**SCHOOL-BASED FEEDING**

**PROGRAM MONITORING TOOL**

**DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FEEDING COORDINATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FEEDING MODALITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF MONITORING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NO. OF FEEDING DAYS ON DATE OF VISIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF FEEDING BENEFICIARIES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**START DATE OF FEEDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Instruction: Kindly put a check (√) per Indicator based on your observation

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY REQUIREMENTS** | **OBSERVED** | **NOT OBSERVED** | **REMARKS** |
| ***FOOD PRODUCTION AND PROCESS*** | | | |
| Fresh and quality ingredients are used in daily feeding |  |  |  |
| Complete tools and utensils are used in cooking |  |  |  |
| Appropriate storage facilities and containers used to maintain quality of food ingredients. |  |  |  |
| Pre-preparation procedures of food ingredients are followed |  |  |  |
| Appropriate cooking procedures are followed. |  |  |  |
| Appropriate standing time of food is followed. |  |  |  |
| Appropriate portioning of food is followed |  |  |  |
| Food served is of good quality and properly cooked. |  |  |  |
| Viand served is of good quality and properly cooked |  |  |  |
| ***FOOD SAFETY*** | | | |
| Safe Drinking water supply is available |  |  |  |
| Food contact surfaces are not exposed to sources of contamination. |  |  |  |
| Cooking area is well-lit and properly ventilated. |  |  |  |
| Cooking area and feeding area are pest free. |  |  |  |
| There is available handwashing facilities, with strategic display of info on proper handwashing; and proper handwashing is done |  |  |  |
| Appropriate handling of food ingredients is followed to ensure food safety |  |  |  |
| Food are properly covered before portioning and/or serving |  |  |  |
| Parents and other volunteers are in proper attire and proper grooming when handling and/or cooking food (with hairnet) |  |  |  |
| Parent volunteer/school staff with food-borne and respiratory ailment are not allowed to handle food |  |  |  |
| Food handlers have health certificate |  |  |  |
| ***CLEANLINESS AND CONDITION*** | | | |
| Ceiling of the cooking area is clean |  |  |  |
| Walls of cooking area are clean |  |  |  |
| Floor of the cooking area are clean |  |  |  |
| Chairs and tables in the feeding and cooking area are clean |  |  |  |
| Waste management and segregation are practiced. |  |  |  |
| Weighing scale and steel tape are available. |  |  |  |
| Weighing scale is accurate. |  |  |  |
| ***SERVICE*** | | | |
| Pre-feeding steps are followed |  |  |  |
| Steps in serving food are followed |  |  |  |
| Post-feeding steps are followed |  |  |  |
| Daily feeding has been continuous since it started. |  |  |  |
| ***PRINCIPAL PROGRAM LEADERSHIP*** | | | |
| Principal organizes the SBFP core group |  |  |  |
| Deworming of pupils is done twice in a school year |  |  |  |
| Areas for improvement of the SBFP program are identified. |  |  |  |
| The school principal is able to act as an advocate SBFP |  |  |  |
| Corrective actions are identified to address the areas for improvement of SBFP. |  |  |  |
| There are plans to sustain SBFP |  |  |  |
| The school allocates cash or in-kind counterpart for SBFP implementation. |  |  |  |
| ***PARTICIPATION OF PARENTS AND FEEDING COORDINATOR*** | | | |
| Parents and other volunteers perform their daily assigned tasks. |  |  |  |
| Parents attend meetings and seminar conducted. |  |  |  |
| Member of the SBFP core group are actively involved in program implementation. |  |  |  |
| The feeding coordinator effectively manages daily SBFP operations. |  |  |  |
| The PTA provides active support to SBFP |  |  |  |
| ***PROGRAM REPORTING*** | | | |
| SBFP reports and documents are complete and properly filed |  |  |  |
| Form 1: Masterlist of beneficiaries |  |  |  |
| Form 3: Summary of beneficiaries |  |  |  |
| Form 4: Record of daily feeding (monthly) |  |  |  |
| Form 5: Program Terminal Report |  |  |  |
| 6A: Consolidated nutritional stat (school level) |  |  |  |
| 6E: Consolidated Program Terminal Report (Attendance) |  |  |  |
| 6F: Consolidated Program Terminal Report (Procurement Process) |  |  |  |
| Work and financial plan |  |  |  |
| Project procurement management plan (PPMP) |  |  |  |
| SBFP reports and documents are accurate, regularly updated and submitted on time |  |  |  |
| Form 1: Masterlist of beneficiaries |  |  |  |
| Form 3: Summary of beneficiaries |  |  |  |
| Form 4: Record of daily feeding (monthly) |  |  |  |
| Form 5: Program Terminal Report |  |  |  |
| 6A: Consolidated nutritional stat (school level) |  |  |  |
| 6E: Consolidated Program Terminal Report (Attendance) |  |  |  |
| 6F: Consolidated Program Terminal Report (Procurement Process) |  |  |  |
| Work and financial plan |  |  |  |
| Project procurement management plan (PPMP) |  |  |  |
| Meetings with stakeholders is/are held at least once a year and completely documented. |  |  |  |
| ***FINANCIAL ACCOUNTABILITY*** | | | |
| The School was able to comply with the procurement process in a complete and timely manner |  |  |  |
| Prescribed menu plan is followed to ensure effective budget management |  |  |  |
| Food served is within prescribed budget |  |  |  |
| Expenses are supported by required receipt |  |  |  |
| Liquidation reports are accurate and submitted on time |  |  |  |
| The school was able to create local partnership for SBFP implementation as a source of fund, in-kind donation, complementary support or technical assistance |  |  |  |
| The school makes accurate recording and disclosure of fund raising activities by reflecting these in the SBFP financial reports and reporting to stakeholders |  |  |  |
| ***HYGIENE KIT*** | | | |
| Hand washing before and after Feeding |  |  |  |
| Tooth brushing after feeding |  |  |  |
| Hygiene kit kept intact in school (not brought home) |  |  |  |
| Vitamins are properly given after feeding. |  |  |  |
| **ADDITIONAL** | | | |
| IEC materials (i.e. Pinggang Pinoy, Importance of Consuming Vegetables etc.,) are posted in the feeding center/room |  |  |  |
| Vegetables from the school garden were used |  |  |  |
| Cycle menu was followed |  |  |  |
| Menu was modified/replaced with available ingredients from the vegetable garden |  |  |  |

AREAS FOR IMPROVEMENT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**MONITORED BY:**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION/DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_