



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

Office of the Schools Division  
Superintendent

SEP 20 2024

**MEMORANDUM**  
No. **269**, s. 2024

**REMINDER FOR THE TAGGING OF THE SCHOOL-BASED FEEDING PROGRAM  
(SBFP) BENEFICIARIES IN THE LEARNER INFORMATION (LIS)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary School Heads  
Administrative Officer V  
All Others Concerned

1. Attached is Regional Memorandum ORD No. 921, s. 2024 dated August 27, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. All SBFP school coordinators and LIS handlers are expected to ensure that the SBFP Beneficiaries are properly tagged in the LIS school database.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

NUTRITION

PROGRAM

SCHOOLS

MTOSI/DM – Reminder for the Tagging of the School-Based Feeding Program (SBFP) Beneficiaries in the learner information System (LIS)

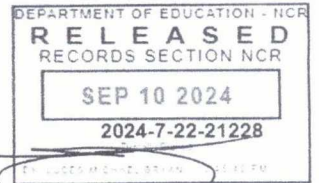
269 9/17/2024

NUM-2024-269



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Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM  
ORD No. 021 S. 2024

TO : Schools Division Superintendents  
Division SBFP Focal Persons  
All Other Concerned Staff

FROM : **JOCELYN DR ANDAYA**  
Director IV

SUBJECT : **REMINDER FOR THE TAGGING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM (LIS)**

DATE : August 27, 2024

1. Attached is Memorandum-OM-OUOPS-2024-9-05523 dated July 04, 2024, from Atty. Revsee A. Escobedo, Undersecretary for Operations of DepEd Central Office, Pasig City, relative to the abovementioned subject, contents of which are self-explanatory, for appropriate action.
2. All Division SBFP Focal Persons are requested to coordinate with the schools to ensure that SBFP Beneficiaries are tagged in the LIS school database at the start of the School Year (SOSY) and again at the End of the School Year (EOSY) starting SY 2024-2025.
3. Immediate dissemination of this Memorandum is desired.



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Effectivity	01.26.23	Page	1 of 1





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
**OM-OUOPS-2024-9 - 05528**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

*[Signature]*  
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

**SUBJECT :** REMINDER FOR THE TAGGING OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) BENEFICIARIES IN THE LEARNER INFORMATION SYSTEM (LIS)

**DATE :** 4 July 2024

This has reference to the Memorandum OUOPS No. 2023-03-4363 regarding the request of the Bureau of Learner Support Services (BLSS), through the School Health Division (SHD), on the measurement of the retention rate of the SBFP beneficiaries for SY 2023-2024 and onwards through the Learner Information System (LIS), this will ensure tracking of the SBFP beneficiaries.

BLSS-SHD coordinated with the Planning Service-Education Management Information System Division (PS-EMISD) to retrieve the retention rate of the SBFP beneficiaries for SY 2023-2024. However, only 100,000 beneficiaries have been tagged.

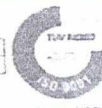
Therefore, all SBFP Focal Persons are requested to coordinate with the schools to ensure that SBFP beneficiaries are tagged in the LIS school database at the Start of the School Year (SOSY) and again at the End of the School Year (EOSY) starting SY 2023-2024. For guidance, please refer to the attached SBFP Tagging Tutorial Guide to ensure that all schools tag their SBFP beneficiaries.

For further inquiries or clarification, please contact Dr. Maria Corazon C. Dumlaog, Ms. Magdalene Portia T. Cariaga, or Ms. Mei-Ling V. Duhig, BLSS-SHD, at cell phone numbers 09175620849 or 09993056058, tel. no. 8632-9935/or via email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).



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# SBFP Tagging Facility

## Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2<sup>nd</sup> semester are allowed to be tagged.

## Steps:

1. Go to LIS website <http://lis.deped.gov.ph> and login using the School user account.

Please sign in

Sign in





Steps:

2. Once logged-in, click the Learner Information System link.



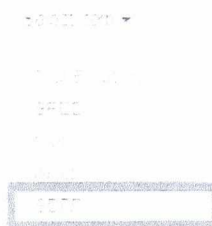
Note:

For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

3. In the Dashboard, click the **List of Classes** tab.



4. Click "Select Item" dropdown list, then select "SBFP".



## Steps:

For SHS:

Click the SHS Tagging Facility. Then, click SBFP.



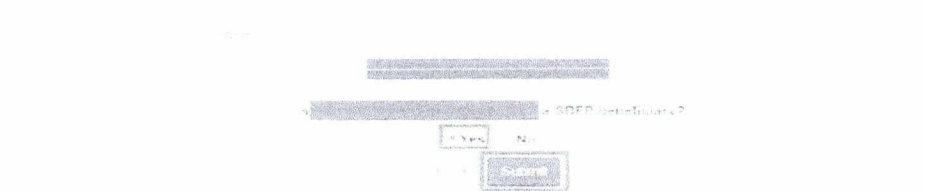
5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Check **Yes** option. Then click the **Submit** button.

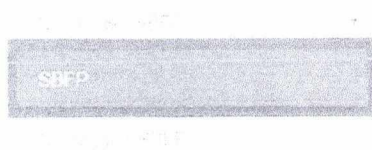


## Steps:

A notification message will be displayed once successfully updated.

9. **View SBFP**

- To see the list of learners' who were tagged as SBFP beneficiaries, click the **SBFP** in the dropdown.



The learner with **Y** under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

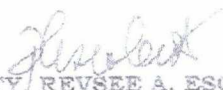
A screenshot of a table with several columns. The columns are labeled 'Learner ID', 'Learner Name', 'Learner Address', 'Learner Contact No.', 'Learner Status', 'Learner Type', 'Learner Category', 'Learner Gender', 'Learner Religion', 'Learner Ethnicity', 'Learner Disability', 'Learner SBFP', 'Learner Other', and 'Learner Remarks'. The 'Learner SBFP' column contains a 'Y' in one of the rows, which is highlighted with a red box. The other rows in the table are blurred.

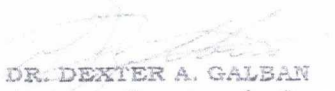



Republic of the Philippines  
**Department of Education**  
OPERATIONS

OUOPS No. 2023-03-4643  
MEMORANDUM

TO : **ROGER B. MASAPOL**  
Director IV, Planning Service

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

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

  
**NENNETH ESPLANA-ALAMA**  
Director IV

SUBJECT : Request for the Measurement of the Retention Rate of the School-Based Feeding Program (SBFP) Beneficiaries for SY 2023-2024

DATE : 2 May 2023

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The School-Based Feeding Program (SBFP) is one of the Department's big ticket programs which aims to address hunger and encourage learners to enroll and attend school, contribute to the improvement of their nutritional status, provide nourishment for their growth and development and help boost their immune system, and enhance and improve their health and nutrition values and behavior. As a learner-support program, it aims to feed the undernourished learners and keep them in school.

Anent to this, the Bureau of Learner Support Services (BLSS), through the School Health Division (SHD), is respectfully requesting for the measurement of the retention rate of the in-coming SBFP beneficiaries for SY 2023-2024 and onwards either through the Learner Information System (LIS) or the Enhanced Basic Information System (EBEIS). The data is being requested to assess the program's contribution to the beneficiaries' learning outcomes. These data are important and

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part of the verification that may directly or indirectly connect to the gains of the SBFP to the learners.

For any concerns and clarifications regarding this matter, you may contact Ms. Magdalene Portia T. Cariaga, Senior Education Program Specialist and SBFP Team Lead, and Ms. Mei-Ling V. Duhig, Health Education Program Officer III, thru email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph) or cp no. 0923-8715146.

Thank you very much.



Republic of the Philippines  
**Department of Education**

# 9-05523

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This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

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 Document Code: **CO-BLSS1-2024-07-1075**  
 Date and Time Added: **2024-JUL-05 09:56:15 AM**  
 Created by: **BLSS - School Health Division**



To ensure the traceability and continuity of the document, kindly update all actions taken using the same document code.

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