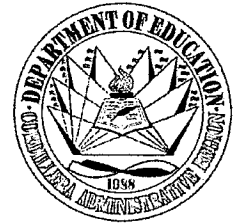




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



September 5, 2017

REGIONAL MEMORANDUM
No. 262.2017



DEPED-CAR Time: _____

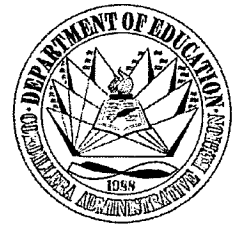
ROUND TABLE DISCUSSIONS AND FIELDWORKS FOR SCHOOL FEEDING PROGRAM DELIVERY ASSESSMENT

To: Schools Division Superintendents
Baguio City and Benguet

1. The Project management Service –Project Development division (PMS-PDD) and the Bureau of Learner Support Services-School Health Division (BLSS-SHD) in collaboration with World Food Program (WFP), is currently conducting a program delivery assessment entitled “Towards the Sustainability of the School Feeding Program in Philippine Public Elementary Schools”. The assessment aims to generate new insights both from the-on-ground program delivery and wider policy-level perspectives. The output of the study should serve as empirical bases for recommendations: (1) to enable DepEd to strengthen the existing national policy on School-Based Feeding Program (SBFP) and (2) to formulate mechanisms for efficient and harmonized participation of partners in the DepEd SBFP based on common objectives, standards and procedures.
2. Part of the data gathering activities for the said study is a series of Round-Table discussions (RTDs) and fieldworks will be conducted on September 14-15 2017 covering selected divisions in all region, implementing school feeding programs. The activity aims to:
 - a. orient the participants on the objectives and research methodology of the School Feeding Program Delivery Assessment; and
 - b. Clarify the roles and responsibilities of the regions, divisions, and school personnel on the data gathering process which includes:
 - Administrative Survey on instrument to school feeding coordinators;
 - Conducting focus group discussions with the School Heads and School Feeding Coordinators
 - Conducting key informant interviews (KIIs) with Division School Feeding Coordinators; and
 - Visiting selected elementary schools and undertake KIIs with parents and stakeholders.
3. Participants to the activity are Officially Designated SBFP Focal Person from the region and division and One (1) School Head and/or (1) School Feeding Coordinators from randomly sampled public elementary schools who implemented school feeding for SY 2016-2017.



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4. For school visits, each host division (in-charge for the venue), shall identify one (1) public elementary school to be visited and arrange with the school head to invite at least six (6) parents and educational stakeholders for interview during the school visit.

5. The following documents/reports are to be brought in to the venue by the Division SBFP focal person and identified school Feeding Coordinators.

For divisions:


- SBFP Forms 2 (SBFP List of Schools)
- SBFP Form 6-B (Consolidated Program Terminal Reports by Schools Division), and
- Other pertinent data related to the school feeding implementation for the SY 2016-2017.

For schools:

- SBFP Form 1 (Master List of SBFP Beneficiaries),
- SBFP Form 3 (SBFP Summary of Beneficiaries & Start of Feeding),
- SBFP Form 4 (SBFP Record of Daily Feeding),
- SBFP Form 5 (Program terminal Report),
- SBFP Form 6-A (Consolidated Program Terminal Report by School),
- SBFP Form 6-C Consolidated Nutritional Status by School, and
- Other pertinent data related to the school feeding implementation for the SY 2016-2017

6. Travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer-In-Charge
Office of the Regional Director

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

PROGRAMS
STRAND: Governance and Operations