEFORE Rice Distribution (Date _____)						AFTER Rice Distribution (Date _____)															
	WEIGHT			HEIGHT			WEIGHT			HEIGHT												
Female	Male	Total	No. Dewormed	No. Examined	N	M	F	BNL	M	F	AN	F	M	F	TALL	Normal	F	M	F	SHORT	TOTAL	
Grade 1																						
Grade 2																						
Grade 3																						
Grade 4																						
Grade 5																						
Grade 6																						
Pre-Elem																						
TOTAL																						

Legend:
 Nutritional Status (NS) - based on Weight/BMI
 BNVL - Below Normal Very Low
 BNL - Below Normal Low
 N - Normal
 AN - Above Normal

Prepared by: _____ Nurse Name & Signature
 Attested by: _____ District Supervisor Name & Signature



FOOD FOR SCHOOL PROGRAM

DIVISION CONSOLIDATED NUTRITIONAL STATUS REPORT

Region: _____
Division/Municipality/City: _____

Total Enrollment		No. Dewormed	No. Examined	NUTRITIONAL STATUS														
				BEFORE Rice Distribution and Supplementary Feeding (Date _____)						AFTER Rice Distribution and Supplementary Feeding (Date _____)								
Female	Male	Total	WEIGHT			HEIGHT			Normal			TALL			SHORT			
			N	M	F	BNL	M	F	AN	F	M	T	F	M	T	F	M	T
Grade 1																		
Grade 2																		
Grade 3																		
Grade 4																		
Grade 5																		
Grade 6																		
Pre-Elem																		
TOTAL																		

Total Enrollment		No. Dewormed	No. Examined	NUTRITIONAL STATUS														
				BEFORE Rice Distribution and Supplementary Feeding (Date _____)						AFTER Rice Distribution and Supplementary Feeding (Date _____)								
Female	Male	Total	WEIGHT			HEIGHT			Normal			TALL			SHORT			
			N	M	F	BNL	M	F	AN	F	M	T	F	M	T	F	M	T
Grade 1																		
Grade 2																		
Grade 3																		
Grade 4																		
Grade 5																		
Grade 6																		
Pre-Elem																		
TOTAL																		

Legend:
 Nutritional Status (NS) - based on Weight/BMI
 BNVL - Below Normal Very Low
 BNL - Below Normal Low
 N - Normal
 AN - Above Normal

Prepared by: _____

Nurse
Name & Signature

Attested by: _____

Division Superintendent
Name & Signature



FOOD FOR SCHOOL PROGRAM

DIVISION CONSOLIDATED NUTRITIONAL STATUS REPORT

Region: _____
Division/Municipality/City: _____

Total Enrollment	No. Dewormed	No. Examined	NUTRITIONAL STATUS																						
			BEFORE Rice Distribution and Supplementary Feeding (Date _____)						AFTER Rice Distribution and Supplementary Feeding (Date _____)																
			WEIGHT			HEIGHT			WEIGHT			HEIGHT													
Female	Male	Total	N	M	F	BNL	F	M	AN	F	M	TOTAL	Normal	F	M	TALL	F	M	SHORT	F	M	TOTAL			
Grade 1																									
Grade 2																									
Grade 3																									
Grade 4																									
Grade 5																									
Grade 6																									
Pre-Elem																									
TOTAL																									

Total Enrollment	No. Dewormed	No. Examined	NUTRITIONAL STATUS																						
			BEFORE Rice Distribution and Supplementary Feeding (Date _____)						AFTER Rice Distribution and Supplementary Feeding (Date _____)																
			WEIGHT			HEIGHT			WEIGHT			HEIGHT													
Female	Male	Total	N	M	F	BNL	F	M	AN	F	M	TOTAL	Normal	F	M	TALL	F	M	SHORT	F	M	TOTAL			
Grade 1																									
Grade 2																									
Grade 3																									
Grade 4																									
Grade 5																									
Grade 6																									
Pre-Elem																									
TOTAL																									

Legend:
 Nutritional Status (NS) - based on Weight/BMI
 BNVL - Below Normal Very Low
 BNL - Below Normal Low
 N - Normal
 AN - Above Normal

Prepared by: _____

Nurse
Name & Signature

Attested by: _____

Division Superintendent
Name & Signature



FOOD FOR SCHOOL PROGRAM

REGIONAL CONSOLIDATED NUTRITIONAL STATUS REPORT

Region: _____
SY: _____

Total Enrollment	No. Dewormed	No. Examined	NUTRITIONAL STATUS																			
			BEFORE Rice Distribution (Date _____)						HEIGHT													
			WEIGHT			TALL			SHORT			TOTAL										
			N	M	F	BNL	M	F	AN	F	M	Normal	F	M	TALL	F	M	SHORT	F	M	TOTAL	
Grade 1																						
Grade 2																						
Grade 3																						
Grade 4																						
Grade 5																						
Grade 6																						
Pre-Elem																						

Total Enrollment	No. Dewormed	No. Examined	NUTRITIONAL STATUS																			
			AFTER Rice Distribution (Date _____)						HEIGHT													
			WEIGHT			TALL			SHORT			TOTAL										
			N	M	F	BNL	M	F	AN	F	M	Normal	F	M	TALL	F	M	SHORT	F	M	TOTAL	
Grade 1																						
Grade 2																						
Grade 3																						
Grade 4																						
Grade 5																						
Grade 6																						
Pre-Elem																						
TOTAL																						

Prepared by: _____
 Name & Signature

Nurse/ND
 Name & Signature

Attested by: _____
 Regional Director
 Name & Signature

Legend:
 Nutritional Status (NS) - based on Weight/BMI
 BNWL - Below Normal Very Low
 BNL - Below Normal Low
 N - Normal
 AN - Above Normal



ESP Form 4

FOOD FOR SCHOOL PROGRAM

RICE TRANSACTION RECORD

Region: _____
Division/Municipality/City: _____
School/Day Care Center: _____

Month: _____

Date	Number of Beneficiaries	No. of Kilograms (kg) received from NFA	Allocation		No. of kg distributed to beneficiaries	No. of kg. retained/used for feeding
			No. of days	Inclusive days		

Prepared by: _____

1 pack=1 kg
1 sack=50 packs

School Head



FOOD FOR SCHOOL PROGRAM

DAILY PUPIL'S RICE ACCEPTANCE/RECEIPT RECORD AND ATTENDANCE

Region: _____
 Division/Municipality/City: _____
 School: _____
 Gr. & Section: _____
 SY: _____
 Month/Year: _____

No.	Name of Pupil	Week 1		Week 2		Week 3		Week 4		Week 5		TOTAL	# of days present	# of days given rice
		M	T	W	Th	F	Sa	Su	M	T	W			
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Total # of Children Present														
Total # of Rice Packs Distributed														
TOTAL														

Legend:
 (/) present & given day's ration
 (X) absent and no ration given
 (X /) absent but was given rice

Prepared by: _____ Name and Designation: _____



FOOD FOR SCHOOL PROGRAM

DAILY PUPIL'S RICE ACCEPTANCE/RECEIPT RECORD AND ATTENDANCE

Region: _____
 Division/Municipality/City: _____
 School: _____
 Gr. & Section: _____
 SY: _____
 Month/Year: _____

No.	Name of Pupil	Week 1		Week 2		Week 3		Week 4		Week 5		TOTAL	# of days present	# of days given rice
		M	T	W	Th	F	Sa	Su	M	T	W			
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Total # of Children Present														
Total # of Rice Packs Distributed														
TOTAL														

Legend:
 (/) present & given day's ration
 (X) absent and no ration given
 (X /) absent but was given rice

Prepared by: _____
 Name and Designation: _____



FSP Form 6

FOOD FOR SCHOOL PROGRAM

INCIDENT REPORT

Region: _____
Division/Municipality/City: _____
School: _____

Date: _____

Brief Description of the Incident

- A. For Theft:
 - exact description of what happened
 - time/day it happened
 - people/person involved
 - damage (volume/quantity) stolen

- B. For losses due to natural causes:
 - description of damage such as smell, appearance and others
 - volume/quantity damaged

- C. Others, specify:

Actions Taken

Remarks

Prepared by: _____
Name and Designation

Attested by: _____
Name and Designation