



Republic of the Philippines  
Department of Education

07 SEP 2020

DepEd O R D E R  
No. **022** s. 2020

**ADDITIONAL PROVISIONS AND AMENDMENTS TO DEPED ORDER NO. 036, s. 2019**  
(Guidelines on the Implementation of School-Based Feeding  
Program-Milk Feeding Component)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To ensure the growth and development and also to boost the immune system of learners during the pandemic, the Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), issues the **Additional Provisions and Amendments to DepEd Order (DO) No. 036, s. 2019** titled *Guidelines on the Implementation of School-Based Feeding Program-Milk Feeding Component*.

2. This Order is issued in support of DO 007, s. 2020 titled *School Calendar and Activities for School Year 2020–2021*, while the implementation of the School-Based Feeding Program will strictly comply with DO 014, s. 2020 titled *Guidelines on the Required Health Standards in Basic Education Offices and Schools* based on the Department of Health (DOH) Administrative Order No. 2020-0015 or the *Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation*.

3. The additional provisions and amendments to DO 036, s. 2020 are as follows:

**a. Additional Provisions**

- i. In light of the COVID-19 Pandemic, the School-Based Feeding Program (SBFP)-Milk Feeding Component initially scheduled for implementation in March 2020 shall now commence in **September 2020** for areas identified under **Batch 1** using fresh milk; while the areas identified for **Batch 2** will start in **October 2020** using fresh milk. Areas under **Batch 3** will commence in **November 2020** using Sterilized Milk Packs (SMP) or Fresh Milk. Milk feeding shall be conducted for a period of **20 days**.
- ii. The beneficiaries for the SBFP-Milk Feeding Component will still be the same learners identified to be the recipients for SBFP-hot meals for School Year 2019–2020 and all Kindergarten learners. Grade 6 recipients who were promoted to Grade 7 will no longer be included in the program. If the milk allocation is not sufficient to cover the target beneficiaries (undernourished plus all Kindergarten pupils), then the feeding days may be adjusted accordingly.
- iii. The schools can also have additional beneficiaries if the allocation is still in excess or if there are beneficiaries who refused milk ration due to valid reasons. They can choose from among those stunted learners,

indigenous peoples (IPs), pupils-at-risk-of-dropping-out (PARDOs), and indigents.

- iv. In case the number of school days is short for the feeding cycle, schools may double feed the milk ration towards the end of the required number of feeding days, one in the morning and another in the afternoon. The schools shall ensure that the parents of the beneficiaries have been advised to let their children eat meals or snacks before allowing them to drink milk to avoid stomach ache.
- v. Without the assurance of a face-to-face learning, schools are encouraged to strategize schemes to deliver the milk packs to the children. The following options are offered:
  - (1) Parents can pick-up the milk on designated days and time,
  - (2) School personnel may opt to distribute the milk packs from the school to the homes of the beneficiaries or they may outsource the distribution to households, or
  - (3) School personnel may coordinate with partners such as the barangay or NGOs to distribute the milk packs from the school to the homes of the beneficiaries.
- vi. The Schools Division Offices (SDOs), National Dairy Authority (NDA)/Philippine Carabao Center (PCC) field offices, and local dairy supplier shall agree on the packaging of milk, either in 180-200 ml pouch or one-liter bottle.
- vii. Other stakeholders may adopt the areas that have no available supply of milk based on the source map of NDA/PCC provided that they have a Certificate of Exemption from the Inter-Agency Committee on Executive Order (EO) No. 51. The DepEd Central Office External Partnerships Service will assist in the preparation of Memorandum of Agreement (MOA) and other pertinent documents related to this.
- viii. Even if milk packs are to be consumed at home, it is important to communicate to the parents/guardians that the program recipients should be the ones to drink the milk.

## **b. Amendments**

### **i. On Collaboration with NDA and PCC under Section V.B.2**

- (1) DepEd, through the BLSS-SHD, shall seek assistance of and coordinate with the PCC/NDA in identifying, gaining access to and dealing with the local dairy farms and/or cooperatives for the sourcing and procurement of fresh milk and sterilized milk, as well as the provision of technical assistance and other services in ensuring the production, processing, packaging, delivery and storage, as well as the safety and hygiene of the fresh milk and sterilized milk that are to be given to the intended beneficiaries. It shall also be embodied and defined in a framework MOA wherein the policy and general framework of cooperation and coordination between DepEd and PCC/NDA, as well as the operational details in the implementation of the SBFP-Milk Feeding Component

shall be established. The MOA shall also be entered between DepEd and PCC/NDA in the nature of an agency-to-agency agreement as contemplated under Republic Act (RA) No. 9184. The said MOA shall likewise stipulate the details of coordination and transactions between the SDOs and the PCC/NDA national headquarters or regional offices that will be embodied in operating MOAs and in call-off purchase orders.

- (2) The Operating MOA (with Purchase Order as attachment) should be signed by the SDO and the NDA/PCC field offices. The signed Operating MOA shall be the basis for the request for NCA from DBM, then the SDO will transfer the funds to NDA/PCC field offices, then the milk distribution to schools will follow.

**ii. On Fund Availment and Management under Section V.C.11**

- (1) The SDO shall prioritize the transfer of funds to NDA and/or PCC to cover the supply and delivery, as well as, the services and assistance related to the production, processing, packaging, delivery and storage of fresh milk and sterilized milk sourced from local dairy farmers and/or cooperatives for the implementation of milk feeding with a period of not more than 20 days. The transfer shall be in accordance with the Operating MOA with NDA and/or PCC and shall include the 2% Service Fee of NDA and/or PCC.
- (2) The SDO downloaded milk funds for FY 2019 good for 30 feeding days, however, implementation is only for a maximum of 20 feeding days. Hence, the remaining allocation shall be treated as excess funds including the balance from SBFP Hotmeals FY 2019 to cover operational expenses such as distribution cost/transportation expenses, conduct of orientation, coordination meetings, and monitoring activities, and procurement of ice, coolers, freezers/ refrigerators for the schools or designated drop-off points. It shall also cover expenses for Level 1 Personal Protective Equipment (PPEs), gloves, face shield, face masks, alcohol, sanitizers other medical and dental supplies, and multivitamins/Vitamin C for the beneficiaries and/or implementers subject to the approval of the Schools Division Superintendent.
- (3) The estimated cost per 200 ml pouch of milk is at ₱18.00 for a 200-ml pouch or ₱90.00 for a 1-liter bottle. However, additional cost from ₱1.00–2.00 per pouch or ₱5.00-6.00 per bottle may be allowed as additional transportation cost for milk supplies coming from another province or region subject to the usual procurement, accounting, and auditing rules and regulations.
- (4) In allocating the amount for distribution cost, the SDO or the school must determine the most economical and efficient mode of transporting the goods from the drop-off point to the school and/or to the homes of the learners.

- (5) The SDO may allocate a fair and reasonable amount to cover the cost for the conduct of orientation, coordination meetings, and monitoring activities, and procurement of ice, coolers, freezers/refrigerators for the schools or designated drop-off points. The amount allocated for this purpose must be guided by the Commission on Audit (COA) Circular 2012-003 dated October 29, 2012 re: *Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant, and Unconscionable Expenditures*.
- (6) The procurement of freezers/refrigerators for the schools and/or designated drop-off points shall be done at the division level and shall observe the requirements of RA 9184, otherwise known as the *Government Procurement Reform Act* and its Implementing Rules and Regulations (IRR). It shall also observe the rules governing semi-expendable properties with unit cost below the capitalization threshold of ₱15,000.00 and the issuance of the Inventory Custodian Slip (ICS) to the end user to establish accountability.
- (7) The SDO shall record in its book of accounts the transactions related to transfer of Milk Feeding Funds to NDA and/or PCC. The transactions shall have the following journal entries:

<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>
1. Transfer of funds to NDA and/or PCC	Transfer to NDA: Due from government-owned and controlled corporation (GOCC) – ₱ xxx	Cash-Modified Disbursement System (MDS) – ₱ xxx
	Transfer to PCC: Due from national government agency (NGA) – ₱ xxx	
2. Liquidation of NDA/PCC	Food supplies expense – ₱ xxx	Liquidation by NDA: Due from GOCC – ₱ xxx
		Liquidation by PCC: Due from NGA – ₱ xxx
3. Return of balance by NDA/PCC	Cash-collecting officer – ₱ xxx	Balance from NDA: Due from GOCC – ₱ xxx
		Balance from PCC: Due from NGA – ₱ xxx
4. Deposit to Treasury of the returned balance	Cash-Treasury/Agency Deposit, Regular – ₱ xxx	Cash-collecting officer – ₱ xxx

- (8) The submission of NDA and PCC of final liquidation report shall be supported with the following documents:
- (a) Report of checks issued and report of disbursement certified correct by the Accountant, approved by the Head of the NDA Field Department Office/PCC Regional Center/PCC National Headquarters and duly audited by the Auditor of the NDA Field Department Office/PCC Regional Center/PCC National Headquarters;
  - (b) Copy of Credit Notice Issued by the Auditor of the NDA Field Department Office/PCC Regional Center/PCC National Headquarters; and
  - (c) Copy of the Official Receipt (OR) issued for the refund unexpended/unutilized balance of fund transfer.

In the event that the NDA/PCC is unable to submit the said supporting documents within 30 days from the last day of implementation of Milk Feeding, the NDA/PCC should officially inform the SDO through a letter with an attached copy of the documents submitted for review and audit duly received by the Auditor's Office. The NDA/PCC is given another 30 (thirty) days to comply with the requirements.

**iii. On Specifications, Quality Standards, and Delivery of Fresh Milk and Sterilized Milk**

- (1) SDOs and local dairy suppliers shall identify and agree 1-2 drop-off point/s per school district/SDO for the milk supply deliveries.
- (2) Local dairy suppliers shall inform the recipient schools and drop-off point on the schedule of delivery, and that the minimum public health standards to prevent spread and mitigate COVID-19 should be strictly followed (wearing of masks and gloves for both suppliers and consignees, social distancing, highest food safety standards, etc.)
- (3) As part of quality assurance, a Proximate Analysis on the Physico-Chemical and microbiological test on milk shall be submitted by NDA/PCC as an alternative to nutrition facts before the first delivery of milk.
- (4) During the delivery of milk, one authorized consignee and two members of the Inspection Team should be present to sign the Delivery Receipt (DR) and the Inspection and Acceptance Report (IAR).
- (5) SDOs may arrange the delivery of milk from drop-off points to schools or the school recipients may pick-up their milk supply from the drop-off point. It is the responsibility of the school recipients to ensure that their milk supply is picked-up during the exact time of delivery by the supplier or within an hour at the most to preserve the quality and freshness of

milk. Immediate distribution to the recipients shall likewise follow.

- (6) Schools shall document the receipt of milk supply by parents for all deliveries made. All receiving documents shall be forwarded to SDOs at the end of feeding cycle for accounting and recording purposes.
4. All other provisions in the existing guidelines on the implementation of the SBFP-Milk Feeding Component as stated in DO 036, s. 2019 shall remain in force, unless sooner repealed, amended, or rescinded.
5. Regional directors, schools division superintendents, and school heads are enjoined to extend full administrative support to the implementation of the SBFP-Milk Feeding Component.
6. Forms relevant to this Order, SBFP Forms 1-12, are enclosed and also available for download at [https://bit.ly/SBFP\\_Forms](https://bit.ly/SBFP_Forms). Each SDO is requested to use the SBFP Monitoring Summary in Google Sheets to be updated monthly by all SBFP-recipient schools in their division.
7. Likewise, BLSS-SHD shall upload the National SBFP Monitoring Summary in Google Sheets for regular updating (monthly/quarterly) by the SBFP RO and SDO focal persons at [https://bit.ly/CO\\_SBFP\\_Monitoring\\_Summary](https://bit.ly/CO_SBFP_Monitoring_Summary). The CO and ROs shall monitor and validate the updates in the Google Sheet.
8. This Order shall take effect upon its approval.
9. For more information, please contact the **Bureau of Learner Support Services-School Health Division**, 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or at telephone number (02) 8632-9935.
10. Immediate dissemination of and strict compliance with this Order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated

References:  
DepEd Order Nos. (036, s. 2019; 007, s. 2020; 014, s. 2020) and 018, s. 2019

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

AMENDMENT  
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DEPED-OSEC-420496