



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 July 2025

DIVISION MEMORANDUM

No. 474 s. 2025

UTILIZATION OF PROGRAM SUPPORT FUND (PSF) FOR THE IMPLEMENTATION OF INTEGRATED SCHOOL NUTRITION MODEL (ISNM) FOR FY 2025

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

1. In line with **OUOPS Memorandum No. 2024-08-00378**: titled **“Guidelines on the utilization of Program Support Funds (PSF)”** for the implementation of the School-Based Feeding Program (SBFP) Components the City Schools Division of the City of Tayabas through School Governance and Operation Division – School Health and Nutrition Unit announces the downloading of funds for Integrated School Nutrition Model Lighthouse Schools for FY 2025.
2. For FY 2025, Dapdap Integrated School and North Palale Elementary School are designated as lighthouse schools, will receive Forty Thousand Pesos (Php 40,000.00) each as program support funds for ISNM allowable activities.
3. The allowable activities and eligible expenses for fund utilization are the following:
 - Establishment of Lighthouse – Purchasing of garden inputs for the improvement/maintenance of crop museum and nurseries of indigenous vegetable.
 - Conduct of benchmarking, capacity building, and orientation activities among nearby schools with school gardens and other ISNM related activities as deemed necessary - Payment for board and lodging, meals, supplies/materials, and other related expenses to the activity
 - Advocacy - Procurement of signages, reproduction/ development of information materials such as leaflets and videos for advocacy activities, and reproduction of appropriate nutrition education materials.
4. The Lighthouse Schools will prepare the following:
 - Work and Financial Plan, to be submitted on or before **July 25, 2025**, at the SDO Clinic.
 - Accomplishment Report (Annex 3 and 4) to be submitted on or before **December 31, 2025**, through email address sbfp@deped.gov.ph.
5. The funding for the implementation of this program shall be charged against the **FY 2025 (R.A. No. 12116)** School-Based Feeding Program (SBFP) funds.

6. For inquiries, please contact **Louie L. Fulleo EPS** / GPP Focal of the Curriculum Implementation Division at email address louie.fulleo@deped.gov.ph or **Mariles F. Contreras, Nurse II** / GPP Co-Focal of the SGOD-Health and Nutrition Unit at email address mariles.ferro@deped.gov.ph.
7. Strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: OUOPS Memorandum No. 2024-08-00378

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

PROGRAM SUPPORT FUND (PSF)
IMPLEMENTATION OF INTEGRATED SCHOOL NUTRITION MODEL (ISNM)

SGOD- utilization of program support fund (psf) for the implementation of integrated school nutrition model (isnm) for fy 2025
SCH59Q0G-001001/July 18, 2025

Annex 3

**Gulayan sa Paaralan Program (G⁵P) Accomplishment Report
for the Utilization on the 2024 Downloaded Funds**

Region/Division:		Period Covered:	
Office Address:			
Office Telephone Number:			

A. ACCOMPLISHMENTS

1. Number of Schools received the downloaded funds	
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2. School Garden

[illegible]

3. School Nursery

Name of School	Type of Seedlings	Number of Seedlings Propagated	Number of Seedlings Distributed
Total			

4. Activities conducted for GPP

Activity Conducted Checklist	/ or X
Conducted Capacity-Building/ Training on GPP	
Conducted Advocacy Campaign on GPP	
Conducted Progress Monitoring on GPP	

Conducted the Program Implementation Review on GPP	
Vermiculture	
Urban Gardening	
Hydroponics	
Vertical Gardening	

5. Fund Utilization

Name of School	Item Procured	Amount

6. Impact to the Community

Number of Home or Community Gardens		Partner assisted in establishing Home or Community Gardens
Number of Home Gardens established		
Number of Community Gardens established		

7. Donation/Resources Generated

(Add Additional Sheets, if needed)

Partner & Type of Donations/Services Provided	Quantity (if applicable)	Estimated Cost (if applicable)

F. PHOTOS (Before, During and After)

Prepared by:

Noted by:

GPP Division Coordinator

SGOD Chief

Date: _____

Annex 4

**Integrated School Nutrition Model (ISNM) Accomplishment Report
for the Utilization on the 2024 Downloaded Funds**

Region/Division	
Name of Lighthouse School	
Amount Downloaded	
Advocacy activities conducted on the integration of bio-intensive gardens, school feeding, and nutrition education	
Activity	Date/Time/Venue
Did you reproduce or reprint any nutrition education materials? Yes ____ No ____ If Yes, what kind of nutrition education materials? (e.g. pamphlet, booklet, posters etc.) _____ _____ If No, state Why _____ _____	
Did you procure garden tools for the improvement/maintenance of vegetable gardens? Yes ____ No ____ If yes, state garden tools procured _____ _____ If No, state Why _____ _____	
Have you planted indigenous vegetables? Yes ____ No ____ If Yes, what are those indigenous vegetables, please state _____ _____ If No, state Why _____ _____	
Problems/issues encountered	Recommendations Made
1.	
2.	
3.	
Best practices 1. 2. 3.	
Prepared by: _____ Name & Item Position (state designation if any) (Please attach pictures and provide a caption and date)	Approved: _____ Head of Office