



Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque



Office of the Schools Division Superintendent

September 6, 2024

DIVISION MEMORANDUM
No. 69, s. 2024

GUIDELINES ON THE UTILIZATION OF ONLINE MONITORING TOOL FOR THE IMPLEMENTATION OF DIVISION SCHOOL-BASED FEEDING PROGRAM FOR SY 2024-2025

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public School District Supervisors
Heads of All Public Elementary Schools
All Others Concerned

1. Relative to the implementation of the School-Based Feeding Program-Nutritious Food Product (SBFP-NFP) for School Year 2024-2025, this Office, thru the School Governance and Operations Division - School Health & Nutrition Section (SGOD- SH&NS) in coordination with the Office of the Schools Division Superintendent (OSDS) - Information and Communication Technology (ICT) Section, has created a Division SBFP Online Monitoring Tool.

2. The abovementioned tool was created with the following purposes, to wit:
- to monitor the deliveries of SBFP food commodities of the schools;
 - to check the remaining quantity of the food items that are not yet delivered in every school;
 - to observe the progress in total allocation of food items of the division; and
 - to serve as a baseline data of the Program Focal Person and Inspectorate Team in checking documents relative to the deliveries.

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Lead to Excel. Excel to Lead."*



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3. In this connection, all Public Elementary School Heads, through their Public Schools District Supervisors, are required to accomplish the monitoring tool weekly. Weekly delivery should be updated at least every Friday of the week. Proper documentation of all the deliveries should be done before the next and future deliveries.
4. Attached as enclosure is the Guide in Accessing DepEd Marinduque SBFP Monitoring Tool, A Guide for School Heads.
5. For concerns/clarifications, school heads may contact the district nurses.
6. Immediate dissemination of and compliance with this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DELIVERY
PROGRAMS

NUTRITION EDUCATION
PROJECTS

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GUIDE IN ACCESSING DEP'ED MARINDUQUE SBFP MONITORING TOOL

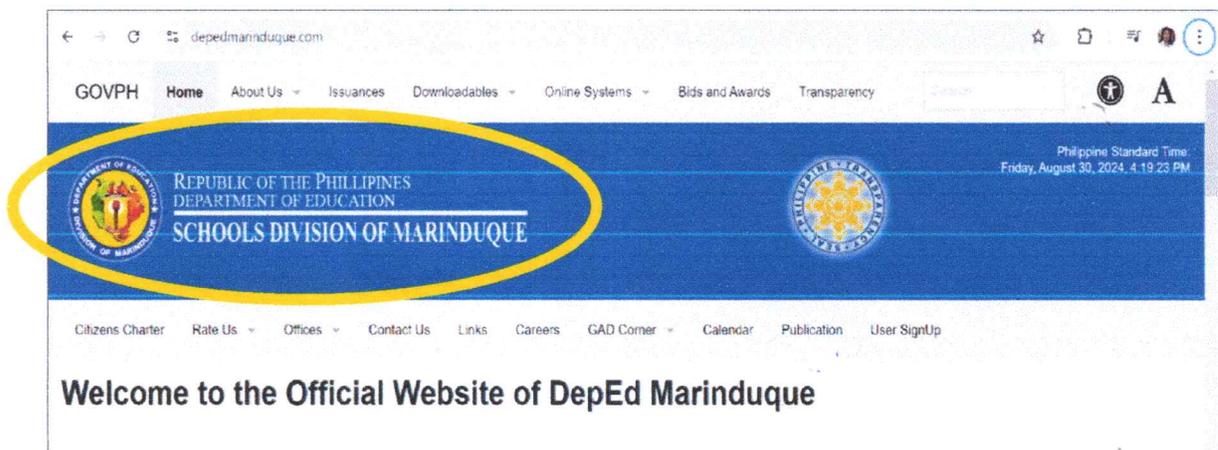
An online tool to monitor the delivery of School Based-Feeding Program (SBFP) food commodities to schools versus its total number of Division allocation per item for School-Based Feeding Program-NFP Component Implementation for School Year 2024-2025.

Instructions on how to access and update the online monitoring tool

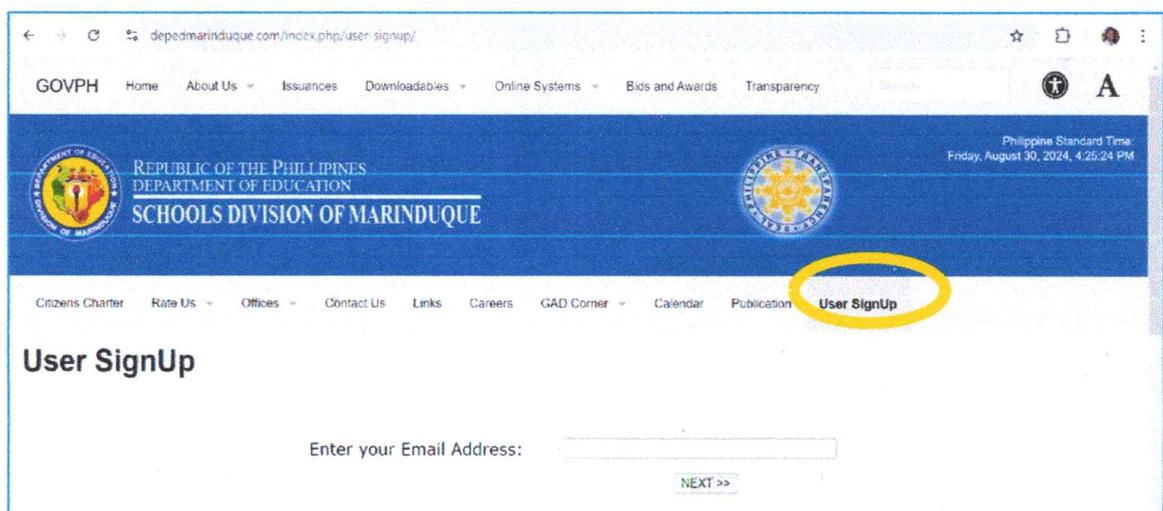
A GUIDE FOR SCHOOL HEADS

STEPS:

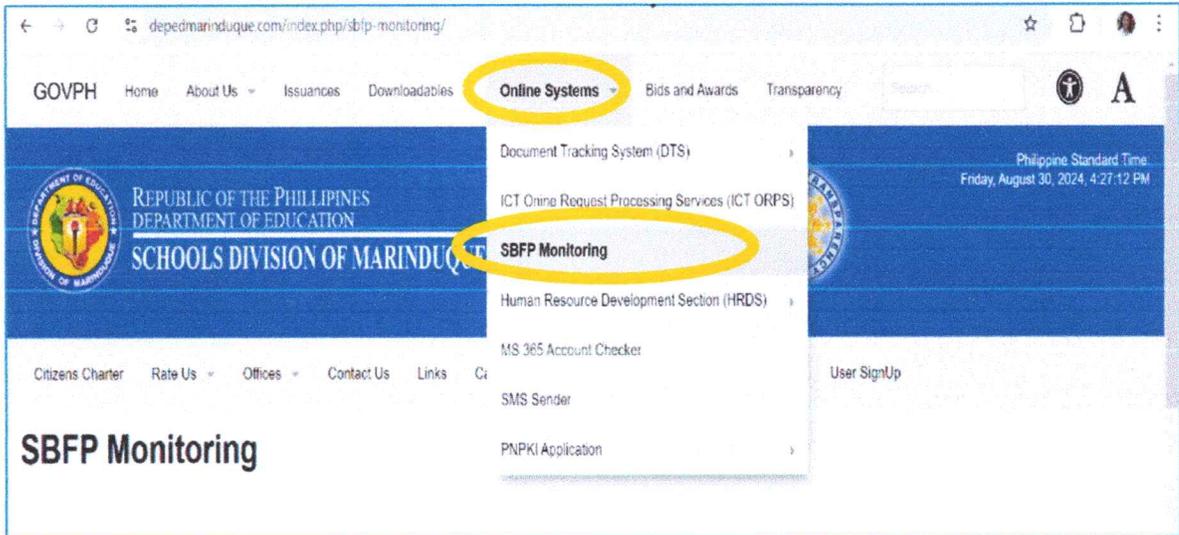
1. Visit Schools Division of Marinduque official website through the link <https://depedmarinduque.com>.



2. Click on User Sign Up Key and Register through your DepEd email and fill up required field.

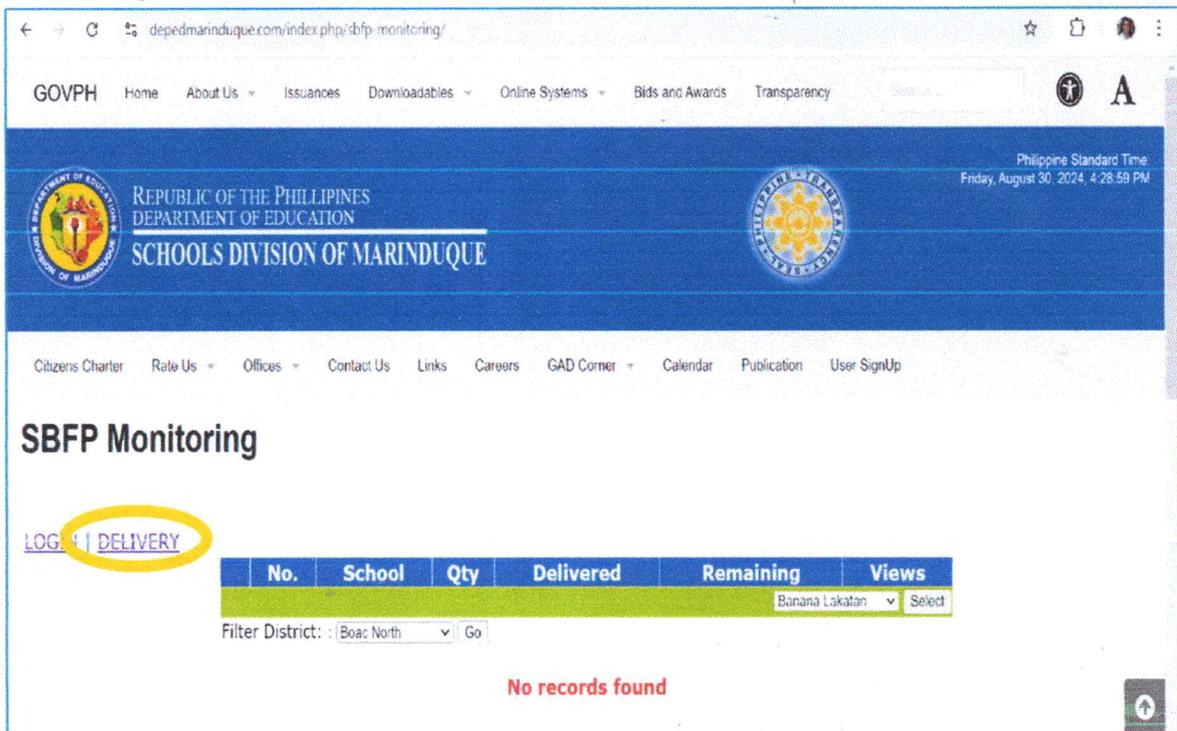


3. Click on Online System and select SBFP Monitoring through the drop down arrow.



4. Click on Delivery then click on Log in and input required information.

A. Delivery



B. Log in view

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF MARINDUQUE

Tuesday, September 03, 2024, 9:32:30 AM

Citizens Charter Rate Us Offices Contact Us Links Careers GAD Corner Calendar Publication User SignUp

SBFP Monitoring

Welcome to Users Login Page

DepEd eMail:

Password:

[Forgot Password](#) [Register New User](#)

Notes:

1. Only School Head can access the school SBFP file.
2. This appears on the screen after logging in.

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Tuesday, Se

Citizens Charter Rate Us Offices Contact Us Links Careers GAD Corner Calendar Publication User SignUp

SBFP Monitoring

[LOGOUT](#)

Agot ES					
No.	Items	Allocation	Qty Received	Remaining	
1	Banana Lakatan	80	0	80	Delete
2	E-Nutribun-Carrot	300	0	300	Delete
3	E-Nutribun-Squash	300	0	300	Delete
4	Fresh Egg	600	0	600	Delete
5	Rice Monggo	150	0	150	Delete

Date:

Item:

Quantity Received:

5. Input the data as follows:

- a. date of delivery
- b. select food item
- c. encode the quantity received

(Only the School Head can input and edit the data on delivery. **Weekly delivery should be encoded to update the system.**)

The screenshot shows the SBFP Monitoring interface. At the top, there are logos for the Department of Education and Schools Division Office of Marinduque. Below the header is a navigation menu with links like 'Citizens Charter', 'Rate Us', 'Offices', 'Contact Us', 'Links', 'Careers', 'GAD Corner', 'Calendar', 'Publication', and 'User SignUp'. The main heading is 'SBFP Monitoring' with a 'LOGOUT' link. A table lists items with columns for 'No.', 'Items', and 'Allocated'. A form below the table allows for data entry, with fields for 'Date', 'Item', 'Quantity', and 'Received'. A yellow circle highlights the 'Date' field, which is set to '08/03/2024', and the 'Item' dropdown menu, which is set to 'Fresh Egg'. A calendar widget is also visible, showing the date '27' selected.

No.	Items	Allocated
1	Banana Lakatan	80
2	E-Nutribun-Carrot	300
3	E-Nutribun-Squash	300
4	Fresh Egg	600
5	Rice Monggo	150

Date: 08/03/2024
Item: Fresh Egg
Quantity:
Received:
[SUBMIT] [RESET]

6. Click on submit

This screenshot is identical to the previous one, showing the SBFP Monitoring interface. The 'SUBMIT' button in the data entry form is now highlighted with a yellow circle, indicating the next step in the process.

Notes:

1. Deleting and editing of delivery information is possible, make sure the correctness of data (date and quantity received per item) to generate accurate result.
2. This appears on the screen after encoding of delivery date and quantity received

The screenshot shows the SBFP Monitoring interface. At the top, there is a navigation bar with links: Citizens Charter, Rate Us, Offices, Contact Us, Links, Careers, GAD Corner, Calendar, Publication, and User SignUp. Below the navigation bar is the title "SBFP Monitoring" and a "LOGOUT" link. The main content area features a table titled "Agot ES" with the following columns: No., Items, Allocation, Qty Received, and Remaining. The table lists five items: 1. Banana Lakatan (Allocation: 80, Qty Received: 0, Remaining: 80), 2. E-Nutribun-Carrot (Allocation: 300, Qty Received: 0, Remaining: 300), 3. E-Nutribun-Squash (Allocation: 300, Qty Received: 0, Remaining: 300), 4. Fresh Egg (Allocation: 600, Qty Received: 60, Remaining: 540), and 5. Rice Monggo (Allocation: 150, Qty Received: 0, Remaining: 150). Under item 4, there are three rows of delivery data: Aug 12, 2024 (Qty Received: -20), Aug 19, 2024 (Qty Received: -20), and Aug 27, 2024 (Qty Received: -20). Below the table is a form with fields for Date (mm/dd/yyyy), Item (Fresh Egg), Quantity Received, and buttons for SUBMIT and RESET.

7. Log Out

This screenshot is identical to the one above, but the "LOGOUT" link is highlighted with a yellow circle. The table and form below it are also identical to the previous screenshot.

-----End of Process-----

REMINDERS:

1. **Weekly delivery should be encoded** to update the system.
2. Use Laptop/computer for adequate viewing of web application.

View of District and Division Monitoring Team (summary of schools data, per delivery date, per item, quantity received, and remaining quantity to be delivered)

No.	School	Qty	Delivered	Remaining	Views
Filter District: [Boac North] [Go]					
1	Agot ES	600	60	540	Reset
	Aug 12, 2024		20		
	Aug 19, 2024		20		
	Aug 27, 2024		20		
2	Agumaymayan ES	120	0	120	Reset
3	Balimbing ES	1020	0	1020	Reset
4	Bantauyan PS	420	0	420	Reset
5	Buliasnin ES	2820	0	2820	Reset
6	Don Luis Hidalgo MS	8400	0	8400	Reset
7	Hinapulan ES	360	0	360	Reset
8	Lupac-Tabigue ES	1680	0	1680	Reset
9	Mahnin ES	3180	0	3180	Reset
10	Maligaya ES	1080	0	1080	Reset