



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 NOVEMBER 2020

DIVISION MEMORANDUM

No. 24 s. 2020

**IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM – MILK  
FEEDING COMPONENT FOR F.Y. 2019**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary  
 Heads, Unit/Section  
 All Others Concerned

1. To ensure the growth and development and also to boost the immune system of learners during the pandemic, the Department of Education through the City Schools Division of the City of Tayabas shall commence the School-Based Feeding Program – Milk Feeding Program Component on **November 23, 2020 (Monday)**.
2. In line with DepEd Order no. 036, s. 2019: Guidelines on the implementation of School-Based Feeding Program – Milk Feeding Program Component, the School Governance and Operations Division through the School Health Section will conduct monitoring of distribution and implementation of Milk Feeding Component from November 23-December 16, 2020.
3. Attached are the Enclosure 1 List of School Assignment Per Drop-off Point, Enclosure 2 Delivery Schedule of Milk and Enclosure 3 School-Based Feeding Program Monitoring Tool for Sy 2020-2021.
4. Immediate dissemination of this memorandum is desired.

**ANIAND M. OGAYON, CESO V**  
 Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Enclosure 1

**LIST OF SCHOOL ASSIGNMENT PER DROP OFF POINT**

SCHOOL	NUMBER OF BENEFICIARIES	TOTAL NUMBER OF BENEFICIARIES PER DROP-OFF POINT
<b>DROP-OFF POINT 1: KALUMPANG ELEMENTARY SCHOOL</b>	102	322
Eugenio Francia Elementary School	45	
Domoit Elementary School	30	
Froilan E. Lopez Elementary School	80	
Malao-a – Calantas Elementary School	35	
Pandakake Elementary School	30	
<b>DROP-OFF POINT 2: TAYABAS EAST CENTRAL SCHOOL I</b>	122	679
Tayabas East Central School II	60	
Tayabas East Central School III	40	
East Palale Elementary School	62	
Ilasan Elementary School	45	
Katigan-Alupay Elementary School	30	
Masin Elementary School	30	
Mate Elementary School	35	
North Palale Elementary School	30	
Wakas Elementary School	65	
West Palale Elementary School	75	
Tayabas West Central School II	85	
<b>DROP-OFF POINT 3: TAYABAS WEST CENTRAL SCHOOL I</b>	116	485
Tayabas West Central School III	114	
Tayabas West Central School IV	75	
Dapdap Integrated School	75	
Ipilan-Alitao Elementary School	55	
Lalo Elementary School	50	
<b>TOTAL</b>		<b>1486</b>



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Enclosure 2

**DELIVERY SCHEDULE OF MILK AT THE DROP OFF POINTS**

<b>DAY</b>	<b>DATE</b>
1	NOVEMBER 23, 2020 (MONDAY)
2	NOVEMBER 25, 2020 (WEDNESDAY)
3	DECEMBER 1, 2020 (TUESDAY)
4	DECEMBER 3, 2020 (THURSDAY)
5	DECEMBER 7, 2020 (MONDAY)
6	DECEMBER 9, 2020 (WEDNESDAY)
7	DECEMBER 14, 2020 (MONDAY)
8	DECEMBER 16, 2020 (WEDNESDAY)



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>



Enclosure 3

**SCHOOL-BASED FEEDING PROGRAM MONITORING TOOL FOR SY 2020-2021**

**INSTRUCTIONS: Put check if evident or non-evident. Put N/A on the remarks if not applicable.**

INDICATORS	NOT EVIDENT	SOMEWHAT EVIDENT	MODERATELY EVIDENT	HIGHLY EVIDENT	REMARKS
<b>A. MONITORING ON DROP OFF POINTS</b>					
<i>Leave blank if school monitored is not identified as drop off points for milk or NFP</i>					
<b>A.1 DELIVERY AND PICK UP ON DROP OFF POINTS (MILK AND NFP)</b>					
Delivered by supplier on drop off points on scheduled and agreed time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Picked-up by schools immediately after delivery on drop off points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A.2 HEALTH AND SAFETY PROTOCOL ON DROP OFF POINTS (MILK AND NFP)</b>					
Conducted thermo-scanning upon entering the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accepted delivery of goods in open spaces and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available sanitizing foot bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available alcohol and hand sanitizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face mask was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face shield was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical distancing was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A.3 FOOD SAFETY ON DROP OFF POINTS</b>					
<b>A.3.1 For Milk</b>					
Delivered milk were frozen/chilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were placed in coolers with ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were with 7 days shelf life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A.3.2 For Nutritious Food Products (for Fortified Bread and Pastries)</b>					
Delivered NFP were placed in sealed container or bag to maintain freshness, quality and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of Production or Consume Before date were indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NFP were placed in a tray or container upon delivery to avoid touching surfaces and maintain safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. MONITORING ON DISPATCHING AREAS IN SCHOOLS</b>					
<b>B.1 FOOD SAFETY IN DISPATCHING AREA</b>					



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Dispatching area were well-lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area were pest free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area were clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B.2 OBSERVANCE OF PROPER HYGIENE FOR FOOD SAFETY</b>					
Washing of hands were observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of disposable plastic gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of hairnet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of apron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B.3 FOOD SAFETY OF THE MILK AND NFP</b>					
<b>B.3.1 For Milk</b>					
Delivered milk were frozen/chilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were placed in coolers with ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivered milk were with 7 days shelf life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B.3.2 For Nutritious Food Products (for Fortified Bread and Pastries)</b>					
Delivered NFP were placed in sealed container or any packaging to maintain its freshness, quality and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of Production or Consume Before date were indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NFP were placed in a tray or container upon delivery to avoid touching surfaces and maintain safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B.4 HEALTH AND SAFETY PROTOCOL ON DISPATCHING AREAS IN SCHOOLS (MILK AND NFP)</b>					
Thermos scanning upon entering the premises was conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available sanitizing foot bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available alcohol and hand sanitizers in dispatching area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face mask was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing of face shield was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical distancing was observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispatching area were properly ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OTHER OBSERVATION**

---

---

---

---

**AREAS FOR IMPROVEMENT**

---

---

---

---

**MONITORED BY:**

<b>SIGNATURE:</b>	
<b>NAME:</b>	
<b>DATE:</b>	