



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
MAY 20, 2025
BY: MJS
TIME: 12:40PM

MAY 20, 2025

REGIONAL MEMORANDUM
ESSD - 2025 - 0517

To: Schools Division Superintendents) Division of Siargao
All Others Concerned) Division of Surigao City

CONDUCT OF THE PROCESS EVALUATION RESEARCH ON THE SCHOOL-
BASED FEEDING PROGRAM

1. The Department of Education Caraga Region requests the support and cooperation of the Schools Division Offices of Siargao and Surigao City for the Process Evaluation Research on the School-Based Feeding Program (SBFP).
2. The research will be conducted by IDinsight, to assess implementation quality and consistency of the SBFP, identify the best practices and key gaps in program delivery and to provide actionable recommendations for improving program implementation.
3. Specifically, the research will be conducted at the following areas and schedule:

DIVISION	PROVINCE AND MUNICIPALITY/CITY	SCHOOL	TENTATIVE DATA COLLECTION DATES
Surigao City	Surigao City	Margarita Memorial Central Elementary School	May 26 – May 30, 2025
Siargao Island	Pilar, Siargao Island	Pilar Central Elementary School	June 2 – June 6, 2025

4. In each data collection area, two key informant interviews (KIIs) and three focus group discussion (FGDs) will be conducted. Respondents will be selected based on their role and involvement in the program. Additionally, IDinsight may request relevant documents to augment its understanding of SBFP implementation. The table below outlines the specific interview types, respondent details, and associated document requests for each data collection activity:

INTERVIEW TYPE	RESPONDENT DETAILS	DOCUMENT REQUEST
KII	SBFP Focal Person at the School Division Office	• Templates and tools for identifying SBFP beneficiaries and assessing their nutritional status

		• Templates and samples of measurement and monitoring forms, such as attendance sheets, daily feeding forms, and monthly/terminal reports • Budget Allocation details for the SBFP • Copy of training materials used by the local program teams
KII	SBFP LGU Representative **	• LGU Budget Allocation details for the SBFP • Templates and samples of monthly/terminal reports
FGD	Central Kitchen Staff **	• Samples of the Cycle Menu • Supply maps outlining the procurement process for hot meals, nutritional food products, and milk
FGD	School – level SBFP Core Group (Includes the School-level Feeding Coordinator, non-teaching personnel, parent volunteers)	• Sample of parent assignment schedule
FGD	Parents of SBFP beneficiaries	

***Note: Will only conduct these interviews in data collection sites that receive LGU support or have a Central Kitchen.*

5. The IDinsight research team will tentatively arrive on May 25, 2025 at Siargao Island. Final itinerary of the IDinsight team will be communicated prior to the SDO SBFP Focal. SBFP Focal Persons are expected to assist and coordinate with the team. The research will cover program implementation for School Year 2024–2025.

6. Transportation arrangements and logistics for school visits and meetings will be facilitated by the respective SDOs.

7. Travel expenses shall be charged to the School – Based Feeding Program - Program Support Funds (SBFP-PSF) or local funds, subject to standard accounting and auditing rules and regulations.

8. Should there be questions or concerns, you may reach out to the Regional SBFP Coordinator Ms. Rena Grace G. Tul – id at 09383171896 or via email renagrace.tul-id@deped.gov.ph or Lee Anne Mae L. Alicaya, Technical Assistant I – SBFP at 09154514648 or via email leeannemae.alicaya@deped.gov.ph.

9. For information and dissemination.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: OM-OUOPS-2025-08-02413

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

RESEARCH

ESSD/IIa
05/13/2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2025-08-02413

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**
NCR, CAR, CALABARZON, Region VII, Region XI, Region XII, and
CARAGA

FROM : MALCOLM S. GARMA
Undersecretary for Operations

**SUBJECT : ENDORSEMENT OF THE CONDUCT OF THE PROCESS
EVALUATION RESEARCH ON THE SCHOOL-BASED FEEDING
PROGRAM**

DATE : April 08, 2025

This is in reference to the initiative of the National Economic and Development Authority (NEDA) to conduct a comprehensive assessment of the national feeding programs in the Philippines, including the Department's School-Based Feeding Program (SBFP). The NEDA commissioned IDinsight to conduct the said study.

The process evaluation aims to enhance the implementation of the program by specifically assessing implementation quality and consistency in beneficiary assessment, nutritional requirements, feeding period, human resources, capacity building, operational guidelines and processes, and reporting and monitoring, and by identifying best practices and key gaps in program delivery. The results of the study hope to inform the Philippine government's investment in child nutrition and provide actionable recommendations for improving program implementation.

In this regard, this office endorses the conduct of the SBFP Process Evaluation from April to June 2025 with focus on the implementation for SY 2024-2025 in the specified data collection sites:

APPROVED BY OURE
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
RELEASE
DATE: 4/24/25 TIME: 1:00 PM
NAME: [Signature]
GOVERNOR: MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

Selected Data Collection Sites for SBFP Process Evaluation		
Region	SDO	Province and Municipality/City
National Capital Region (NCR)	Taguig-Pateros	Taguig City
		Pateros
	Valenzuela	Valenzuela City
Cordillera Administrative Region (CAR)	Benguet	La Trinidad, Benguet
	Baguio City	Baguio City, Benguet
CALABARZON (Region IV-A)	Laguna	Los Baños, Laguna
		Pila, Laguna
Central Visayas (Region VII)	Negros Oriental	Valencia, Negros Oriental
	Bais City	Bais City, Negros Oriental
	Cebu Province	Carmen, Cebu
	Carcar City	Carcar City, Cebu
Davao Region (Region XI)	Tagum City	Tagum City, Davao del Norte
	Davao del Norte	Asuncion, Davao del Norte
SOCCSKSARGEN (Region XII)	General Santos City	General Santos City
	Sarangani	Alabel, Sarangani
Caraga (Region XIII)	Surigao City	Surigao City, Surigao del Norte
	Siargao Island	Pilar, Surigao del Norte

The Regional and Schools Division SBFP Focal Persons of the abovementioned regions and Schools Division Offices (SDOs) are hereby requested to assist the representatives of IDinsight to formalize this activity and provide technical assistance on this research. Attached herewith for ready reference is the research brief.

For more information, queries, and concerns, please contact Ms. Jessa B. Magana, Technical Assistant II of Bureau of Learner Support Services-School Health Division (BLSS-SHD), at (02) 8632-9935 or email at sbfp@deped.gov.ph.

[BLSS-SHD/JBM]

Process Evaluation of the Department of Education (DepEd) School-Based Feeding Program (SBFP)

Introduction

The World Food Programme (WFP) commissioned IDinsight to conduct a process evaluation of the School-Based Feeding Program (SBFP) implemented by the Department of Education (DepEd). This evaluation is part of a comprehensive assessment of national feeding programs in the Philippines, which also includes the *Supplementary Feeding Program* (SFP) by the Department of Social Welfare and Development (DSWD) and *Tutok Kainan* (TK) by the National Nutrition Council (NNC).

Initiated by the National Economic and Development Authority (NEDA), these evaluations seek to enhance the implementation of these programs and inform the Philippine government's investment in child nutrition. Specifically, the process evaluation aims to:

1. Assess the implementation quality and consistency of the SBFP;
2. Identify best practices and key gaps in program delivery; and
3. Provide actionable recommendations for improving program implementation.

Data collection activities are scheduled to take place from April to June 2025.

Data Collection Sites

Data collection sites were strategically identified with the following selection criteria:

- Geographic Representation: Sites were chosen to ensure coverage across the four island groups (Metro Manila, Luzon, Visayas, and Mindanao)
- Local Government Unit (LGU) Classification: Sites represent a diverse range of LGU classifications (Highly Urbanized Cities, Component Cities, and Municipalities)
- SBFP Implementation Models: Sites were selected to capture variations in School-Based Feeding Program (SBFP) implementation models (see Annex A for details).

Data Collection Areas:

Island Group	Region	Province	Cities/Municipalities	LGU Classification / Type
Metro Manila	National Capital Region (NCR)	Taguig City	Taguig City and Pateros	Highly Urbanized City
Metro Manila	National Capital Region (NCR)	Valenzuela	Valenzuela City	Highly Urbanized City
Luzon	Cordillera Administrative Region (CAR)	Benguet	La Trinidad	Municipality
Luzon	Cordillera Administrative Region (CAR)	Benguet	Baguio City	Highly Urbanized City
Luzon	Region IV-A (CALABARZON)	Laguna	Los Banos	Municipality
Luzon	Region IV-A (CALABARZON)	Laguna	Pila	Municipality
Visayas	Region VII (Central Visayas) / Region XIX Negros Island Region (NIR)	Negros Oriental	Valencia	Municipality
Visayas	Region VII (Central Visayas) / Region XIX Negros Island Region (NIR)	Negros Oriental	Bais City	Component City
Visayas	Region VII (Central Visayas)	Cebu	Carcar City	Component City
Visayas	Region VII (Central Visayas)	Cebu	Carmen	Municipality
Mindanao	Region XI (Davao Region)	Davao del Norte	Tagum City	Component City
Mindanao	Region XI (Davao Region)	Davao del Norte	Asuncion	Municipality
Mindanao	Region XII (SOCCSKSARGEN)	South Cotabato	General Santos City	Highly Urbanized City
Mindanao	Region XII (SOCCSKSARGEN)	Sarangani	Alabel	Municipality

Mindanao	Region XIII (Caraga)	Surigao del Norte	Surigao City	Component City
Mindanao	Region XIII (Caraga)	Surigao del Norte	Pilar	Municipality

Approach

IDinsight will use *qualitative methods* such as key informant interviews (KIIs) and focus group discussions (FGDs) to assess the local implementation of the SBFP.

In each data collection area, **two (2) KIIs** and **three (3) FGDs** will be conducted. Respondents will be selected based on their role and involvement in the program. Additionally, IDinsight may request relevant documents to augment its understanding of SBFP implementation across all study sites.

Interview Type	Respondent Details	Document Request	Target	Duration
KII	SBFP Focal Person at the School Division Office	• Templates and tools used for identifying SBFP beneficiaries and assessing their nutritional status. • Templates and samples of measurement and monitoring forms, such as attendance sheets, daily feeding forms, and monthly/terminal reports. • Budget Allocation details for the SBFP • Copy of training materials for local program teams	1 KII per division (2 respondents)	2 hours
KII	SBFP LGU Representative **	• LGU Budget Allocation details for the SBFP • Templates and samples of monthly/terminal reports.	1 KII per division	1 hour
FGD	Central Kitchen Staff **	• Samples of the Cycle Menu • Supply maps outlining the procurement process for hot meals, Nutritional Food Products, and milk.	1 FGD per division (4-6 participants)	1 hour
FGD	School-level SBFP Core	• Sample of parent assignment	1 FGD per	2-2.5 hours

	Group (Includes the School-level Feeding Coordinator, non-teaching personnel, parent volunteers)	schedule	school (4-6 participants)	
FGD	Parents of SBFP beneficiaries		1 FGD per school (4-6 participants)	1-1.5 hours

**** Note:** We will only conduct these interviews in data collection sites that receive LGU support or have a Central Kitchen.

Coordination Protocol

Before starting any on-the-ground data collection, IDinsight will first seek support from the DepEd Central Office for endorsement to the Regional and School Division Offices. To ensure smooth coordination and effective communication, the following steps will be implemented at each data collection site:

1. Coordination with the DepEd School Division Office

IDinsight will submit a letter of introduction to the DepEd School Division Office overseeing the school where data collection will take place. A coordination call may be scheduled to discuss the study's objectives, requirements, and any specific requests. The Division Office will facilitate IDinsight's endorsement to the Local Government Unit (LGU), school, and Central Kitchen Staff. Additionally, the Regional and Division Office will identify an SBFP focal person at the division level to participate in a key informant interview (KII).

2. Coordination with the School Principal

IDinsight will submit a letter of introduction to the school principal. A courtesy call may be scheduled to discuss the study and any specific requirements. IDinsight will request the school's assistance in identifying study respondents, including school feeding coordinators, SBFP parent volunteers, and parents of beneficiaries, who will participate in key informant interviews (KIIs) and focus group discussions (FGDs).

3. Coordination with the Local Government Unit (LGU)

IDinsight will submit a letter of introduction to the City/Municipal Mayor. A coordination call will be arranged to present the study and address any questions or requirements. The LGU will identify an SBFP focal person at the city/municipal level to participate in a key informant interview (KII).

Data Collection Timeline

Data collection will take place from April to June 2025. The field team will allocate 3 to 5 days per site for coordination and data collection. At every site, the following interviews will be conducted for each Dietary Supplementation Program (DSP) currently being implemented:

- School-Based Feeding Program (SBFP): 2 KIIs, 3 FGDs
- Supplementary Feeding Program (SFP): 2 KIIs, 2 FGDs
- Tutok Kainan (TK): 2 KIIs, 2 FGDs

Data Collection Schedule:

Region	Province	City/ Municipality	Tentative Data Collection Dates (2025)
National Capital Region (NCR)	Taguig City	Taguig City	April 21 - April 25
National Capital Region (NCR)		Pateros	April 28 -April 30
National Capital Region (NCR)	Valenzuela	Valenzuela City	May 19- May 23
Cordillera Administrative Region (CAR)	Benguet	La Trinidad	April 28- May 2
Cordillera Administrative Region (CAR)	Baguio City	Baguio City	April 21- April 25
Region IV-A (CALABARZON)	Laguna	Los Banos	May 19 - 23
Region IV-A (CALABARZON)	Laguna	Pila	May 19 - 23
Region VII (Central Visayas) / Region XIX Negros Island Region (NIR)	Negros Oriental	Valencia	April 21- April 25
Region VII (Central Visayas) / Region XIX Negros Island Region (NIR)	Negros Oriental	Bais City	April 28- May 2
Region VII (Central Visayas)	Cebu	Carmen	May 26 - May 30
Region VII (Central Visayas)	Cebu	Carcar City	June 2 - June 6

Region XI (Davao Region)	Davao del Norte	Tagum City	May 19 - May 23
Region XI (Davao Region)	Davao del Norte	Asuncion	May 26 - May 30
Region XII (SOCCSKSARGEN)	South Cotabato	General Santos City	June 2 - June 6
Region XII (SOCCSKSARGEN)	Sarangani	Alabel	June 2 - June 6
Region XIII (Caraga)	Surigao del Norte	Surigao City	May 26 - May 30
Region XIII (Caraga)	Surigao del Norte	Pilar	June 2 - June 6

*** This schedule may be subject to change based on the availability of respondents.*

Annex A: SBFP Implementation Models

The table below presents the different School-Based Feeding Program (SBFP) implementation models, comparing their national distribution with their distribution among the selected study sites. This comparison ensures that the study sites reflect the diversity of SBFP implementation across the country.

No	Implementation Model Type	Description	Actual	Actual %	Sample	Sample %
1	NGA-Centralized	No presence of Central Kitchen (CK), Procurement is conducted at the SDO level	159	74.0%	8	50.0%
2	NGA-Decentralized	No presence of CK, Procurement is conducted at the School level	19	8.8%	3	18.8%
3	NGA- Both	No presence of CK, Procurement is conducted both at the SDO and School level	11	5.1%	1	6.3%
4	Hybrid-Centralized	Presence of CK, Procurement is conducted at the SDO level	20	9.3%	2	12.5%
5	Hybrid-Decentralized	Presence of CK, Procurement is conducted at the School level	3	1.4%	1	6.3%
6	Hybrid- Both	Presence of CK, Procurement is conducted both at the SDO and School level	3	1.4%	1	6.3%
	Total		215	100.0%	16	100.0%

Note: Implementation sites are school divisions

Implementation Models of Selected Study Sites :

Region	Province	Cities/ Municipalities	Implementation Model
NCR	Taguig-Pateros	Taguig-Pateros	NGA-Decentralized
NCR	Valenzuela	Valenzuela City	Hybrid-Centralized
CAR	Benguet	La Trinidad	NGA-Centralized
CAR	Baguio City	Baguio City	NGA-Centralized
Region IV-A	Laguna	Los Banos	NGA-Decentralized
Region IV-A	Laguna	Pila	NGA-Decentralized
NIR	Negros Oriental	Valencia	NGA-Centralized
NIR	Negros Oriental	Bais City	NGA-Centralized
Region VII	Cebu	Carcar City	NGA-Centralized
Region VII	Cebu	Carmen	NGA-Centralized
Region XI	Davao del Norte	Tagum City	NGA-Centralized
Region XI	Davao del Norte	Asuncion	Hybrid-Decentralized
Region XII	South Cotabato	General Santos City	Hybrid-Both
Region XII	Sarangani	Alabel	NGA-Both
Region XIII	Surigao del Norte	Surigao City	NGA-Centralized
Region XIII	Surigao del Norte	Pilar	Hybrid-Centralized

Annex B: Directory of Project and Field Team Members

Project Team

Name	Position	Contact Information
Mikka Hipol	Senior Manager	mikka.hipol@idinsight.org
Isa Del Rosario	Associate	isabel.delrosario@idinsight.org
Angelika Gultia	Associate	angelika.gultia@idinsight.org
Flynn Ayugat	Senior Field Manager	flynn.avugat@idinsight.org



May 9, 2025

TO: **MARIA INES C. ASUNCION**
OIC - Regional Director
Region XIII
Department of Education

SUBJECT: **Process Evaluation of the Department of Education (DepEd)
School-Based Feeding Program (SBFP)**

Dear Dir. Asuncion,

Greetings!

In collaboration with the **National Economic and Development Authority (NEDA)** and the **World Food Programme (WFP)**, IDinsight is conducting comprehensive process evaluations of the country's three Dietary Supplementation Programs (DSPs): the Supplementary Feeding Program (SFP), the School-Based Feeding Program (SBFP), and Tutok Kainan. The study aims to assess the quality and consistency of program implementation and provide actionable insights to enhance the implementation of the programs. Each evaluation will utilize qualitative methods, including key informant interviews (KIIs), focus group discussions (FGDs), with both implementers and program beneficiaries or their guardians. This will be complemented with an analysis of available administrative data.

In Region XIII, we will conduct data collection in Surigao City and Pilar in the province of Surigao del Norte.

In line with this, we would like to request for your assistance on the following:

1. Identifying an SBFP Focal person from the Regional Office to participate in a KII. We would like to understand the perspective of regional stakeholders on program implementation.
2. Endorsement to the School Division Office of Surigao City and Siargao.
3. Provision of administrative program data and monitoring forms. While we will formally ask for these during the interview, we have attached a **Data Request List** in advance to facilitate preparation.

We have also attached a concept for your reference. For any additional questions or clarifications, please don't hesitate to reach out to me at mikka.hipol@idinsight.org or our Team Leader for Surigao Del Norte, Isabel Del Rosario at isabel.delrosario@idinsight.org.

With your valuable assistance, we are confident that we can carry out the study smoothly. This will contribute significantly to the DepEd's goal of improving the nutritional status of all Filipinos especially those from vulnerable populations, particularly those who are at risk of or suffering from malnutrition.

Kind regards

Mikka Francesca Hipol

Senior Manager

Annex A: Data Request List**Administrative Program Data and Monitoring Forms**

1. Templates or samples of the following:
 - a. Nutritional Assessment
 - b. Cycle Menu
 - i. Recipes/Nutritional Analysis for the items on the Cycle Menu
 - c. Measurement and monitoring forms (e.g., daily feeding form and terminal reports)
2. Documents related to the following:
 - a. Supply mapping of ingredients for hot meals and milk (if applicable)
 - b. Procurement guidelines ingredients for hot meals and milk (if applicable)
 - c. Orientation or training materials for division and school-level
 - d. Assessments for division or school implementers after orientation or training (if available)
 - e. Food handling, storage, and health safety guidelines
 - f. Monitoring and reporting guidelines for nutritional and non-nutritional outcomes

April 25, 2025

TO: **Kathleen M. Jornaes**
Public Schools District Supervisor
Pilar District Office - Siargao Island
Surigao Del Norte, Region 13
Department of Education

SUBJECT: **Process Evaluation of the Department of Education (DepEd)
School-Based Feeding Program (SBFP)**

Dear District Supervisor Jornaes,

Greetings!

In collaboration with the **National Economic and Development Authority (NEDA)** and the **World Food Programme (WFP)**, IDinsight is conducting comprehensive process evaluations of the country's three Dietary Supplementation Programs (DSPs): the Supplementary Feeding Program (SFP), the School-Based Feeding Program (SBFP), and Tutok Kainan. The study aims to assess the quality and consistency of program implementation and provide actionable insights to enhance the implementation of the programs. Each evaluation will utilize qualitative methods, including key informant interviews (KIIs), focus group discussions (FGDs), with both implementers and program beneficiaries or their guardians. This will be complemented with an analysis of available administrative data.

In line with this, we would like to request for your assistance on the following:

1. Identifying an SBFP Focal person from the Division Office to participate in a KII. We would like to understand the perspective of division-level stakeholders on program implementation.
2. Endorsement to the selected schools and SFP Focal Person at Pilar. For Pilar, Surigao Del Norte, we have selected **Pilar Central Elementary School**. We would like to request your endorsement to the selected school and SFP Focal Person of Valenzuela City, so we can conduct the following interviews at each site:
 - 1 KII: City/Municipal LGU SBFP Focal Person
 - 3 FGDs:

- Central Kitchen Staff
- SBFP School Core Group
- Parents/guardians of program beneficiaries

3. Provision of program administrative data and monitoring forms. While we will formally ask for these during the interview, we have attached a **Data Request List** in advance to facilitate preparation.

We have attached a concept note for your reference. For the selected areas, we have targeted the following schedules for the FGD/KIIs:

- Pilar, Surigao Del Norte: *May 26 - 30, 2025*

For any additional questions or clarifications, please don't hesitate to reach out to me at mikka.hipol@idinsight.org or our Team Leader, Isabel Del Rosario, at isabel.delrosario@idinsight.org.

With your valuable assistance, we are confident that we can carry out the study smoothly. This will contribute significantly to the DepEd's goal of improving the nutritional status of all Filipinos, especially those from vulnerable populations, particularly those who are at risk of or suffering from malnutrition.

Kind regards,



Mikka Francesca Hipol

Senior Manager

Annex A: Data Request List

Administrative Program Data and Monitoring Forms

1. Templates or samples of the following:
 - a. Nutritional Assessment
 - b. Cycle Menu
 - i. Recipes/Nutritional Analysis for the items on the Cycle Menu
 - c. Measurement and monitoring forms (e.g., daily feeding form and terminal reports)

2. Documents related to the following:
 - a. Supply mapping of ingredients for hot meals and milk (if applicable)
 - b. Procurement guidelines for ingredients for hot meals and milk (if applicable)
 - c. Orientation or training materials for the division and school-level
 - d. Assessments for division or schools after orientation or training (if available)
 - e. Food handling, storage, and health safety guidelines
 - f. Monitoring and reporting guidelines for nutritional and non-nutritional outcomes

IDinsight

April 25, 2025

TO: **Marilou B. Dedumo, PhD, CESO V**
Schools Division Superintendent
Schools Division Office - Surigao City
Surigao Del Norte, Region 13
Department of Education

SUBJECT: **Process Evaluation of the Department of Education (DepEd)**
School-Based Feeding Program (SBFP)

Dear Superintendent Dedumo,

Greetings!

In collaboration with the **National Economic and Development Authority (NEDA)** and the **World Food Programme (WFP)**, IDinsight is conducting comprehensive process evaluations of the country's three Dietary Supplementation Programs (DSPs): the Supplementary Feeding Program (SFP), the School-Based Feeding Program (SBFP), and Tutok Kainan. The study aims to assess the quality and consistency of program implementation and provide actionable insights to enhance the implementation of the programs. Each evaluation will utilize qualitative methods, including key informant interviews (KIIs), focus group discussions (FGDs), with both implementers and program beneficiaries or their guardians. This will be complemented with an analysis of available administrative data.

In line with this, we would like to request for your assistance on the following:

1. Identifying an SBFP Focal person from the Division Office to participate in a KII. We would like to understand the perspective of division-level stakeholders on program implementation.
2. Endorsement to the selected schools and the SFP Focal Person at Surigao City. For Valenzuela City, we have selected **Margarita Memorial Central Elementary School**. We would like to request your endorsement to the selected school and SFP Focal Person of Valenzuela City, so we can conduct the following interviews at each site:
 - 1 KII: City/Municipal LGU SBFP Focal Person

- 3 FGDs:
 - Central Kitchen Staff
 - SBFP School Core Group
 - Parents/guardians of program beneficiaries

3. Provision of program administrative data and monitoring forms. While we will formally ask for these during the interview, we have attached a **Data Request List** in advance to facilitate preparation.

We have attached a concept note for your reference. For the selected areas, we have targeted the following schedules for the FGD/KIIs:

- Surigao City, Surigao Del Norte: *June 2 - 4, 2025*

For any additional questions or clarifications, please don't hesitate to reach out to me at mikka.hipol@idinsight.org or our Team Leader, Isabel Del Rosario, at isabel.delrosario@idinsight.org.

With your valuable assistance, we are confident that we can carry out the study smoothly. This will contribute significantly to the DepEd's goal of improving the nutritional status of all Filipinos, especially those from vulnerable populations, particularly those who are at risk of or suffering from malnutrition.

Kind regards,



Mikka Francesca Hipol

Senior Manager

Annex A: Data Request List

Administrative Program Data and Monitoring Forms

1. Templates or samples of the following:
 - a. Nutritional Assessment
 - b. Cycle Menu
 - i. Recipes/Nutritional Analysis for the items on the Cycle Menu
 - c. Measurement and monitoring forms (e.g., daily feeding form and terminal reports)
2. Documents related to the following:
 - a. Supply mapping of ingredients for hot meals and milk (if applicable)
 - b. Procurement guidelines for ingredients for hot meals and milk (if applicable)
 - c. Orientation or training materials for the division and school-level
 - d. Assessments for division or schools after orientation or training (if available)
 - e. Food handling, storage, and health safety guidelines
 - f. Monitoring and reporting guidelines for nutritional and non-nutritional outcomes