



DIVISION MEMORANDUM No. 910, s.2019

TO: ALL PUBLIC ELEMENTARY SCHOOL PRINCIPALS
FROM: The Office of the Schools Division Superintendent
RE: **SCHOOL-BASED FEEDING PROGRAM GUIDELINES AND RECOMMENDATIONS**
DATE: August 15, 2019

- 1) In relation to the implementation of the **School-Based Feeding Program** which started July 15, 2019, below are suggestions based from the report and of the observations of the Technical Working Group.
- 2) SBFP Liquidation Report shall be posted at the Transparency Board monthly.
- 3) Starting August, 2019, a COOK may be hired for an honorarium of P3,000.00 per month, on a No Work, No Pay Policy, charged from the Special Education Fund (SEF). Daily computation of pay shall be determined by the number of feeding days per month. These are the guidelines:
 - a. One (1) cook may be hired for every 31 – 100 beneficiaries and two (2) cooks for 100 – 200 beneficiaries.
 - b. Preferably the cook is one of the parents of the beneficiaries.
 - c. Work schedule is from 7:30 – 4:00pm and under the supervision of the School Nutrition Coordinator. Duties and functions are the following:
 1. Cooks the daily recipe.
 2. Maintains the cleanliness of the utensils and kitchen area.
 3. Assists in the procurement of commodities.
 4. Conducts inventory of supplies and utensils.
 5. Checks and records the attendance of the beneficiaries.
 - d. Wears white T-shirt and green apron, hairnet and spit guard. There shall be NO wearing of accessories like dangling earrings, bracelet, ring and necklace. Long and polished nails are not allowed.
 - e. Health Certificate is required.
 - f. Filling-up of Daily Time Record is required.
 - g. Performs other works related to school feeding.

For information and dissemination.

For and in the absence of the Schools Division Superintendent:

CHRISTINE C. BAGACAY, Ed.D.
Chief Education Supervisor
OIC, Office of the Asst. Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION
RELEASED
By: <u>MAI</u>
Date: <u>AUG 19 2019</u> Time: <u>3:45</u>
Remarks: <u>Disseminated # 910-019-08</u>