

CMS Community Monitoring of DepEd's School Based Feeding Program (SBFP)

Volunteers' Duties and Responsibilities

40 volunteers, two (2) per school

Requirements:

As a community monitor, you must:

- Be able to attend the two-day training provided by ANSA-EAP on the conduct of the School Based Feeding Program (SBFP) Monitoring.
- Have a working android phone or tablet that is capable of installing and using geotagging and other related tools, namely:
 1. GPS Status and Toolbox
 2. Open Camera
 3. Google Photos
 4. Google Chrome Web Browser

Note: Applications are not compatible with IOS devices
- Have time to conduct the monitoring in their assigned schools

Responsibilities

A. SBFP Monitoring

Before the school visit,

- Confirm that the pre-scheduled date of monitoring in a particular week is a regular school day.
- Have a printed copy of the monitoring tool with three modules and the acknowledgment form
- Ensure that your android phone has the needed apps and is capable of connecting to the computer and/or the Internet.
- Coordinate with the school head/officer in-charge of the conduct of the monitoring activities through brief introduction of self, purpose of visit and the monitoring tool that will be used. Present copy of DepEd endorsement.
- Get pertinent information, such as the time of the start and end of the SBFP implementation, location of kitchen and feeding station that operate under the DepEd's School Based Feeding Program (SBFP), and name of people to look for during the monitoring.

During the school visit,

- Arrive in the assigned school 10 minutes before start time. Bring a copy of DepEd endorsement and be ready to show it when asked.
- Do a courtesy call with the school head/OIC before proceeding with the monitoring activities. Repeat your brief introduction of self, purpose of visit and the monitoring tool that will be used.
- Proceed to the kitchen, feeding station and other important sources of information.
- Answer the monitoring tool as honest as you can. Take photos, as instructed to do so.
- Briefly introduce yourself and explain your purpose in each station. Make sure you complete all three modules of the monitoring tool.
- Brief the School Head/OIC or Feeding Coordinator about the monitoring findings. Update and finalize the accomplished monitoring questionnaire.

- Ask the School Head/OIC or Feeding Coordinator to review and sign the Acknowledgement Form. Encourage the School Head/OIC to address identified issues or problems.
- Take the photo of the signed Acknowledgment Form.
- Thank the School Head/OIC or Feeding Coordinator for their cooperation and leave information about the next steps.

After the school visit,

- Submit the accomplished monitoring questionnaire and upload geo-tagged pictures within 24 hours after the school visit.
- Report to the secretariat on the progress of the monitoring after the school visit.
- Attend meetings, if needed.
- Document necessary expenses incurred during the activity.

B. Report Card

Before the school visit,

- Review and prepare the consolidated findings and acknowledgement reports
- Coordinate with the School Head/OIC about the visit and present its purpose.

During the school visit,

- Arrive in the assigned school 10 minutes before start time. Bring a copy of DepEd endorsement and be ready to show it when asked.
- Answer the report card tool as honest as you can. Take photos as instructed to do so.
- Present and discuss the consolidated findings from monitoring. Present the Acknowledgement Forms that were signed during the previous visits.
- Ask the School Head/OIC to review and sign the Report Card.
- Take photo of the signed Report Card.
- Thank the School Head/OIC and/or Feeding Coordinator for their cooperation and leave information about the end of the monitoring.

After the school visit,

- Submit the copy of the Report Card and upload geo-tagged pictures within 24 hours after the school visit.
- Report to the secretariat on the progress of the reporting.
- Attend debriefing or meeting, if necessary.

Guide: Do's and Don'ts of Monitoring

The point of monitoring is to help improve the schools, not to fault them. The purpose of monitoring them is to see how well the schools perform and help them identify areas where they can improve and be able to meet standards set by the Department of Education.

Always

1. Always be courteous and respectful to School Heads, teachers, kitchen volunteers, and other school officials and employees. Always ask permission before starting monitoring.

2. Always be prompt and on time – schools, kitchens, teachers, and feeding volunteers work on a strict schedule.
3. Always be observant and ready to ask questions that are clear and constructive.
4. Always be careful and objective in answering the monitoring tool to ensure accuracy and fairness in rendering the report of findings.
5. Always look decent and presentable when you visit the school.

Never

6. Never use this monitoring opportunity to boast or threaten school officials or any other school stakeholders, particularly when there are adverse findings. Never use information gathered through the monitoring recklessly.
7. Never meddle with or intrude into the work of people in the school, especially the kitchen and the feeding area.
8. Never cause or be the reason for any delay in the kitchen operations.
9. Never assume any authority to decide on any school matters.
10. Never ask school officials and employees for special favors, such as meals/snacks, in the course of the monitoring.
11. Never disclose the results of the monitoring to strangers unless with the permission of the school, ANSA-EAP, Jollibee Group Foundation, or a combination thereof.

Monitoring need not be a very serious task. Don't forget to smile – it helps brighten the mood and improve the health and wellbeing of people around you.