



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum

No. **312**, s. 2025

Submission of Project Proposal for the Improvement of the Lighthouse Garden

To: School Head, San Julian Elementary School
 All Others Concerned

1. In reference to **DepEd Memorandum No. OM-OUOPS-2024-08-00378**, titled "Guidelines on the Utilization of Program Support Funds (PSF) for the Implementation of the School-Based Feeding Program (SBFP) Components," this Office requests the **submission of a project proposal** for the improvement of the Lighthouse Garden of San Julian Elementary School.
2. The amount of Forty Thousand Pesos (P40,000.00) shall be allocated to support the said project in alignment with the allowable expenses under the Program Support Funds for SBFP.
3. The project should aim to enhance the sustainability and functionality of the Lighthouse Garden as a supplemental food source in support of SBFP implementation.
4. The project proposal must be submitted to the Schools Division Office through the School Governance and Operations Division (SGOD) – School Health and Nutrition Section (SHNS) on or before June 2, 2025 to facilitate the procurement process for the said program.
5. Attached herewith is a copy of DepEd Memorandum No. OM-OUOPS-2024-08-00378.
6. Immediate and strict compliance is directed.



for: [Signature]
VILMA D. EDA, CESO V
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@depd.gov.ph
Website: www.depedviganity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM
 Lama/05-28-2025





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS 2024-08. 00247

TO : ALL REGIONAL DIRECTORS
EDUCATION SUPPORT SERVICES DIVISION-SCHOOL HEALTH SECTION
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION-HEALTH AND
NUTRITION UNIT
SCHOOL-BASED FEEDING PROGRAM COORDINATORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance

MALCOLM S. GARMA
Assistant Secretary, Officer in Charge,
Office of the Undersecretary for Operations

SUBJECT : GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS
(PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING
PROGRAM (SBFP) COMPONENTS

DATE : January 2, 2025

The Operations Strand, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), is responsible for overseeing and managing the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation, and Hygiene (WASH) in Schools (WinS) Program, Gulayan sa Paaralan Program (GPP), and Integrated School Nutrition Model (ISNM). These programs are grouped under the Nutrition and Hygiene Unit of the School Health Division. These mentioned programs are complementary programs that support the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices; Gulayan sa Paaralan Program - for maintaining a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners.

The funding for the implementation of this policy shall be charged against the FY 2025 (RA No. 12116) School-Based Feeding Program (SBFP) funds.

For a detailed breakdown of the fund distribution across program components, please refer to **Annex A**, which provides the allocation list for the SBFP.

For clarifications and concerns, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Ms. Christine Isabel B. Buenvenida**, HEPO II, **Ms. Gail Hariette C. dela Rosa**, TA II and **Mr. Dranoel Cyrus C. Banguio**, TA II, under the Nutrition and Hygiene Team through email at sbliz@deped.gov.ph or at telephone number (02) 8632 9935.

For immediate dissemination and compliance.

ANNEX A

GUIDELINES ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS (PSF) FOR THE IMPLEMENTATION OF THE SCHOOL-BASED FEEDING PROGRAM (SBFP) COMPONENTS

I. Rationale/Background

SBFP aims to improve the classroom attendance and nutritional status of the target beneficiaries. The provision of Hot Meals (HM) or Nutritious Food Products (NFP) and Milk to severely wasted and wasted learners are expected to contribute to the readiness of the learner to participate and benefit in the education process, complete their elementary education, and to improve their nutritional status. Concurrently, the WinS Program emphasizes the promotion of good hygiene and safe food preparation practices across all program components, particularly within meal preparation areas. In addition, the Gulayan sa Paaralan Program (GPP) and the Integrated School Nutrition Model (ISNM) focus on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools. These mentioned programs are complementary programs that directly affect the implementation of the SBFP. The WinS - for ensuring safe and drinking water and proper sanitation facilities and in enhancing our learners' hygiene and sanitation practices through our WinS Program; GPP and ISNM - for a healthy food environment in schools and communities

II. Scope

This policy provides guidelines to the ROs and SDOs on the implementation of the SBFP and its program components in DepEd. It covers mechanisms for the release allocation, utilization of the downloaded additional program support funds and monitoring and evaluation of the SBFP, WinS, GPP, and ISNM.

Specifically, on the following eight (8) activities subject to the usual accounting and auditing rules and regulations:

1. Refurbishment of selected Central Kitchens (CKs) for Reactivation
2. Hiring of CoS for Central Kitchen Training Centers (CKTCs)
3. Operational Funds for selected CKTCs;
4. Implementation of the WinS Program;
5. Procurement of Deworming Medicines and/or Soaps;
6. Implementation of the GPP;
7. Implementation of the ISNM; and
8. Implementation of the Home-grown School Feeding Program (HGSF) for Calendar Year (CY) 2025.

III. Program Component

1. **Central Kitchen** - One of the components of SBFP is the Central Kitchen (CK). CK is a school or LGU supervised facility that centralizes the procurement and food preparation or cooking of a school or group of schools. The food preparation



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633 5313; (02) 8631 8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	GM-CKOPS	Rev	01
Effectivity	632423	Page	3 of 16



is done in the CKs, and the prepared food is delivered to or picked up by the satellite schools for distribution among its feeding program beneficiaries. As of this day, there are 56 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK were selected as training centers for Calendar Years (CYs) 2023-2025. These CKs will undergo training to become learning centers for benchmarking and training facilities for LGUs and other stakeholders that are willing to support the establishment of the central kitchen in their district or municipality. There were already 10 Central Kitchen Training Centers (CKTCs) that were established and trained and the other 5 will be trained in CY 2025.

2. **WinS Program** – The WinS Program is a comprehensive, sustainable and scalable school-based program that sets the basic requirements and standards on five (5) key elements: **Water, Sanitation, Hygiene, Deworming and Health Education**. It aims to ensure knowledge and understanding among learners of effective hygiene and sanitation projects; improve equitable access to safe water, adequate toilets and handwashing facilities; improve hygiene and sanitation practices among the learners to enable them to develop life-long positive hygiene and sanitation behaviors; and engage public and private partners for the program implementation and sustainability.

WinS Program is mandated by DepEd Order No. 10 s. 2016 "Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program". Other supporting bases are DepEd Memorandum No. 194 "Implementing Guidelines to DepEd Order No. 10, s. 2016 "Police Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program" and DepEd Memorandum No. 13, s. 2021 "Designation of WinS Coordinators in the Department of Education Regional and Schools Division Offices".

3. **GPP and ISNM** - GPP aims to establish and maintain a vegetable garden for a healthy food environment in schools and communities and develop healthy eating habits among the learners. It supports the hunger mitigation initiatives of the government and encourages both public elementary and secondary schools to establish school gardens to ensure continuous supply augmentation of vegetable supplies for the School-Based Feeding Program (SBFP), and other feeding programs. DM NO. 223, s. 2016 titled "Strengthening the Implementation of the *Gulayan sa Paaralan* Program in Public Elementary and Secondary Schools Nationwide" shall be used as reference in the disbursement of funds.

The **ISNM** is the integrated model showing the synergism of a school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities. Schools implementing the ISNM are called Lighthouse Schools

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. The established network of Lighthouse Schools adopted the ISNM and school-based Crop Museums that serve as repositories of traditional and indigenous

vegetables. The Crop Museums, located within the network of the Lighthouse Schools, serve as seed banks fostering the multiplication and exchange of crop types and varieties across schools and with local communities to promote food diversity for food and nutrition of schoolchildren, and resilience of school gardens mitigating effects of climate change.

4. **Home-Grown School Feeding Program** - The Home-Grown School Feeding (HGSF) is an innovative modality of school meals which promotes nutrition and learning for schoolchildren, while linking with local smallholder farmers, the procurement of food commodities for the feeding program. The HGSF consists of daily delivery of nutritious hot meals that include locally sourced food, including rice, meats, vegetables, etc. through onsite cooking. By contributing to the education of children and addressing nutrition challenges, and creating market opportunities for local smallholder farmers, the HGSF is one of the most cost-effective and impactful strategies to implement the Government's school meals program.

Through the HGSF, World Food Programme (WFP) will support the Philippine Government in enhancing and expanding the national school meals program to reach 3.2 million schoolchildren and create transformative change for 1.6 million smallholder farmers and families by 2028. The core objective of the HGSF project is to foster the development of a robust national HGSF system, bolstering government efforts to manage local systems. WFP is directly supporting the Government in designing the pilot schools. This entails i) setting standards and establishing processes for local food purchases, ii) developing customized school menus, and iii) providing human resources for planning, implementing and monitoring the program.

The HGSF pilot is a partnership between the Philippine Government (national and sub-national levels) and WFP. In Luzon and BARMM, the program is funded and implemented by the Government with WFP's support. In consultation with the Government and based on the vulnerability of local communities, seven (7) local governments and nine (9) elementary schools in Maguindanao Province (BARMM), and three (3) local governments and 3 elementary schools in Isabela Province (Luzon) were identified to pilot the HGSF. Isabela Province (Luzon) is one of the two locations prone to natural disasters, wherein WFP aims to promote climate change mitigation and adaptation, including the utilization of climate-smart agricultural practice.

IV. Utilization of Funds

Program Component	Allowable Activities	Eligible Expenses
Central Kitchen (CK)	Refurbishment of Selected Central Kitchens for Reactivation for FY 2025	Payment of expenses for the minor repairs of the facility, such as but not limited to, repainting, fixtures of ceiling, etc. Minor repairs to be done in the CK should be in coordination with the Schools Division Office Engineers.

Program Component	Allowable Activities	Eligible Expenses										
		Purchase of additional kitchen tools, cookware, utensils and equipment (burners, refrigerators, or freezers) below P50,000.00 may be procured pursuant to Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022, subject to the usual accounting and auditing rules and regulations.										
	Hiring of CoS for Central Kitchen Training Centers (CKTCs)	Payment of salary of the hired Central Kitchen Technical Assistant (TA) (C-3) The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Joint Memorandum of the Finance and Operations Strands titled "Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP)."										
	Operational Funds of CKTCs	An allocation of Fifty Thousand Pesos (Php 50,000.00) per CKTC is provided, covering the cost of conducting up to 10 sessions/visits, with a maximum capacity of 15 participants per session. Here is a sample expenses for reference: <table><thead><tr><th></th><th>AMOUNT</th></tr></thead><tbody><tr><td>Operation Expenses (Gasul, Dishwashing Soap etc.)</td><td>P1,300.00</td></tr><tr><td>Ingredients for the 2 menus (Php 22 x 50 pax x 2)</td><td>P2,200.00</td></tr><tr><td>Snacks of Visitors (Php100 x 15 pax)</td><td>P1,500.00</td></tr><tr><td>Total</td><td>P5,000.00</td></tr></tbody></table> The schools shall liquidate the downloaded funds to the SDO.		AMOUNT	Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00	Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00	Snacks of Visitors (Php100 x 15 pax)	P1,500.00	Total	P5,000.00
	AMOUNT											
Operation Expenses (Gasul, Dishwashing Soap etc.)	P1,300.00											
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	P2,200.00											
Snacks of Visitors (Php100 x 15 pax)	P1,500.00											
Total	P5,000.00											
WinS	Refurbishment of handwashing facilities not exceeding to P50,000	Repair/improvement of handwashing facilities										
	Conduct of water testing at least once every calendar year	Payment for the water testing										
	Production of IEC materials	Payment for the printing/ production of IEC materials										

Program Component	Allowable Activities	Eligible Expenses
	<ul style="list-style-type: none"> Traveling to and from the program Transportation and parking fees Food and drink Program-related expenses Stipends Traveling Workshops Meetings and seminars Camping fee Contract of awarding and recognition activities 	<ul style="list-style-type: none"> Program-related and training materials Program-related expenses to form and
	<ul style="list-style-type: none"> Provision of deworming medicines and soaps for Ali Kinder and Severely Wasted and Wasted Grade 1-6 learners of SBFP 2025 identified target (3,398,541 SBFP beneficiaries) @P10 per beneficiary. 	Purchase of deworming medicines and soaps
Outlay or Transfer	<ul style="list-style-type: none"> Conduct of: <ul style="list-style-type: none"> Capacity building Advocacy Campaigns Seminars, orientations, fora, and meetings Establishment, maintenance and 	<ul style="list-style-type: none"> Payment for Board and lodging supplies/materials, transportation expenses, and other related expenses to the activity Purchase of garden tools materials and equipment

Program Component	Allowable Activities	Eligible Expenses
	sustainability of school gardens	
ISNM	Establishment of Lighthouse	Purchase of garden inputs for the improvement/ maintenance of crop museum and nurseries of indigenous vegetables
	Conduct of benchmarking, capacity building, and orientation activities among nearby schools with school gardens and other ISNM related activities as deemed necessary.	Payment for board and lodging, meals, supplies/materials, and other related expenses to the activity
	Advocacy	Procurement of signages, reproduction/ development of information materials such as leaflets and videos for advocacy activities, and reproduction of appropriate nutrition education materials.
Home Grown Feeding Program	Implementation of HGSP	Purchase of daily nutritious school meals to 3,000 schoolchildren (from kindergarten to grade 6).

V. Release of Funds

The funds shall be released either to Regional Offices or School Division Offices through the issuance of Sub Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office to the field implementers based on the Allocation of Funds provided by the Bureau of Learner Support Services - School Health Division. The receiving of downloaded funds at the Regional Offices or Schools Division Offices shall be consistent with the established procedures.

VI. Use of Balance/Excess/Unutilized Funds

A. Central Kitchens (CKs)

1. Hiring of CoS for CKTCs

Any excess from the downloaded funds due to non-hiring in the field offices for FY 2025, the Regional Director and Schools Division Superintendent concerned may use the unutilized amount for the hiring of COS personnel for FY 2026 and other CKTC Activities related activities.