

DUTIES AND RESPONSIBILITIES OF A SCHOOL-BASED FEEDING COORDINATOR

by:

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Being a School-Based Feeding Coordinator, the main work that needs to be performed is to implement the School-Based Feeding Program of the school based on the program prepared and submitted. It is not easy to perform the task of being a School-Based Feeding Coordinator. It requires dedication, time, and willingness to perform the given assignments. It is expected that they are given special assignments that require them to perform the duties and responsibilities accordingly.

The designated School-Based Feeding Program Coordinator will be responsible for:

- a. Identify the target beneficiaries based on the provided criteria, for approval by the School Head/ School Principal
- b. Finalized the cycle menu for the whole duration of feeding, the Work and Financial Plan (WFP), and the Project Procurement Management Plan (PPMP) for approval by the School Head and for submission to the Schools Division Office.
- c. Submit a copy of the approved PPMP to the School BAC and BAC Secretariat for the preparation of the School Annual Procurement Plan (APP) for approval by the School Head/School Principal
- d. Together with the School Head/School Principal, identify parent/volunteers who shall help in the whole duration of the Program (identified parents/volunteers must be physically and mentally fit).

- e. Prepare the daily or weekly schedule of parent/volunteers who shall prepare and cook the menu for the day, prepare the feeding area, supervise the daily feeding program, and wash the dishes.
- f. Educate and train parents who shall help in the food preparation and distribution.
- g. Do the recording and reporting using School-Based Feeding Program forms.
- h. Responsible in food preparation, nutrition Education, disseminating notices/communications, consolidating, and updating data or reports relative to School-Based Feeding Program; and
- i. Submit the terminal report at the end of feeding to the Schools Division Office through the District Office.

The School-Based Feeding Program Coordinator must be able to perform the duties and responsibilities attached to the School-Based Feeding Coordinator and such other related functions as assigned.

References:

DepEd Order No. 39, s. 2017 “Operational Guidelines on the Implementation of School Based Feeding Program Coordinator”)

<https://www.teacherph.com/school-based-feeding-program-sbfp>