



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**DIVISION REPRESENTATIVES FOR THE REGIONAL SEARCH FOR THE MOST
OUTSTANDING SCHOOL-BASED FEEDING PROGRAM AND
GULAYAN SA PAARALAN PROGRAM IMPLEMENTERS FOR SY 2025-2026**

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

1. As part of the continuous implementation of the program and projects under the Oplan Kalusugan (OK) sa DepEd, pursuant to DepEd Order No. 28, s. 2018, this Office continually monitors the implementation of its complementary components across all schools in Muntinlupa.

2. Relative to this, the Schools Division Office of Muntinlupa officially announces the finalists who will represent the Division in the Regional Search for the Most Outstanding School-Based Feeding Program (SBFP) and Gulayan sa Paaralan Program (GPP) Implementers for School Year 2025-2026, as follows:

SBFP Implementing School	- Bayanan Elementary School Unit I
SBFP School Coordinator	- Ms. Rose Marie Flores
GPP Implementing Elementary School	- Soldiers Hills Elementary School
GPP Elementary School Coordinator	- Ms. Jennifer S. Geronimo
GPP Implementing Secondary School	- Muntinlupa National High School
GPP Secondary School Coordinator	- Mr. Peter G. Garcia

3. The identified representatives are enjoined to prepare the required Means of Verification (MOVs), portfolios, and other supporting evidence in accordance with the Regional criteria (see attached).

4. The Regional Search Committee shall evaluate the identified finalists on various dates during the months of September and October 2026.

5. The School Governance and Operations Division (SGOD) shall provide the necessary technical assistance and support to the identified finalists in preparation for the search.

6. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAELE A. OLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

Enclosure: As stated

References: Regional Memorandum No. 605, s. 2026

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

COMMUNICATION

HEALTH

SEARCH

MML / DM –Division Finalists for the regional Search for the Most Outstanding SBFP/GPP Implementers for SY 2025-2026
331 / August 24, 2026



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(Enclosure No. 2 to Regional Memorandum No. ____ s.2026)

2026 REGIONAL SEARCH FOR OUTSTANDING SBFP IMPLEMENTING SCHOOL CRITERIA

SDO:	School:
Date of Evaluation:	School Head:

CRITERIA	WEIGHT	ACTUAL POINTS
FUNCTIONALITY	(35)	
1. Percentage of beneficiaries served	(5)	
1.a. more than 100% of target beneficiaries served	5	
1.b. 100% of target beneficiaries served	4	
1.c. 96-99% of target beneficiaries served	3	
1.d. 90-95% of target beneficiaries served	2	
1.e. <89% of target beneficiaries served	1	
2. Rehabilitation rate	(10)	
2.a. >80% of beneficiaries rehabilitated	10	
2.b. 79-50% of beneficiaries rehabilitated	7	
2.c. <50% of beneficiaries rehabilitated	5	
Rehabilitation Rate Formula:		
$\frac{((\text{Before! No. of Severely Wasted} + \text{Wasted}) - ((\text{After! No. of Severely Wasted} - \text{Wasted}))}{((\text{Before! No. of Severely Wasted} + \text{Wasted}))} \times 100$		
3. Attendance of children	(5)	
3.a. >85% increase in attendance	5	
3.b. 80-85% increase in attendance	3	
3.c. <80% increase in attendance	1	
4. Gulayan sa Paaralan Program	(5)	
4.a. >40% of garden yields shared to the feeding program	5	
4.b. 40% of garden yields shared to the feeding program	3	
4.c. <40% of garden yields shared to the feeding program	1	



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5. Parent Volunteers	(5)	
4.a. with SBFP parent group that actively volunteers in the implementation	5	
4.b. with SBFP parent group but not actively volunteering in the implementation	1	
6. Advocacy	(5)	
4.a. with SBFP social media page with more than 3x a week sharing of photos/videos	5	
4.b. with SBFP social media page with weekly or 2x a week sharing of photos/videos	3	
4.c. no SBFP social media page but shares photos/videos at least once a week	1	
<u>TIMELINESS OF IMPLEMENTATION</u>	(10)	
1. Start of Implementation (Note exact date w/ MOVs)	(5)	
2.a. On time or early start of implementation	5	
2.b. Delayed start of implementation	1	
2. End of Implementation (Note exact date w/ MOVs)	(5)	
3.a. On time or early end of implementation	5	
3.b. Delayed implementation/Double Feeding Conducted	1	
<u>COMPLIANCE TO GUIDELINES</u>	(20)	
1. Completion of required number of feeding days	(5)	
1.a. Extended number of feeding days from savings/partnerships	5	
1.b Complete number of feeding days	3	
1.c. Incomplete number of feeding days	1	
2. Forged partnership with LGUs/NGOs for SBFP	(3)	
2.a. With MOA/MOU of feeding support with LGUs/NGOs	3	
2.b. With support from LGUs/NGOs but no MOA/MOU	1	
3. Use of canteen funds to augment feeding	(3)	
2.a. With 35% of canteen funds used for feeding	3	
2.b. Without verifiable support from canteen funds	1	



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4. Creation of SBFP TWG		(3)	
3.a. With memorandized composition of SBFP TWG	3		
3.b. With TWG but no memorandum	1		
5. Orientation for Implementers Conducted			
4.a Orientation conducted with complete documentation		(3)	
4.b Orientation conducted but not documented	3		
	1		
6. Serving of IFR		(3)	
6.1. Served IFR	3		
<u>PROGRAM MONITORING AND EVALUATION</u>			
1. Monitoring done using SBFP Form 11		(5)	
<u>REPORTS AND RECORDS</u>			
1. Use of approved Cycle Menu	1	(5)	
(Cycle Menu used reviewed by Regional Nutritionist and approved by SDS)			
2. Complete SBFP Forms	1		
3. On time submission of Nutritional Status Report	1		
4. Health Profile of Beneficiaries	1		
5. On time submission of Program Terminal Report	1		
<u>FINANCIAL ACCOMPLISHMENTS</u>			
1. Liquidation Reports (Note exact date w/ MOVs)		(5)	
3.a. On time or early submission of liquidation reports	5		
3.b. Late submission of liquidation reports	1		
<u>PHYSICAL FACILITIES</u>			
1. Feeding Area		(5)	
1. Feeding Area is clean with complete facilities	2		
2. Food Safety Practices			
2.a. Feeding Helpers with Health Certificates	2		
2.b. Feeding Helpers practice food safety and proper hygiene	1		



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ESSENTIAL HEALTH CARE PRACTICE		(10)	
1. Handwashing Practice		(3)	
1.a. Handwashing facilities available in feeding area and documented practice	3		
1.b Handwashing practice not documented	1		
2. Deworming		(3)	
2.a. 100% of beneficiaries dewormed before feeding	3		
2.b Not all beneficiaries dewormed	1		
3. Toothbrushing		(3)	
3.a. Toothbrushing practice of schools Documented	3		
3.b Toothbrushing practice not documented	1		
DOCUMENTATION		(5)	
1. Portfolio and Presentation			
1.a. Excellent presentation with complete portfolio	5		
1.b Incomplete presentation/portfolio	3		
1.c With presentation but no portfolio	1		
TOTAL POINTS		(100)	
Plus factors (1 point each)			
• Nutrition Education for SBFP Beneficiaries and Partner Implementers • Extension of feeding program using savings/LGU or NGO augmentation • Granting of Service Credits to Feeding Coordinators/Helpers • Other good practices (Please identify and provide MOV)			
NAME AND SIGNATURE OF EVALUATOR		Date:	



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(Enclosure No. 3 to Regional Memorandum No. ____ s.2026)

**2026 REGIONAL SEARCH FOR OUTSTANDING SBFP SCHOOL COORDINATOR
CRITERIA**

SDO:	School:
Date of Evaluation:	School Head:
Name of SBFP School Coordinator:	

CRITERIA	WEIGHT	ACTUAL POINTS
PLANNING	(15)	
1. Organize Division/School SBFP TWG	(5)	
1.a. with memorandized SBFP TWG	5	
1.b with TWG but no memo	1	
2. Identify SBFP Beneficiaries		
2.a. Beneficiaries identified based on guidelines	(5)	
3. Tagging of SBFP beneficiaries in the LIS	(5)	
HEALTH AND NUTRITION SERVICES DELIVERY	(20)	
1. Conduct of Nutritional Status Assessment (Note exact date/s w/ MOVs)	(10)	
1.a. On time or early conduct of NS assessment	10	
1.b Late conduct of NS assessment	5	
2. Deworming	(10)	
3.a. 100% of SBFP beneficiaries dewormed w/ corresponding report	10	
3.b Not all SBFP beneficiaries dewormed or w/o corresponding report	5	
CAPACITY BUILDING	(20)	
1. Conduct of SBFP Orientation	5	
2. Conduct of Training on Nutritional Assessment	5	
3. Conduct of Food Safety Training	5	
4. Attendance to Trainings (within 2025-2026)	5	
FINANCIAL MANAGEMENT (PSF and NFP/HM)	(20)	
1. Conduct of Market Survey	5	
2. Preparation of WFP, PPMP, APP, ATP, Project Proposal	5	
3. Preparation of Technical Specifications and Purchase Request	5	
4. Files liquidation documents properly (Note exact dates w/ MOVs)	5	



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<u>REPORTS SUBMISSION</u>	(10)	
1. Nutritional Status Reports	(3)	
2. Monthly Progress Reports	(2)	
3. Program Terminal Report	(5)	
<u>OTHER COMPLIMENTARY ACTIVITIES</u>	(10)	
1. Monitoring of/or Use of Canteen Funds (35%) for SBFP	(5)	
2. Strengthen Implementation of GPP		
2.a With active role in GPP and WinS implementation (Focal or TWG member)	(5)	
<u>DOCUMENTATION</u>	(5)	
1. Portfolio and Presentation		
1.a. Excellent presentation with complete portfolio	(5)	
1.b Incomplete presentation/portfolio	(3)	
1.c With presentation but no portfolio	(1)	
TOTAL POINTS	(100)	
Plus factors (1 point each)		
• School/Division Recognition • Other good practices (Please identify and provide MOV)		
NAME AND SIGNATURE OF EVALUATOR	Date:	



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(Enclosure No. 4 to Regional Memorandum No. ____ s. 2026)

2026 REGIONAL SEARCH FOR OUTSTANDING GPP IMPLEMENTING SCHOOL CRITERIA

SDO:	School:
Date of Evaluation:	School Head:
Name of GPP School Coordinator:	

CRITERIA	WEIGHT	ACTUAL POINTS
PROJECT IMPLEMENTATION		
1. Most varied (Varieties of vegetables planted)	(10)	
1.a. 1-10 varieties	2	
1.b. 11-20	4	
1.c. 21-30	6	
1.d. more than 30 varieties	10	
2. Most productive	(10)	
2.1 using organic inputs or bio-intensive gardening	(3)	
2.1.a. for soil fertility		
-0-2 methods	1	
-3 or more methods	3	
2.1.b. for pest management	(3)	
-0-2 methods	1	
-3 or more methods	3	
2.2. Vegetable products	(4)	
2.2.a. 50% of vegetables have products	1	
2.2.b. 70% of vegetables have products	2	
2.2.c. 80% and above have products	4	
3. Most wide	(5)	
(School area planted with vegetables, estimated area including container and/or vertical gardens)		
3.1. Below 200sqm	1	
3.2. 251-300sqm	2	
3.3. 301-350sqm	3	
3.4. 351 sqm and above	5	
4. Most sustained	(5)	
Sustainability based on:		
-calendar of planting vegetables	1	
-reports of harvest	1	



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-considers the 3Rs principle of reduce, reuse, and recycle	1	
-school narrative report	1	
-all year round productive	1	
5. Most shared		(10)
Sharing of garden yields/proceeds based on records for:		
5.1 Supplementary Feeding		(4)
5.1.a. less than 40%	2	
5.1.b. more than 40%	4	
5.2 Pupils'/Volunteers' Share		(3)
5.2.a. less than 20%	1	
5.2.b. more than 20%	3	
5.3 Maintenance of Food Production Project		(3)
5.3.a. less than 40%	1	
5.3.b more than 40%	3	
PROJECT MANAGEMENT		
3. Functional School/District-Municipal		(5)
Technical Working Committee on Gulayan sa Paaralan as to:		
-School Memo for the creation of members		
-Frequency of TWG meetings as seen in logbook		
-Action Plan for GPP SY 2025-2026		
4. Community Involvement		(5)
# of household garden replicated (random sampling)	1	
1-2	2	
3-4	3	
5-6	4	
7-9	5	
10 and above		
5. Activities/Plans of GPP Included in SIP		(5)
6. Advocacy Campaign		(10)
4.1. Availability of nutritional dimensions of food production and related messages in posters, bulletin boards, etc.	4	
4.2. Integration in the lessons (based on the lesson plan of teachers)	6	
7. Seed banks		(5)
5.1. Establishment of seedbanks	2	
5.2. Variety of seedlings		(3)
5.2.a. below 5	1	
5.2.b. 6-10	2	
5.2.c. 11-15	3	



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8. Nursery		(5)
6.1. Presence of nursery	3	
6.2. Area with seed production		(2)
6.2.a. below 10sqm	1	
6.2.b. more than 10sqm	2	
9. Garden Tools		(5)
7.a. less than 7 kinds of garden tools	3	
7.b. more than 7 kinds of garden tools	5	
10. Garden fence & signages/placards		(5)
8.a. All areas with fence and signages	5	
11. Educational relevance		
11.1 Use of garden to enhance learning experience		(10)
9.1.a. Students involvement		(5)
9.1.b. Adoption of technology by students	3	
	2	
11.2 Use as laboratory to teach basic concepts		
9.2.a Number of visitors who visited the garden		(5)
	2	
9.2.b Use of school garden by teachers for learning opportunities	3	
DOCUMENTATION		(5)
1. Portfolio and Presentation		
1.a. Excellent presentation with complete portfolio	5	
1.b Incomplete presentation/portfolio	3	
1.c With presentation but no portfolio	1	
TOTAL POINTS	(100)	
Plus factors (1 point each)		
• Production of indigenous vegetables • Proof of transfer of technology in community • Proof of Supplying seeds to other schools • Other good practices (Please identify and provide MOV)		
NAME AND SIGNATURE OF EVALUATOR	Date:	



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(Enclosure No. 5 to Regional Memorandum No. ____ s. 2026)

**2026 REGIONAL SEARCH FOR OUTSTANDING GPP SCHOOL COORDINATOR
 CRITERIA**

SDO:	School:
Date of Evaluation:	School Head:
Name of GPP School Coordinator:	

CRITERIA	WEIGHT	ACTUAL POINTS
<u>PROGRAM MANAGEMENT</u>	(25)	
1. Activates School GPP TWG 1.a. with regular meetings of TWG monthly 1.b with TWG meetings quarterly 1.c with semestral TWG meetings	(5) 5 3 1	
2. Maintenance of School Gardens 2.a. ensures continuous maintenance of school garden even during summer break 2.b. limited to no activities in school garden during summer break/only re-maintained during Brigada Eskwela	(10) 10 5	
3. Prioritization of Addressing Malnutrition Problems in Vegetable Cropping/Poultry Farming/Animal Husbandry 3.a. Plants a wide variety of vegetables and fruits and established multiple sources of protein (poultry, fish, others) 3.b. Plants mostly vegetables and 1-2 sources of protein 3.c Plants mostly vegetables but no fruits and no other sources of protein	(10) 10 5 3	
<u>FINANCIAL MANAGEMENT</u>	(20)	
4. Utilization of Garden Yields/Proceeds 4.a. Prepares Monthly Financial Reports signed by the Principal 4.b Prepares Quarterly Financial Reports 4.c Prepares Semestral Financial Reports 4.d Prepares Annual Financial Reports	(10) 10 8 5 3	
5. Manages Donations Appropriately 5.a. With Deed of Donation and Corresponding Accomplishment Reports of Utilization on Eligible Items (CONT.)	(10) 10	



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph



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5.b. Receives donation but acceptance and utilization are not properly documented	5	
REPORTS SUBMISSION		
10. Submission of School Accomplishment Report	(20)	
4.a. On time/early submission of accomplishment reports with substantial data	20	
3.b 1-2 days delayed submission of accomplishment report and/or with incomplete data	10	
CAPACITY BUILDING	(10)	
11. Initiates Conduct of Training for Co-Implementers/TWG	5	
12. Attendance to GPP related trainings (within 2025-2026)	5	
PARTNERSHIPS	(10)	
13. Initiates Partnership with partner-stakeholders w/ MoU/MoA	10	
14. Initiates Partnership but with no proper documentation	5	
ADVOCACY	(10)	
15. Coordinates with other subject teachers for the integration of nutritional dimension and food production in the lesson plan	5	
16. Exerts personal effort in the promotion of vegetable production and consumption (i.e. social media, etc.)	3	
17. Initiates contests to create awareness among learners and stakeholders during Nutrition Month and other school celebrations	2	
DOCUMENTATION	(5)	
1. Portfolio and Presentation		
1.a. Excellent presentation with complete portfolio	5	
1.b Incomplete presentation/portfolio	3	
1.c With presentation but no portfolio	1	
TOTAL POINTS	(100)	



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Plus factors (1 point each) - Innovations and good practices (Please identify and provide MOV)		
NAME AND SIGNATURE OF EVALUATOR	Date:	



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(Enclosure No.6 to Regional Memorandum No. ____ s. 2026)

SEARCH FOR THE MOST OUTSTANDING SCHOOL-BASED FEEDING PROGRAM (SBFP), GULAYAN SA PAARALAN PROGRAM (GPP), AND WASH IN SCHOOLS (WinS) PROGRAM IMPLEMENTERS FOR SCHOOL YEAR 2025-2026 IN THE NATIONAL CAPITAL REGION (NCR)

(Guide Questions for the 3 to 5-minute video presentation for the Nominated Outstanding SBFP/GPP School Coordinators)

1. State your personal information (e.g., name, age, SDO, school, years in service in DepEd, and years of service as SBFP/GPP School Coordinator).
2. When SBFP/GPP was assigned to you, what was your initial reaction?
3. What challenges have you encountered in managing SBFP/GPP SY 2025-2026 implementation and what motivates you to continue handling the program?
4. What was your best contribution in the enrichment of SBFP/GPP SY 2025-2026 implementation?
5. As an SBFP/GPP School Coordinator, are you confident with the effectivity and efficiency of the program? Why?
6. What best practices can you share to your fellow SBFP/GPP School Coordinators on program implementation and management?
7. What innovative and relevant ideas have you contributed in the successful implementation of SBFP/GPP SY 2025-2026?
8. What accomplishments are you planning to achieve in SBFP/GPP SY 2026-2027 implementation?



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph