



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division  
 Superintendent**

September 15, 2025

**DIVISION MEMORANDUM**  
 SGOD-2025- 603

**DOWNLOADING OF FUNDS FOR THE IMPLEMENTATION OF THE  
 INTEGRATED SCHOOL NUTRITION MODEL (ISNM)**

TO : OIC- Assistant Schools Division Superintendent  
 Chief Education Supervisor (CID & SGOD)  
 School Principal, Ilaya National High School  
 This Division

The Department of Education, through the Bureau of Learner Support Services-School Nutrition Division (BLSS-SHD), adopted in 2008 the Integrated School Nutrition Model (ISNM).

The ISNM integrated three (3) major components namely: Bio-Intensive School Garden which are the Gulayan sa Paaralan (GPP), School Based Feeding Program (SBFP) and Nutrition Education.

This division will be downloading Program Support Funds to the recipient school to wit:

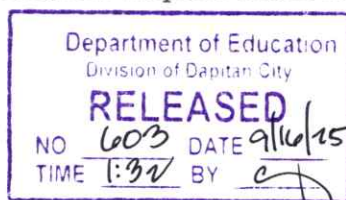
Name of Schools	Amount
Ilaya National High School	40,000.00

The funds shall be utilized in the procurement of materials/equipment and other operating expenses to be used for the establishment of nurseries and school garden.

Attached is the OUOPS No. 2023-09-1260 Guidelines on the utilization of downloaded Program Support Funds for Integrated School Nutrition Model for your ready reference.

The school GPP coordinator shall accomplish the attached forms and submit to Dr. Glenn E. Mohametano on or before \_\_\_\_\_, 2025.

Liquidation Report shall also be submitted.



*[Signature]*  
**JAY S. MONTEALTO, CESO VI**  
 Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
OPERATIONS

OUOPS No. 2023-09- 1260

**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM :   
**Atty. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

  
**DR. DEXTER A. GALBAN, RN, RBP, MBA, MPH**  
Assistant Secretary for Operations

SUBJECT : **GUIDELINES ON THE UTILIZATION OF DOWNLOADED  
ADDITIONAL PROGRAM SUPPORT FUNDS FOR THE HIRING  
OF CONTRACT OF SERVICE (CoS) AND OPERATIONAL  
EXPENSES FOR THE CENTRAL KITCHEN TRAINING  
CENTERS, PROCUREMENT OF DEWORMING MEDICINES  
AND/OR SOAPS, AND IMPLEMENTATION OF GULAYAN SA  
PAARALAN PROGRAM (GPP) AND INTEGRATED SCHOOL  
NUTRITION MODEL (ISNM) FOR CALENDAR YEAR (CY) 2024**

DATE : February 14, 2024

---

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) under the Operations Strand oversees and manages the implementation of the School-Based Feeding Program (SBFP), Water, Sanitation and Hygiene (WASH) in Schools (WinS) Program, and the Gulayan sa Paaralan Program (GPP) together with the Integrated School Nutrition Model (ISNM) clustered to form the Nutrition and Hygiene Unit.

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 participate and benefit in the education process, complete their elementary education, and also 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. Meanwhile, the Gulayan sa Paaralan Program (GPP) focuses on advancing ecological gardening techniques to bolster productivity and sustainability to augment the food resources in schools.

---

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
Email: [ourc@deped.gov.ph](mailto:ourc@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)

D2 854

In this regard, the BLSS-SHD hereby issues the following guidelines for the utilization of the downloaded additional program support funds for the: (1) Hiring of CoS and Operational Funds for selected Central Kitchen Training Centers (CKTC), (2) Procurement of Deworming Medicines and/or Soaps, and the (3) Implementation of Gulayan sa Paaralan Program (GPP) and Integrated School Nutrition Model (ISNM) for Calendar Year (CY) 2024 subject to the usual accounting and auditing rules and regulations. Breakdown of Fund Allocation is attached as (Annex 1) for ready reference.

**I. Hiring of CoS and Operational Funds for selected Central Kitchen training centers.  
(Charge against SBFP 2024 Continuing Funds)**

One of the component 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 is done in the CK 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 were 97 existing central kitchens.

In partnership with the Jollibee Group Foundation (JGF), 15 DepEd-JGF BLT CK will be selected as training centers for Calendar Years 2023-2025. These CKs will undergo training in order to become learning centers for benchmarking and training facilities for LGUs that are willing to support the establishment of the central kitchen in their district or municipality. The first 5 CKs underwent training last October 16-20, 2023 in Antipolo City. While the other 10 will be trained this year and in 2025.

**List of CKs that were trained for the 1<sup>st</sup> Batch - CY 2023**

- Region 1 - SDO La Union - Bacnotan Central School
- Region 4A - SDO Antipolo City - Juan Sumulong Elementary School
- Region 6 - SDO Sagay City - Maria Lopez Elementary School
- Region 10 - SDO Iligan City - Francisco Laya Elementary School
- Region 11- SDO Davao del Norte - Maniki Central Elementary School SPED Center

**List of CKs that will be trained for the 2<sup>nd</sup> Batch - CY 2024**

- Tuguegarao, Cagayan
- Sta. Magdalena, Sorsogon
- Sipalay City, Negros Occidental
- Mandaue, Cebu
- Tupi, South Cotabato

**List of CKs that will be trained for the 3<sup>rd</sup> Batch - CY 2025**

- To be determined

**1. Approved Budget Breakdown**

BLSS-SHD will download a sum of fifty thousand pesos (Php 50,000.00) for each CK Training Center, enabling ten (10) sessions/visits with a maximum capacity of 15 participants per session. Breakdown per budget item are summarized on the table below.

DETAILS	AMOUNT
Operation Expenses (Gasul, Dishwashing Soap etc.)	Php 1,300.00
Ingredients for the 2 menus (Php 22 x 50 pax x 2)	Php 2,200.00
Snacks of Visitors (Php100 x 15 pax)	Php 1,500.00
<b>Total</b>	<b>Php 5,000.00</b>

**2. Guidelines for Re-Allocation of Budget: (When allocation has not been used and there is no request for visits)**

At the end of the year, all unexpended funds shall be used by the CKTC for the improvement of the facility subject to the approval of the Schools Division Superintendent and the usual accounting and auditing rules and regulations.

**3. Guidelines for Requesting Additional Budget: (When allocation has been used and still receiving requests for visits)**

When the funds from the DepEd Central Office is fully utilized, the SDOs may provide funds to Central Kitchen Training Center using the SBFP PSF. The CO and ROs may also provide additional funds using their SBFP PSF.

**4. Liquidation Process**

The schools shall liquidate the downloaded funds to the SDO.

**5. Guidelines for the Hiring of COS for the CKTC**

The Terms of Reference and the process of Hiring of COS for the CKTC are stipulated in the Memorandum titled "*Guidelines on the Hiring of the SBFP Feeding Coordinators under Contract of Service (COS) for the School-Based Feeding Program (SBFP).*"

**II. Procurement of Deworming Medicines and Soaps (Charge against SBFP 2024 Current and Continuing Funds)**

Deworming, being one of the five (5) elements of the WinS program, is not only a prerequisite to comply to WinS Three-Star Approach (TSA) which is designed to support monitoring, quality assurance, and performance recognition, as stipulated in DepEd Memorandum No. 194, s. 2018 or the Implementing Guidelines to DepEd Order No. 10, s. 2016 (Policy and Guidelines for Comprehensive Water, Sanitation and Hygiene in Schools Program) but is also a complementary activity of the School-Based Feeding Program (SBFP). Studies have shown that nutritional status of children is greatly affected by the Soil-Transmitted Helminthiasis (STH) or worm infestation. The *Oplan Kahusugan sa DepEd* (OK sa DepEd) which aims to improve the state of health and nutritional well-being of the school populace is a convergence of the six (6) flagship programs, two of which include WinS Program and SBFP.

1. The allocated funds for the procurement of deworming medicines and/or soaps will be downloaded to Regional Offices (ROs).

2. ROs have the option to download the funds to Schools Division Offices (SDOs) or they may undertake the procurement of the deworming medicines and/or soaps.
3. The unit cost per child is set at Ten Pesos (P10.00). However, the ROs/SDOs may use the funds to procure deworming medicines only if that is their priority, or to they may buy both deworming medicines and soap per beneficiary.
4. The target number of beneficiaries per region is based on 30-40% of SBF 2024 identified target. For details, please refer to Annex 1.
5. The total financial allocation is Eight Million Nine Hundred Fifty-seven Thousand Three Hundred Eighty Pesos (**Php8,957,380.00**). The ROs/SDOs may provide additional funds for this purpose using their Program Support Funds (PSF).

### **III. Implementation of Gulayan sa Paaralan (GPP) and Integrated School Nutrition Model and RO (Regional Office) PSF (Charge against LSP 2024 Continuing Funds)**

#### **A. Gulayan sa Paaralan (GPP)**

Gulayan sa Paaralan (GPP) that aims to promote production of food that are rich in protein, carbohydrates, vitamin A, and iron as major components in school feeding. It covers the creation of vegetable gardens, vegetable and tree nurseries, tree planting, propagation of medicinal plants, composting, school landscape aesthetic vegetable development, crop museum, and related livelihood activities.

1. 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.
2. The RO PSF in the amount of One Hundred Five Thousand Pesos (Php105,000.00) shall be used in the conduct of orientation activities and conferences for updating of program directions.
3. The RO shall download an amount of Sixty Thousand Pesos (Php60,000.00) per SDO for the eligible activities enumerated in DM No. 223, s. 2016.

#### **B. Integrated School Nutrition Model (ISNM)**

The established network of Lighthouse Schools adapted 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.

Lighthouse Schools serve as learning hubs for other schools to learn about ISNM. They implement the integrated model of regular school feeding program with a well sustained bio-intensive garden, and school-based nutrition education activities.

For SY 2024-2025, the established lighthouse schools will be provided with Twenty Thousand Pesos (Php20,000.00) program support funds to be used for the following activities. Attached as (Annex 2) is the list of the Lighthouse Schools for ready reference.

1. Purchase of garden inputs for the improvement/maintenance of crop museum and nurseries of indigenous vegetables.
2. Putting-up of signage that the school is an ISNM Lighthouse for advocacy purposes.
3. Development of information materials such as leaflets and videos for advocacy activities.
4. Reproduction of appropriate nutrition education materials.
6. Conduct of advocacy activities on the integration of bio-intensive gardens, school feeding, and nutrition education.
7. Implementation of ISNM related activities as deemed necessary.

The Lighthouse Schools shall prepare an Accomplishment Report (Annex 3) to be submitted on or before December 31, 2024, through email address [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph).

For more information, please contact **Dr. Maria Corazon C. Dumlao**, Chief, BLSS-SHD, **Ms. Magdalene Portia T. Cariaga**, SEPS, **Mr. Vonerich B. Berba**, EPS II, **Ms. Christine Isabel B. Buenvenida**, HEPO II, and **Ms. Gail Hariette C. dela Rosa**, TA II, under the Nutrition and Hygiene Team through email at [sbfp@deped.gov.ph](mailto:sbfp@deped.gov.ph) or at telephone number (02) 8632 9935.

For immediate and appropriate action.

## Gulayan sa Paaralan Program (GPP) Accomplishment Report for the Utilization on the 2024 Downloaded Funds

Region/Division:		Period Covered:	
Office Address:			
Office Telephone Number:			

**A. ACCOMPLISHMENTS**

<b>1. Number of Schools received the downloaded funds</b>	
---	--

**2. School Garden**

Name of School	Type of Garden	Total Number of Vegetable Harvested (in Kilos)	Total Number of Vegetable Sold (in Kilos)	Total Number of Vegetable Used in Feeding Program
<b>Total</b>				

**3. School Nursery**

Name of School	Type of Seedlings	Number of Seedlings Propagated	Number of Seedlings Distributed
<b>Total</b>			

**4. Activities conducted for GPP**

Activity Conducted Checklist	/ or X
Conducted Capacity-Building/ Training on GPP	
Conducted Advocacy Campaign on GPP	
Conducted Progress Monitoring on GPP	

Conducted the Program Implementation Review on GPP	
Vermiculture	
Urban Gardening	
Hydroponics	
Vertical Gardening	

5. Fund Utilization

Name of School	Item Procured	Amount

6. Impact to the Community

Number of Home or Community Gardens		Partner assisted in establishing Home or Community Gardens
Number of Home Gardens established		
Number of Community Gardens established		

7. Donation/Resources Generated

(Add Additional Sheets, if needed)

Partner & Type of Donations/Services Provided	Quantity (if applicable)	Estimated Cost (if applicable)

F. PHOTOS (Before, During and After)

Prepared by:

Noted by:

\_\_\_\_\_  
GPP Division Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
SGOD Chief

**Integrated School Nutrition Model (ISNM) Accomplishment Report  
for the Utilization on the 2024 Downloaded Funds**

Region/Division	
Name of Lighthouse School	
Amount Downloaded	
Advocacy activities conducted on the integration of bio-intensive gardens, school feeding, and nutrition education	
Activity	Date/Time/Venue
Did you reproduce or reprint any nutrition education materials? Yes ___ No ___	
If Yes, what kind of nutrition education materials? (e.g. pamphlet, booklet, posters etc.) _____	
If No, state Why _____	
Did you procure garden tools for the improvement/maintenance of vegetable gardens? Yes ___ No ___	
If yes, state garden tools procured _____	
If No, state Why _____	
Have you planted indigenous vegetables? Yes ___ No ___	
If Yes, what are those indigenous vegetables, please state _____	
If No, state Why _____	
Problems/issues encountered	Recommendations Made
1.	
2.	
3.	
Best practices	
1.	
2.	
3.	
Prepared by:  Name & Item Position (state designation if any)  (Please attach pictures and provide a caption and date)	Approved:  Head of Office