



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 16 2023

MEMORANDUM

**BRIGHT SMILES, BRIGHT FUTURES (BSBF) PROGRAM DISTRIBUTION OF  
ORAL HEALTH BUNDLES TO KINDERGARTEN LEARNERS IN ALL PUBLIC  
ELEMENTARY SCHOOLS SY 2023-2024**

To: OIC – Assistant Schools Division Superintendent/  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public Elementary School Heads / OICs  
All Others Concerned

1. Bright Smiles, Bright Futures (BSBF) Program provides oral care kits, and educational materials to public school children. It aims to educate learners not only on the importance of oral health but on the effectiveness of overall daily hygiene and its role in keeping the entire body healthy.
2. Relative to this, school representatives shall pick up the boxes from the School Health and Nutrition Section, 2<sup>nd</sup> Floor, Schools Division Office, Centennial Avenue, Muntinlupa City on or before **October 16, 2023**.
3. Each BSBF oral health bundle is inclusive of one (1) Colgate toothbrush, one (1) toothpaste and one (1) oral health hygiene guide.
4. Attached are the number of beneficiaries per school, and the distribution and implementation guidelines
5. Immediate and wide dissemination of this Memorandum is desired.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: None

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

PROGRAMS                      SCHOOLS

MALA / Bright Smiles, Bright Futures (BSBF) Program Distribution of Oral Health Bundles to Kindergarten Learners in All Public Elementary Schools SY 2023-2024  
347/October 6, 2023

UN-2023-347



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**BRIGHT SMILES, BRIGHT FUTURES (BSBF) PROGRAM  
BENEFICIARIES PER SCHOOL**

<b>School</b>	<b>Number of Beneficiaries</b>
Poblacion ES	930
Muntinlupa ES	909
Itaas ES	669
Tunasan ES	405
F. De Mesa ES	250
Lakeview Integrated School	337
Soldiers' Hills ES	329
Putatan ES	477
Bayanan Main ES	620
Victoria Homes ES	265
Bayanan Unit I ES	520
Alabang ES	965
Cupang ES-Main	519
Buli ES	324
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**COLGATE and DEPED'S BRIGHT SMILES BRIGHT FUTURES PROGRAM  
DISTRIBUTION OF ORAL HEALTH BUNDLES TO KINDERGARTEN PUPILS IN PUBLIC ELEMENTARY SCHOOLS FOR  
SCHOOL YEAR 2023-2024**

**ANNEX A: DISTRIBUTION GUIDELINES**

The Colgate Palmolive Philippines, Inc. (CPPI) and the Department signed a Memorandum of Agreement last July, 2021 to provide kindergarten pupils with Colgate toothbrushes, toothpastes and oral health educational materials for a period of three (3) school years. This is in line with the Bright Smiles, Bright Futures Program (BSBF) that promotes oral health education among public school children.

Last School Year 2022, CPPI and the Bureau of Learners Support Services and Adopt-A-School Program provided 2,155,239 Colgate toothbrushes, toothpastes and some oral health educational posters to kindergarten school learners in 33,000 public schools.

For the BSBF program for School Year 2023-2024, CPPI has retained its allocation of an estimated 2,191,303 Million toothbrushes and toothpastes to kindergarten pupils in 35,752 public schools. This covers almost 99% of kindergarten pupils nationwide.

For SY 2023-2024, BSBF BOX includes the following: one (1) Colgate toothbrush, (1) toothpaste and (1) Oral Health and Hygiene guide for each kindergarten learner.

Distribution of Colgate toothbrushes and toothpastes supports the School Health Dental Care Program under D.O 33 s. 2019. To ensure that these toothbrushes and toothpastes are being used at home by the learners, teachers must incorporate daily toothbrushing in their lessons and parents are encouraged to supervise their children to ensure compliance on a daily basis.

1. **What should RSDs do to monitor distribution of BSBF Boxes in divisions and schools?**

- a. All RSDs must have a copy of the following information:
  - i. BSBF Distribution Guidelines
  - ii. BSBF Implementation Guidelines
  - iii. BSBF Region and Division Allocation
  - iv. List of BSBF Schools
  - v. Delivery Schedules
  - vi. Monitoring Forms

This information can be obtained from Dr. Cynthia Coronado of the Health and Nutrition Center or Mr. Diomar Escat of CPPI.
- b. All RSDs must take note of their region allocation and delivery schedule of their divisions.
- c. RSDs must inform all Division DICs about all this information and ensure that all BSBF Boxes are received and allocated properly.
- d. Upon arrival of BSBF Boxes in the division offices, The DIC (Dentist in-charge) must inform the RSD about the arrival of the BSBF Boxes.
- e. RSDs must complete the **REGION MONITORING FORM**.
- f. **REGION MONITORING FORM** must be scanned and sent thru email to the BSBF Monitoring Team at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com).
- g. After sending the REGION MONITORING FORM, Text us the following to keep track of your region accomplishment.
  - i. Text "Received" "Region / RSD Name
  - ii. Remarks COMPLETE or INCOMPLETE
  - iii. Send to **Globe 0966-2367381** and **Smart 0949-8154995**
  - iv. If there are issues that you want to call our attention you may text your concern with your name and our agency will call you to accommodate your concern.



**REGION MONITORING FORM**

REGION MONITORING FORM (Completed by Regional Supervising Dentist) BSPF-PH-001



**BRIGHT SMILES, BRIGHT FUTURES PROGRAM**  
An Oral Health Education Program (2020-2021) KINDERGARTEN

REGION \_\_\_\_\_

**INSTRUCTIONS FOR Regional Supervising Dentist:**

- RSDs must take note of their region allocation and delivery schedule of their divisions.
- RSDs must inform all Division DICs about all this information and ensure that all BSBF Boxes are received and allocated properly.
- Upon arrival of BSBF Boxes in the division offices, The DIC (Dentist in-charge) must inform the RSD about the arrival of the BSBF Boxes.
- RSD must accomplish the REGION MONITORING FORM.
- Once REGION MONITORING FORM IS COMPLETED, this document should be scanned and emailed to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com)

REGION DATA / INFORMATION			
DIVISION	NO. OF BOXES RECEIVED	DATE RECEIVED	NAME OF DENTIST in Charge

**NOTE:** From the date the boxes are received, Division DICs:

NO. OF WORKING DAYS	ACTIVITY
15 Days	Inform schools to date and schedule of delivery of the boxes.
15 Days	Distribution of boxes to the beneficiaries schools.
7 Days	Complete OMR and Division Monitoring Form and return to RSD and submit to <a href="mailto:bsbfphilippines@gmail.com">bsbfphilippines@gmail.com</a>

For inquiries / concerns please call BSBF Monitoring TEAM at 0986-2367381 FOR GLOBE / 0949-8154995 FOR SMART or email at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com)

2. **What does the Division Dentist-In-Charge do upon receipt of BSBF Boxes?**
- Check if BSBF boxes are complete and in good condition upon receipt. Note that you should not receive boxes in poor condition or boxes that are not properly sealed.
  - Check the BSBF Special Envelope that contains the following documents.
    - BSBF Distribution Guidelines
    - BSBF Implementation Guidelines
    - BSBF 2023- 2024 School List
    - BSBF 2023-2024 Delivery Schedule
    - BSBF 2023-2024 Division Monitoring Form
    - BSBF School Monitoring Form
    - BSBF Certificate of Acceptance
    - Letter to Dentist In-Charge
    - Letter to School Head
    - Letter to Teacher
    - Letter to Parents
  - Fill and sign the receiving form provided by the freight forwarder. Indicate in the freight forwarder’s receiving copy if there are boxes found to be incomplete, not in good condition, or not properly sealed.
  - Accomplish the **BSBF Certificate of Acceptance** attached to the list of the Division's Schools Beneficiary and please ensure to have it signed by the Schools Division Superintendent.
  - Kindly send us the **Certificate of Acceptance** with complete details, scan and email it to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) for faster processing and copy furnish respective RSD. Original copy must be kept and filed by the DIC for audit purposes.
- NOTE:** Kindly use this format when sending back forms : " *Subject: Name of Division - Certificate of Acceptance*"
- Once “EMAILED”, send a text message to the BSBF Monitoring Team at **Globe 09662367381** and **Smart 09498154995**. Please text the following information:
    - Text “Received No. of Boxes” “Region Name / Division Name / Name, Position
    - Any other concern regarding the BSBF Boxes Delivery
  - Once the boxes are checked and received, the dentists will determine the delivery scheme based on the division's method of delivering printed learning materials and others.

- h. Ensure BSBF Boxes are immediately delivered to beneficiary schools and are received by the school heads or any authorized representative.
- i. Dentists will then call and coordinate with school heads for the schedule of delivery to schools and / or have the schools pick up their respective BSBF boxes from the Division Office.

**Note:** Division is given **5 working days** to inform school heads and schedule of delivery to the schools. **12 working days** from the date the boxes are received to distribute and **7 working days** to Complete COA and **Division Monitoring Form** and ensure to scan and submit via email to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com).

- j. Once all BSBF BOXES are delivered to or picked up by the schools, **DIVISION MONITORING FORM** must be completed, please scan and email this form to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com). Copy furnish RSD. Original copy must be kept and filed by the DIC for audit purposes.

**NOTE:** Kindly use this format when sending back forms : "**Subject: Name of Division - Division Monitoring Form**"

- k. Monitor and document the implementation of BSBF Toothbrushing activities at home by submitting pictures of school learners while brushing their teeth with parents or family members and email collated reports to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com).
- l. Collect all **SCHOOL DISTRIBUTION FORM** and pictures from the schools, then scan and email it to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com). Copy furnish respective RSD. Original copy must be kept and filed by the DIC for audit purposes.

**NOTE:** Kindly use this format when sending back forms : "**Subject: Name of Division - School Distribution Form**"

- m. As part of continuously improving the BSBF Monitoring Process, CPPI may send volunteers to help in the implementation of the program.

**CERTIFICATE OF ACCEPTANCE**



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION

BSBF2020-R1- 001



**BRIGHT SMILES. BRIGHT FUTURES PROGRAM**  
Year \_\_\_\_\_  
A Joint Program of the Department of Education and Colgate-Palmolive Philippines, Inc

**Certificate of Acceptance**

The DONEE, for and in behalf of the school, hereby accepts and acknowledges the donation from COLGATE-PALMOLIVE PHILIPPINES, INC

Region \_\_\_\_\_

Division Office \_\_\_\_\_

(Please see attachment for detailed list of schools, number of beneficiaries and total number of Toothpaste and Toothbrushes)

In witness whereof, the DONEE has set his/her hands this \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_\_  
SCHOOLS DIVISION SUPERINTENDENT  
DONEE


Signed in the presence of \_\_\_\_\_

\_\_\_\_\_  
Division In Charge Dentist



3. **What School heads should do upon arrival of BSBF Boxes?**
- Coordinate with the division Dentist In Charge to confirm the scheduled delivery or pick-up date of BSBF Boxes.
  - After receiving the BSBF Boxes, please sign the **BSBF Division Monitoring Form**.
  - Once BSBF Boxes are in your school, the program must be initiated **immediately** to ensure that Toothpaste and Toothbrushes will be distributed within the program timetable.
  - A photo documentation of the distribution is encouraged and shall be emailed to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com).
  - After distribution, school heads are required to accomplish the **SCHOOL DISTRIBUTION FORM**. Once accomplished, **School Distribution Form** must be submitted to the Division Dentists.
  - After submitting the **SCHOOL DISTRIBUTION FORM**, please text us the following details to keep track of your school's accomplishment:
    - Text in this format: SDF Scanned/ School Name / School Division / School Region / Principal's Name
    - Send to **Globe 09662367381** and **Smart 09498154995**
  - As part of continuously improving the BSBF Monitoring Process, CPPI may send volunteers to help in the implementation of the program.

**SCHOOL DISTRIBUTION FORM**




**BRIGHT SMILES, BRIGHT FUTURES PROGRAM**  
An Oral Health Education Program (2020-2021)

**SCHOOL DISTRIBUTION FORM TO BE FILLED AFTER DISTRIBUTION TO KINDER PUPILS**

BSBF Boxes Received From: \_\_\_\_\_  
PLEASE PRINT Name & Position of DepEd Division representative who distributed goods

Name of Region and Division: \_\_\_\_\_

Date and Time Received: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

Name of Principal/School Head: \_\_\_\_\_

Landline / Mobile / Email: \_\_\_\_\_

Total Number of Kinder Pupils in your school	TOOTHBRUSHES			TOOTHPASTES		
	QTY Indicated in the Box	QTY Received (Year Actual Count)	Number missing if any?	QTY Indicated in the Box	QTY Received (Year Actual Count)	Number missing if any?

**NGO / Parent's Association Witness of Distribution to Kindergarten Pupils**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

Landline / Mobile / Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks / Suggestions on BSBF Program:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Once completed, kindly attach the list of kinder pupil recipients of Colgate toothbrushes and toothpastes and a photo documentation (optional). Email at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) within one week after receipt of BSBF BOXES.**

**THANK YOU!!**

**For inquiries / concerns please call BSBF Monitoring TEAM at / 0366-2367381 FOR GLOBE / 0949-8154995 FOR SMART or email at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com)**



**SCHOOL DISTRIBUTION FORM** (To be Completed by School Head)**BRIGHT SMILES, BRIGHT FUTURES PROGRAM**

An Oral Health Education Program (2023-2024)

**SCHOOL DISTRIBUTION FORM TO BE FILLED AFTER DISTRIBUTION TO KINDERGARTEN LEARNERS**

BSBF Boxes Received From: \_\_\_\_\_

PLEASE PRINT Name &amp; Position of DepEd Division representative who distributed goods

Name of Region and Division: \_\_\_\_\_

Date and Time Received: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Principal/School Head: \_\_\_\_\_

Landline / Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Total Number of Kinder Pupils in your school	TOOTHBRUSHES			TOOTHPASTES		
	QTY Indicated in the Box	QTY Received (Your Actual Count)	Number missing if any?	QTY Indicated in the Box	QTY Received (Your Actual Count)	Number missing if any?

**Witnessed and Signed by:**

Name of Dentist: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that all details are fully completed. Once accomplished please scan and email to [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) and attach a photo (optional) for internal audit purposes. Email at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) within one week after receipt of the BSBF BOXES. After submitting the documents through email, Hard copy must be submitted to Division Dentists for filing purposes.

**THANK YOU!!**

For inquiries / concerns please call BSBF Monitoring TEAM at 0966-2367381 FOR GLOBE / 0949-8154995 FOR SMART or email at [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com)





**COLGATE and DEPED'S BRIGHT SMILES BRIGHT FUTURES PROGRAM  
DISTRIBUTION OF ORAL HEALTH BUNDLES TO KINDERGARTEN PUPILS IN PUBLIC ELEMENTARY SCHOOLS FOR  
SCHOOL YEAR 2023-2024**

**ANNEX B: IMPLEMENTATION GUIDELINES**

Bright Smiles Bright Futures Program provides oral care kits, educational materials and dental services to public school children. It aims to educate learners not only on the importance of Oral health but the effectiveness of overall daily hygiene and its role in keeping the entire body healthy.

For the BSBF program this School Year 2023-2024, CPPI has retained its allocation to 2,191,303 Million toothbrushes and toothpastes to kindergarten learners in 35,752 public schools. This covers almost 99% of kindergarten pupils nationwide.

For SY 2023-2024, BSBF BOX includes the following:

- Classroom Kit
  - Toothbrushes
  - Maximum Cavity Protection Toothpaste 214g (pcs dependent on # of Learners/Classroom)

To ensure that the program is being implemented at home by the learners, the following are the Roles and Responsibilities.

**ROLES AND RESPONSIBILITIES:**

**1. Regional Supervising Dentists must:**

- a. Monitor the distribution and implementation of the program.
- b. Ensure complete and on-time submission of COA, DMF and SMF to the Schools Division offices.

**2. Division Dentists must:**

- a. Cascade the Implementation Guidelines to the School Heads and Grade Leaders.
- b. Coordinate with the school heads to ensure the proper distribution of Oral Health kits to the learners.
- c. Discuss with the grade leaders how proper hygiene and oral health awareness can be included in virtual activities.
- d. Share relevant BSBF materials to the grade leaders to support/provide additional learning tools about oral health.
- e. Provide the Colgate BSBF Team a monitoring update through pictures submitted by the grade leaders during the BSBF activity.

**School Heads must:**

- a. Ensure Implementation of the program by collaborating with grade leaders on how the program should be implemented.
- b. Provide Grade Leaders a copy of the following documents
  - i. Implementing Guidelines
  - ii. Letter to the Teachers
- c. Submit the BSBF Program report along with the BSBF School Monitoring form through this email [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) following the format below.

*Subject: BSBF 2023 Program Report- Name of DIVISION*

*Body of Email:*

*Name of School:*

*Address:*

*Contact Details:*

*Name of Teacher/s implementing the activities:*

*Name of School Head:*

**Class Advisers (Grade Leaders) must:**

- a. Check and Account the Contents of Boxes:
- b. The distribution of kits is dependent on how the schools send out their learning materials to the learners.
- c. Once the kits are received by the learners, include this activity in the daily hygiene program.
- d. A short narrative report on implementation with photo documentation. This will allow us to track the progress of the program. Kindly send this report along with the BSBF School Monitoring form through this email [bsbfphilippines@gmail.com](mailto:bsbfphilippines@gmail.com) following the format below.

*Subject: BSBF 2023 Program Report-Name of DIVISION*

*Body of Email:*

*Name of School:*

*Address:*

*Contact Details:*

*Name of Teacher/s implementing the activities:*

*Name of School Head:*