



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 3, 2024

DIVISION MEMORANDUM
NO. 193, s. 2024

**DIVISION ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP) MILK
FEEDING PROGRAM FOR SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary and Integrated Schools
District Nutrition Coordinators
All Others Concerned

1. Attached is **Unnumbered OUOPS Memo** dated March 5, 2024 titled **“Third Advisory for the Implementation of School-Based Feeding Program (SBFP) SY 2023-2024”**.
2. In this connection, this Office through the School Health Unit of the School Governance & Operations Division, will conduct the **Division Orientation on the Implementation of School-Based Feeding Program (SBFP) Milk Feeding Program (MFP) for SY 2023-2024 on April 15, 2024 for batch 1 and April 16, 2024 for batch 2**. The venue will be announced later.
3. This orientation aims to discuss the following:
 - a. technical specifications of Pasteurized Milk and Sterilized Milk;
 - b. financial requirements;
 - c. procurement process; and
 - d. forms and reports.
4. Attached are the composition of the program management team, number of identified participants per district and orientation matrix for your reference.
5. Travelling expenses of the participants are chargeable against the School MOOE funds while other expenses relative to the conduct of this activity shall be charged against the SBFP Funds, both subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

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

Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

MILK
FEEDING
PROGRAM



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to SDM No. 193, s. 2024

PROGRAM MANAGEMENT TEAM

No.	Office	Name	Position/ Designation
1	SDO	Miguel Mac D. Aposin EdD, CESO V	SDS
2	SDO	Luz U. Banson EdD, CESE	OIC, Office of the ASDS
3	SDO	Edna B. Azcaraga	EPS / OIC SGOD Chief
4	SDO	Joy Arnold T. Lejos, MD	Medical Officer III
5	SDO	Reynaldo D. Azcarraga, EdD	PSDS
6	SDO	Angel F. Payo, Jr., Ph.D	PSDS
7	SDO	Fe D. Bañez, EdD	PSDS
8	SDO	Lalaine G. Fundal PhD	PSDS
9	SDO	Ma. Theresa V. Villagracia EdD	PSDS
10	SDO	Zaldy B. Caalam	PSDS
11	SDO	Judith P. Tu, EdD	PSDS
12	SDO	Calin A. Bernales, EdD	PSDS
13	SDO	Marjorie A. Bayhon, MPA	AO II-OIC Officer V (Budget)
14	SDO	Atty. Benjie B. Doce, CPA, MBA	Accountant III
15	SDO	Kenneth D. Anoché	Team Leader Inspectorate Team
16	SDO	Cecile Diocson	AO IV- Cashier
17	SDO	Ronald D. Dile	SEPS M & E
18	SDO	Sheralyn G. Baticados, RN	Nurse IISBFP Consultant
19	SDO	Candelaria P. Talabucon	Nurse II/SBFP MFP Focal
20	SDO	Monna Liza L. Eribal	Nurse II/ SBFP MFP Alternate Focal
21	SDO	Alvin M. Braulio	Nurse II/SBFP NFP Focal
22	SDO	Joanne J. Dequiña	SBFP NFP Alternate Focal
23	SDO	Rene D. Hortillas, Jr	Nurse II
24	SDO	Rolendy D. De Pedro	Nurse II
25	SDO	Rechie V. Bayhon	Nurse II
26	SDO	Lourdelyn R. Fuentes, DMD	Dentist II
27	SDO	Symon M. Moises, DMD	Dentist II



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28	SDO	Greg B. Bataican	Dental Aid
29	SDO	Romeo V. Isiderio	Dental Aid

Number of Identified Participants

Batch 1 April 15, 2024			
District	District SBFP Coordinator	District ADAS	Schools Heads of SBFP Implementing School
Cuartero	1	1	20
Dao	1	1	19
Dumalag	1	1	20
Dumarao	1	1	32
Ivisan	1	1	15
Jamindan	1	1	29
Maayon	1	1	32
Mambusao East	1	1	18
Mambusao West	1	1	14

Batch 2 April 16, 2024			
District	District SBFP Coordinator	District ADAS	Schools Heads of SBFP Implementing School
Panay	1	1	29
Panitan	1	1	25
Pilar	1	1	24
Pontevedra	1	1	20
President Roxas	1	1	19
Sapian	1	1	22
Sigma	1	1	22
Tapaz East	1	1	34
Tapaz West	1	1	21
Total	18	18	415



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to SDM No. 193, s. 2024

**DIVISION ORIENTATION ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING
MILK FEEDING COMPONENT SY 2023-2024**

Time	Topic	In-Charge
7:00am -8:00am	Registration	Symon M. Moises Rene D. Hortillas, Jr Greg B. Bataican Romeo V. Isiderio
8:00am – 8:30 am	Prayer National Anthem Regional Hymn Capiz Hymn	On Air
8:30am-9:00am	Opening Remarks	Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent
9:00am-9:30am 9:30am-10:00am	Message Statement of Purpose	Luz U. Banson, EdD, CESE Edna B. Azacarraga, PhD EPS / OIC SGOD Chief
10:00am-12:00nn	Orientation Proper on School-Based Feeding Implementation FY 2023- 2024	Candelaria P. Talabucon
12:00nn-1:00pm	Lunch	
1:00pm-2:00pm	Financial Requirements/Budgetary requirements	Atty. Benjie B. Doce, CPA, MBA Accountant III Marjorie A. Bayhon AO II/OIC Administrative Officer V (Budget)
2:00pm-3:00pm	Technical Specification of Pasteurized and Sterilized Milk	Candelaria P. Talabucon,
3:00pm-4:00pm	Open Forum	
4:00-5:00	Closing Remarks	Joy Arnold T. Lejos, MD Medical Officer III
Masters of Ceremonies		Sheralyn G. Baticados
		Rolendy D. De Pedro



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-__ -__

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

: **DR. DEXTER A. GALBAN**
Assistant Secretary for Operations

SUBJECT : **THIRD ADVISORY FOR THE IMPLEMENTATION OF
THE SCHOOL-BASED FEEDING PROGRAM (SBFP) SY
2023-2024**

DATE : 5 March 2024

This Advisory provides further details on the implementation of the School-Based Feeding Program (SBFP) for the School Year (SY) 2023-2024, particularly on the SBFP Milk Implementation. Building upon OUOPS No. 2023-03-11587¹ dated 21 December 2023 and OUOPS No. 2023-09-01012² dated February 5, 2024, the following updates and instructions are hereby issued:

1. **Transmittal of Operating MOA (OpMOA), Procurement Contracts, and Terms and Conditions** (attached as Annex A) – These documents shall be used by all SDOs as the Procuring Entity (PE).

Document	Particulars
Operating MOA (OpMOA)	The Operating MOA shall be forged between the Schools Division Office (SDO) and the National Dairy Authority (NDA) or Philippine Carabao Center (PCC). This shall be signed after the Notice of Award (NoA) is issued to the Lowest Calculated Quotation (LCQ) or Single Calculated Quotation (SCQ). The SDOS shall also pay Service Fee to NDA or PCC, whichever is applicable, equivalent to 1.5% of the Contract Amount for Milk. Upon signing of the

¹ Advisory for the Implementation of School-Based Feeding Program (SBFP) SY 2024-2025

² Second Advisory for the Implementation of the School-Based Feeding Program (SBFP) SY 2024-2025

	MOA, 50% of the Service Fee shall be released to NDA or PCC.
Procurement Contract	This is the recommended contract to be used by the SDOs for the procurement of pasteurized or sterilized milk from local dairy producers and cooperatives.
Terms and Conditions (T&C)	These are the Terms and Conditions for the procurement of pasteurized or sterilized milk to be attached to the procurement contract. The T&C and the Technical Specifications attached to the Authority to Procure (ATP) or Purchase Request (PR) should have the same details.

2. **Amendment to Advisory OUOPS No. 2023-03-11587** - In compliance with Government Procurement Policy Board (GPPB) Resolution No. 07-2022³, DepEd mandates Schools Division Offices (SDOs) to directly procure pasteurized or sterilized milk from local dairy producers or cooperatives under the supervision of the NDA and the PCC through **Negotiated Procurement-Community Participation (NP-CP)**. **Government to Government Procurement** may be considered for procurement of milk from Local Government Units (LGUs) receiving assistance from NDA and PCC.

Please be guided on the Procedural Guidelines on Procurement through NPCP per Republic Act 11037. Section 12 thereof provides for the Procurement of Goods and Services such that "The Department of Budget and Management, Government Procurement Policy Board, and the Commission on Audit, in consultation with the NGAs, are hereby mandated to specifically establish and promulgate a community-based mode of procurement, liquidation and audit that will ensure the efficient and effective implementation of the Program. *Provided*, that this provision shall apply solely to the implementation of the Program by the NGAs and LGUs concerned."

A. Procurement Planning

The End-user (EU) unit shall identify project proposals in line with the Procuring Entity's (PE's) strategic plan, key results areas, and major final outputs that will be sustainable if implemented with the participation of the Organized Community or Social Groups (CSGs) or members thereof, or where their engagement will lead to the achievement of specific social objectives.

The objectives, requirements, and target community for the Community-based Project shall be identified by the End-user unit. The ATP/PR/project requirements shall include:

³ Approving the Guidelines on the Engagement of Procurement Agent and Related Amendments to Sections 7.3.3(a), 11.2.2E, and 47.1 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184

- a. a brief description of the Goods to be procured;
- b. the technical specifications or scope of work;
- c. the Approved Budget Cost (ABC);
- d. the manner and deadline for submission of quotations;
- e. the terms and conditions of the project; and
- f. other necessary information.

For a sample ATP, please refer to Annex B and Annex B-1.

For the Milk Technical Specifications, please refer to Annex C

Maximum amount of the Approved Budget for the Contract (ABC): Provided, that if the effective implementation of the Community-based Project would require an ABC beyond the P5M, **the PE may increase the ABC subject to the prior approval of the Head of the Procuring Entity (HoPE).** The HoPE shall submit to the GPPB a report on the amount of the ABC approved and the reason therefore for proper monitoring. Please see Annex D for the sample template of the Report.

The EU shall **conduct a market study and scoping** to determine the availability of Community Social Groups (CSGs) within the area where the target community is located. If no such CSG is capable to supply the required Goods or implement Simple Infrastructure Projects (SIPs), the PE shall determine if CSGs in nearby or other communities may be engaged based on the specific objectives and purpose of the Community-based Projects. For the SBFP Milk Component, this is the letter sent to NDA/PCC requesting for the CSGs that can supply the milk requirements of the SDOs.

B. Posting and Submission of Request for Quotation

- a. The EU shall prepare the Request for Quotation (RFQ).
- b. The Bids and Awards Committee (BAC) shall post the RFQ for at least 3 calendar days:
 1. on the website of the PE, if available;
 2. in the premises of the PE;
 3. in at least 3 conspicuous places where the Community-based Project shall be implemented (e.g., bulletin board, public transport terminals, public markets, etc.); and
 4. in the PhilGEPS website.
- c. The BAC shall also send the RFQs to CSGs of known qualifications within the locality where the Community-based Project shall be implemented.
- d. Participating CSGs shall submit their sealed quotation on the date and time prescribed in the terms and conditions of the RFQ. Receipt of one quotation is sufficient to proceed with the evaluation of the quotation. In case there are no quotations received hours before the prescribed deadline, the BAC may extend the deadline for the submission of RFQs 3 times.

C. Opening and Evaluation

- a. On the prescribed deadline, the BAC shall open submitted quotations and prepare an Abstract of Quotations setting forth the ff.:
 1. names of the CSGs that responded to the RFQ;
 2. corresponding price quotations; and
 3. Lowest or Single Calculated Quotation (LCQ or SCQ).
- b. The evaluation of the submitted quotations shall be completed within a maximum of 7 calendar days from the prescribed deadline. After the evaluation of the RFQ, the BAC will determine the CSGs with the LCQ or SCQ.

D. Post-Qualification

- a. The BAC shall exercise due diligence in validating the legal, technical, and financial capability of the CSG with LCQ or SCQ to supply and deliver the Goods, or to implement the SIP.
- b. If the BAC determines that the CSG with LCQ or SCQ passes the criteria for post-qualification, it shall declare the same as the Lowest Calculated and Responsive Quotation (LCRQ) or Single Calculated and Responsive Quotation (SCRQ).
- c. In case of post-disqualification, the BAC shall notify the disqualified CSG and shall initiate and complete the conduct of the post-qua with the next CSG with the second LCQ.
- d. If the next CSG, however, fails the post-qualification, the procedure for post-qua shall be repeated for the next CSG, and so on, until the LCRQ is determined for award or failure of bidding is declared.
- e. The post-qualification process shall be completed in not more than **10 calendar days (cds)** from receipt of notice to the CSG with the LCQ or SCQ, (or within a fresh period of **10 cds** from the receipt of notice to the next CSG with the second LCQ.) In exceptional cases, the HoPE may approve an extension of the post-qualification based on the BAC's recommendation, but in no case shall the aggregate period exceed **25 cds** from the determination of the LCQ.

E. Award of Contract

- a. The BAC, after determining the legal, technical, and financial capability and the responsiveness of the quotation, shall recommend to the HoPE the award of contract in favor of the CSG with the LCRQ or SCRQ.
- b. Upon approval, the HoPE shall issue a Notice of Award (NOA) within a period not exceeding **10 cds** from receipt of BAC's recommendation and shall immediately enter into a contract with the CSG.
- c. In case the CSG with the LCRQ or SCRQ fails, refuses, or is unable to enter into a contract with the PE, without justifiable cause, the HoPE shall disqualify the CSG and direct the BAC to determine the responsiveness of the quotation of the next CSG with the second LCQ, or declare a failure of bidding and conduct a re-bidding with re-posting, if necessary, based on its determination, which shall be within **7 cds** from the said declaration.
- d. The BAC, through its Secretariat, shall post within **3 cds** from execution of the NOA, the contract, and the Notice to Proceed (NTP) in the: (i) PhilGEPS website;

(ii) PE's website, if available; and (iii) conspicuous place reserved for this purpose in the premises of the PE and in the community where the project will be implemented.

To summarize, a) the focal person shall prepare project proposal to be attached to ATP/PR prior to procurement; b) BAC shall post the RFQ for at least **3 cds**; c) Procurement Contract, and Terms and Conditions come into play only once there is secured Lowest or Single Calculated and Responsive Quotation; and d) After the Notice to Award is issued, the OpMOA can be forged between the SDO and/or NDA/PCC together with the release of the 50% of the Service Fee.

3. **Section IX.B. of DepEd Order No. 31, s. 2021, "Operational Guidelines on the Implementation of the School-Based Feeding Program"** - Delivery, Inspection, and Acceptance for Milk is reiterated instructing SDOs and local dairy suppliers to identify **one or two (1 or 2) drop-off point/s per school district/SDO** for the milk supply deliveries.
4. The **Revised Implementation Timeline for the SBFP-MC** is attached as Annex E where milk distribution is expected to commence by the 1st week of April and end by May 31, 2024.
5. Immediate submission of the **Program Terminal Report (PTR) for SY 2023-2024** after the feeding cycle is completed is earnestly requested.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlao, Ms. Magdalene Portia T. Cariaga, or Mr. Ferdinand M. Nuñez, BLSS-SHD, at cell phone numbers 09993056058 or 09175620849, or via email at sbfp@deped.gov.ph.

Your attention to these updates is highly appreciated.



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