



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

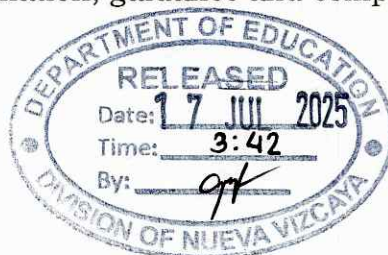
July 15, 2025

DIVISION MEMORANDUM  
No. 332 s. 2025

**SEARCH FOR THE MOST OUTSTANDING IMPLEMENTERS OF THE SCHOOL-BASED FEEDING PROGRAM FOR SY 2024-2025**

TO: Assistant Schools Division Superintendent  
Chief, Education Supervisor (SGOD & CID)  
Public Schools District Supervisors/District In-Charge  
Public Elementary School Heads  
School Health & Nutrition Unit  
All Others Concerned

1. The Schools Division Office of Nueva Vizcaya through the School Governance and Operations Division- School Health & Nutrition Unit (SGOD-SHNU) announces the **SEARCH FOR THE MOST OUTSTANDING IMPLEMENTERS OF THE SCHOOL-BASED FEEDING PROGRAM FOR SY 2024-2025**.
2. This activity aims to recognize the key implementers of the SBFP Nutritious Food Products (NFP) and Milk Component (MC) for SY 2024-2025 in the districts and schools. Attached is the Evaluation Tool for the Search for the Best Implementer of SBFP (adopted from DepEd Memorandum No. 051, s. 2021)
3. Submission of entries to the Division Office shall be on or before August 5, 2025. Validation of entries shall be done by the Division Search Committee through on-site or on-line screening. The announcement and awarding of winners will be during September 2025 MANCOM.
4. School entry with the highest score shall be awarded the Division Most Outstanding SBFP Implementer and the remaining top four (4) will be runners-up. Winners will receive a Certificate of Recognition and gift certificate while the rest of the entries will receive Certificate of Appreciation and gift certificates.
5. Expenses for the above-mentioned activity shall be charged to RO-2-24-0080 subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700  
**Cellphone No:** • +63 962 681 4945 • +63 992 035 2123  
**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
**Website:** <https://sdonuevavizcaya.com/>





**Republic of the Philippines**  
**Department of Education**  
 Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

**Evaluation Tool for the Search for Outstanding School Implementer of the School-Based Feeding Program (SBFP)**  
**SDO Level/SY 2024-2025**

		Points	Score
<b>1</b>	<b>Percentage of actual beneficiaries served versus the target beneficiaries</b>	<b>10</b>	
	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		
<b>2</b>	<b>Change in Nutritional Status (Rehabilitation Rate)</b>	<b>10</b>	
	10 points if more than 50% of beneficiaries rehabilitated		
	8 points if 50% of beneficiaries rehabilitated		
	6 points if less than 50% of beneficiaries rehabilitated		
<b>3</b>	<b>Compliance to guidelines</b>	<b>4</b>	
	1 point each if complied		
	Creation of SBFP Core Group		
	Orientation for Implementers conducted		
	Food safety standards followed		
	Orderly distribution of food commodities		
<b>4</b>	<b>Presence &amp; Completeness of the following forms:</b>	<b>7</b>	
	1 point for every form properly-filled-up and updated		
	0 points if filled-up but not complete and updated		
	Cycle Menu		
	SBFP Form 1-Masterlist of Beneficiaries		
	SBFP Form 2-SBFP Summary of Beneficiaries & Start of Feeding Program		
	SBFP Form 3-Record of Daily Feeding		
	SBFP Form 4-List of Authorized Consignees		
	SBFP Form 5-List of Beneficiaries with/without Milk Intolerance		
	SBFP Form 8-Parent's Consent		
<b>5</b>	<b>Prompt submission of Liquidation Reports</b>	<b>5</b>	
	5 points if liquidation is on-time and at least 75% of cash advance		
	3 points if liquidation of at least 75% of cash advance but not on-time		
	1 point if on-time liquidation but not 75% of cash advance		
<b>6</b>	<b>Documentation of innovations or good practices developed</b>	<b>10</b>	
	10 points if innovations or good practices developed were recorded and documented		
	8 points or less if innovations or good practices were developed but not documented		





**Republic of the Philippines**  
**Department of Education**  
 Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

<b>7</b>	<b>Involvement/support of parents &amp; community</b>	<b>10</b>	
	10 points if the involvement/support of parents & community are recorded documented		
	8 points or less if there is involvement/support of parents & community but not documented		
<b>8</b>	<b>Conduct of advocacy and social/resource mobilization activities</b>	<b>5</b>	
	5 points if advocacy and social/resource mobilization activities were recorded and documented ( <i>sharing of photos in social media or gc at least 3x a week</i> )		
	3 points or less if advocacy and social/resource mobilization activities were conducted ( <i>sharing of photos in social media or gc at least 2x a week</i> )		
	1 point if advocacy and social/resource mobilization activities were conducted ( <i>no SBFP social media page but shares photos/videos at least once a week</i> )		
<b>9</b>	<b>Coordination with the barangay/partner for the safe distribution of food commodities</b>	<b>6</b>	
	6 points if coordinated with & supported by the barangay/partner		
	3 point if coordinated with the barangay/partner but was not supported		
<b>10</b>	<b>Result of interview with parents</b>	<b>6</b>	
	6 points if the respondents gave positive feedback from the interview		
	4 points or less if not all respondents gave positive feedback from the interview ( <i>Must be supported with pictures and videos from parents and beneficiaries</i> )		
<b>11</b>	<b>Impression on the video interview of the SBFP School Feeding Coordinator</b>	<b>7</b>	
	7 points if the School Feeding Coordinator provided complete and sincere answers to the guide questions		
	5 points or less if the School Feeding Coordinator provided incomplete and not so sincere answers to the guide questions		
<b>12</b>	<b>Feeding Room</b>	<b>10</b>	
	10 points if Feeding Room is clean, well-ventilated, with handwashing facility inside or near the feeding area with safe drinking water available.		
	8 points if with Feeding Room, but one or more indicators above is lacking		
	6 points or less if no Feeding Room, but have an alternate/temporary feeding area and minus 1 point in every indicator above is lacking.		
<b>13</b>	<b>Gulayan sa Paaralan Program</b>	<b>10</b>	
	10 points if more than 40% of garden produce is shared to the feeding program		
	8 points if 40% of the garden produce is shared to the feeding program		
	6 points if less than 40% of garden produce is shared to the feeding program		
	<b>TOTAL:</b>	<b>100</b>	



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

**NOTABLE REMARKS:**

---

---

---

---

Name, Signature, & Designation of the Members of the Search Committee

**APPROVED BY:**

  
**ORLANDO P. MANUEL PhD, CESO V**  
Schools Division Superintendent



**Guide Questions for Video Interview for the School Feeding Coordinator and School Head  
SY 2024-2025**

1. State personal details (name, age, years of service in DepEd and years of service as SBFP Coordinators)
2. When SBFP was assigned to you what was your initial reaction and why?
3. What are the challenges that you encounter in your first year of managing SBFP and what makes you decide to continue in handling the program.
4. How did you maintain a good relationship with your SBFP partners and stakeholders?
5. For SBFP 2024-2025, what do you think was your best contribution in the enrichment of the program implementation.
6. As School Feeding Coordinator and School Head are you confident with the effectivity and efficiency of the Program? Why?
7. What are the best practices that you can share to your fellow SBFP Feeding Coordinator/School Head when it comes to the program implementation and management.
8. What ideas can you contribute to have a successful monitoring and evaluation of SBFP?
9. What are lessons learned can you share in the realization of this program?
10. Given a chance to handle another OKD program/s should you still choose to be in SBFP? Why and why not,