



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

29 Apr 2025


**DIVISION MEMORANDUM**

SGOD-2025-066

SEARCH FOR THE BEST IMPLEMENTER FOR SCHOOL-BASED FEEDING  
PROGRAM – HOT MEALS/NUTRITIOUS FOOD PRODUCTS AND MILK  
COMPONENT SY 2024-2025

To: Public Schools District Supervisors  
Public Elementary School Heads

1. Division of Sarangani will be selecting the Best Implementer for School-Based Feeding Program – Hot Meals (HM) / Nutritious Food Products (NFP) and Milk Component (MC) for SY 2024-2025 per District. The selection will be done by the School Nurses, validated by Public Schools District Supervisors, per district as they are continuously monitoring the implementation of the program. The Awarding will be done during the SBFP SY 2025-2026 Orientation.
2. This activity aims to ensure the proper implementation of SBFP – HM/NFP and MC.
3. There will be one winner in every District. Attached is the Evaluation Tool for the Search of the Best Implementer for SBFP – HM/NFP and MC (adopted from the National Guidelines for the Search of the Most Outstanding Implementers of School-Based Feeding Program for SY 2020-2021).
4. For inquiries, you may contact Estylinda G. Tudayan, RN at 0908-810-8005 or Mitzi M. Wata, RN at number 0955-490-8368.
5. For your information and immediate dissemination.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
Reference: N o n e  
To be indicated in the Perpetual Index  
under the following subjects:

SEARCH

LFDPG/SGOD-SHS/MLA – search for the best implementer for school-based feeding program – hot meals/nutritious food products and milk component sy 2024-2025  
0396/April 29, 2025

Search for the Best Implementer of the School-Based Feeding Program (SBFP) Evaluation Tool			
SY 2024-2025			
Name of School:		Name of School Head:	
District/Municipality:			
		Points	Total Score
1	Percentage of actual beneficiaries served versus the target beneficiaries	10	
	10 points if 100% beneficiaries were served with NFP and milk		
	8 points if at least 90% beneficiaries were served with NFP and milk		
	6 points if at least 70-89% beneficiaries were served with NFP and milk		
2	Prompt implementation of the program	5	
	5 points if the program was implemented on schedule.		
	4 points or below if the program was implemented behind schedule.		
3	Compliance to guidelines	4	
	1 point each if complied		
	Creation of SBFP Core Group		
	Orientation for School Implementers and/or Parents conducted		
	Food safety standards followed		
	Orderly distribution of food commodities		
4	Presence & Completeness of the following forms:	16	
	2 points (for the document indicated good for 2 points) for every form properly filled-up and updated, and 1 point only if filled-up but not complete and updated, 0 if None		
	*Cycle Menu and Justification Form for the Change of Menu (if there's any)		
	*SBFP Forms:		
	SBFP Form 1 - Masterlist of Beneficiaries for HM/NFP & MC		
	SBFP Form 2 - SBFP Summary and Start/End of Feeding for HM/NFP & MC		
	SBFP Form 3 - Record of Daily Feeding for HM/NFP & MC (and Acceptance Forms for NFP & MC)		

**(Enclosure to DM-SGOD-2025-066)**

	SBFP Form 4 - List of Authorized Consignees and School Inspection Team for Milk Delivery		
	SBFP Form 5 - List of Beneficiaries with/without Milk Intolerance		
	SBFP Form 7 - Program Terminal Report		
	SBFP Form 8 - Parent's Consent		
5	Prompt submission of Liquidation Reports	10	
	10 points if the liquidation is on-time and at least 75%		
	8 points if the liquidation of at least 75% but not on-time		
	6 points if the liquidation is on-time but not 75%		
6	Prompt submission of Program Terminal Report (PTR)	10	
	10 points if the PTR was submitted complete and on-time		
	8 points or less if the PTR was submitted late and incomplete		
7	Documentation of innovations or good practices developed	5	
	5 points if the innovations developed or good practices were recorded and documented		
	4 points or less if the innovations or good practices were developed but not documented		
8	Involvement/support of parents & community	5	
	5 points if the involvement/support of parents & community are recorded and documented		
	4 points or less if there is involvement/support of parents & community but not documented		
9	Conduct of advocacy and social/resource mobilization activities	5	
	5 points if advocacy and social/resource mobilization activities were recorded and documented		
	4 points or less if advocacy and social/resource mobilization activities were conducted but not documented		

**(Enclosure to DM-SGOD-2025-066)**

[illegible]