



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

December 4, 2020

DIVISION MEMORANDUM

No. 281, s. 2020

MONITORING THE IMPLEMENTATION OF SCHOOL-BASED FEEDING COMPONENT(SBFP) - MILK FEEDING PROGRAM COMPONENT

To: Assistant Schools Division Superintendent
Chief Curriculum Implementation Division (CID)
Chief School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary and Integrated Schools
All Concerned

1. This is to inform the field that the School Governance and Operations Division, spearheaded by the School Health and Nutrition Section, will be monitoring the implementation of the SBFP-Milk Feeding Program Component on December 7 to 17, 2020.
2. Enclosed for your guidance is the School-Based Feeding Program-Milk Feeding Program Component Monitoring and Evaluation Tool.
3. Schools should accomplish the form in two (2) copies (1 district copy and 1 division copy) and submit to the District SBFP/Feeding Coordinator **on or before December 11, 2020**. The District SBFP/Feeding Coordinator will submit to the Office of the School Health and Nutrition Section, attn.: Rhoby M. Fernandez, M.O. III/Leoncio T. Regalado, Nurse II, SBFP-Milk Feeding Program Component Focal Person, the second copy **on or before December 15, 2020**.
4. Travel and other expenses relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is strongly desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

Enclosure No. 1 to Division Memorandum No. 281, s. 2020

**SCHOOL-BASED FEEDING PROGRAM - MILK FEEDING PROGRAM COMPONENT
 MONITORING AND EVALUATION TOOL**

DROP-OFF POINT: _____ DISTRICT: _____

SCHOOL: _____ SCHOOL HEAD: _____

NUMBER OF BENEFICIARIES: Male _____ Female _____ Total _____

Instruction: Describe the activities in terms of the following by checking the appropriate box.

| Presence of the following: | Evident | Not Evident | Remarks |
|---|----------------|--------------------|----------------|
| 1. Master List of Beneficiaries (Form 1) | | | |
| 2. List of Authorized Consignees (Form 5) at the Drop-off Points/ School Inspection Team (SIT) | | | |
| 3. Milk Intolerance Form (Form 6) | | | |
| 4. Parent's Consent Form for Milk Feeding Program (Form 9) | | | |
| 5. Delivery Receipt/Inspection and Acceptance Report (IAR) at the drop-off points. | | | |
| 6. Distribution List | | | |
| Orientation/Information Dissemination | Evident | Not Evident | Remarks |
| 7. Conduct orientation/ information dissemination in any flat form | | | |
| Milk Packs Delivery, Distribution, Storage and Control System | Evident | Not Evident | Remarks |
| 8. Delivered on time Time Delivered: _____ <input type="checkbox"/> Daily <input type="checkbox"/> Twice a week <input type="checkbox"/> Others | | | |
| 9. The School Inspection Team (SIT) inspect the goods and ensure good quality for consumption of the beneficiaries | | | |
| 10. Accomplish and sign the Delivery Receipt/ Inspection and Acceptance Report (IAR) form at the drop-off points. | | | |



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

| | | | |
|---|--|--|--|
| <p>11. The SIT conduct random inspection of milk packs every delivery as to the quantity and quality</p> <p>Total number of milk packs delivered: _____ No. of accepted milk packs: _____ <input type="checkbox"/> Clean, without leaks, and not spoiled</p> <p>No. of rejected milk packs: _____ <input type="checkbox"/> Unclean <input type="checkbox"/> with leaks <input type="checkbox"/> Spoiled</p> <p><i>Note: Some signs of spoiled milk packs are as follows: bulging packs, yellowish in color (if the milk has no flavor), curdled or with lumps, thick texture, slimy or chunky.</i></p> <p>No. of replaced milk packs: _____ Date of Replacement (when): _____</p> | | | |
| <p>12. Adherence to health and safety protocols during distribution</p> | | | |
| <p>13. Provide a clean, safe, well-ventilated, and pest-free storage for milk</p> | | | |
| COMMENDABLE POINTS/BEST PRACTICES/INNOVATIONS/INITIATIVES: | | | |
| ISSUES/CONCERNS: | | | |
| SUGGESTIONS/RECOMMENDATIONS: | | | |

Prepared by:

Monitor

Date: _____

Conforme:

School Head

Date: _____