

ADMINISTRATIVE ORDER

No. 08

Series of 2012

SUBJECT: OMNIBUS GUIDELINES IN THE IMPLEMENTATION OF THE SUPPLEMENTARY FEEDING PROGRAM

I. BACKGROUND AND RATIONALE

Malnutrition proved to be prevalent based on the 7th National Nutrition Survey (2008) conducted by the Food and Nutrition Research Institute of the Department of Science and Technology. The result revealed that under and over nutrition still persists among Filipino children and has significantly increased compared to the last survey. Though malnutrition among children is a problem that needs to be addressed by the government, children aged 2 to 5 who are at-risk of malnutrition should also be given equal consideration to prevent them from becoming malnourished.

Results of the SWS surveys since 2007 have been a mix of good and bad news as shown by the dips and spikes in hunger incidence (see Figure 1 of **Annex "F"**). A record high of 24 percent was recorded on the 4th quarter of 2009.

The latest survey (2006) of the Family Income and Expenditure Surveys (FIES) conducted by the National Statistics Office every three years reported that about 11 percent of Filipino families had incomes that cannot buy the food needed by family members for nutritional well-being and health. These families could be considered as hungry and food-poor.

The thrust of President Benigno C. Aquino's Administration is to strengthen and maximize Public-Private Partnerships along implementation of various programs and projects. As an initial response, the Department of Social Welfare and Development implemented the Supplementary Feeding Program (SFP) in partnership with the local government units and non-government organizations, as part of the Department's contribution to Early Childhood Care and Development (ECCD) program of the government. The Department strengthens the network with the private sector partners and maximizes opportunities for possible partnerships. The program is continuously being implemented to help achieve the Millennium Development Goal 1 which is to eradicate extreme poverty and hunger. Good nutrition helps children develop their full potentials, hence, directly addressing MDG 1.

The program in CY 2011 encountered several issues and gaps along implementation such as the forging of Memorandum of Agreement with the Local Government Units which takes time due to issuance of LGU resolution, procurement of goods within 2 months, among others, which all caused the delay in the conduct of actual feeding. Along these concerns, several amendments such as Administrative Orders 5, 14, and 18, series of 2011 were made in order to achieve the program objectives. Hence, there is a need to consolidate the SFP implementing guidelines to institutionalize a uniform understanding along program implementation.

II. DESCRIPTION:

The Supplementary Feeding Program is the provision of food in addition to the regular meals, to target children as part of the DSWD's contribution to the Early Childhood Care and Development (ECCD) program of the government. The food supplementation will be in a form of hot meals to be served during snack/meal time to children five (5) days a week for 120 days. The feeding program will be managed by parents based on a prepared meal cycle using available indigenous food supplies. Children beneficiaries will be weighed at the start of the feeding and 3 months thereafter and after the completion of 120 feeding days to determine improvement and sustenance in their nutritional status.

III. LEGAL BASES:

1. **Millennium Development Goal 1** – Eradicate extreme poverty and hunger
2. **Nutrition Act of the Philippines (PD 491)** – The Government of the Philippines hereby declares that nutrition is now a priority of the government to be implemented by all branches of the government in an integrated fashion.
3. **ECCD Act (RA 8980)** – It is hereby declared the policy of the State to promote the rights of children to survival, development and special protection with full recognition of the nature of childhood and its special needs.
4. **Special Protection of Children Against Abuse, Exploitation and Discrimination Act (RA 7610)** – It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.
5. **1987 Philippine Constitution Article XV Section 3 item 2** – the government must ensure the right of children to assistance including proper care and nutrition and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development.
6. **PD 603 or the Child and Youth Welfare Code** - states that the child is one of the most important assets of the nation. Every effort should be exerted to promote his welfare and enhance his opportunities for a useful and happy life.
7. **Local Government Code of the Philippines (RA 7160)** – Chapter II Section 17 (b) (2) (iv) provides the role of the Municipality: Social welfare services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services

IV. OBJECTIVES:

1. To provide augmentation support for feeding program for children in LGU-managed DCCs/SNP areas and communities using indigenous foods and/or locally produced foods equivalent to 1/3 of Recommended Energy and Nutrient Intake (RENI);
2. To improve knowledge, attitude and practices of children, parents and caregivers through intensified nutrition and health education; and
3. To improve and sustain the nutritional status of the target children beneficiaries.

V. DEFINITION OF TERMS:

For the purpose of this Guideline, the following terms shall be defined as follows, using the definitions of the National Nutrition Council:

1. **Malnutrition** - encompasses a range of conditions, including acute malnutrition, chronic malnutrition, micronutrient deficiencies, as well as obesity.
2. **Recommended Energy and Nutrient Intake (RENI)** – levels of energy and nutrient intakes on the basis of current scientific knowledge which are considered adequate for the maintenance of health and well-being of nearly all healthy persons in the population (FNRI-DOST, 2002).
3. **Supplementary feeding** - Supplementary feeding (SF) is defined as provision of food to supplement energy and other nutrients missing from the diet of those who have special nutritional requirements to prevent or alleviate malnutrition through reducing the nutrient gap between an individual's actual consumption and his/her requirement (WHO, 1997)
4. **Day Care Service Parents Group/Supervised Neighborhood Play Parents Group (DCSPG/SNP PG)** – composed of parents of the children enrolled in day care centers/supervised neighborhood play

5. **Day Care Centers (DCC)** - community or workplace facilities for children 3-5 year old with a maximum of 30 children per center.
6. **Supervised Neighborhood Play (SNP)** – children 2-5 year old are provided with early childhood enrichment activities together with older children thru play activities, games, guided exercises and other learning opportunities. Each SNP can be composed of children of various ages but should have a maximum of 10 members.
7. **Parenting Effectiveness Service (PES)**- provision of expansion of knowledge and skills of parents and caregivers on parenting to be able to respond to parental duties and responsibilities on the areas of early childhood development, behavior management of younger and older children, husband-wife relationships, prevention of child abuse, health care and other challenges of parenting.

VI. IMPLEMENTING PROCEDURES/ SCHEME

VI.1. SUPPLEMENTARY FEEDING PROGRAM IN DAY CARE CENTERS AND SUPERVISED NEIGHBORHOOD PLAY

1. Target Beneficiaries

- 2-4 year old children in SNP;
- 3-4 year old children enrolled in day care centers; and
- 5-year old children not enrolled in the DepEd preschool children but enrolled in DCCs

Database of poor households from the National Household Targeting System may be utilized in identifying the children beneficiaries who are prospective DCC and SNP enrollees.

2. Social Preparation

- 2.1. The DSWD-Central Office shall provide program orientation to the field offices and DSWD-ARMM.
- 2.2. The field offices and DSWD-ARMM shall orient the Provincial/City/Municipal Social Welfare Officers while the parents or caregivers shall be oriented about the program by the P/C/MSWDO.
- 2.3. A Memorandum of Agreement (MOA), using the prototype MOA crafted by the Protective Services Bureau (PSB), shall be executed by the FO with identified partners to define the roles and responsibilities of each party.
 - MOA between DSWD and LGU (Annex B)
 - MOA between and among DSWD, City/Municipal Social Welfare Office and Day Care Workers Federation (DCWF) (Annex C)
 - MOA between and among DSWD, City/Municipal Social Welfare Office and DCSPG/SNP PG (Annex D)
 - MOA between the FO and partner NGO (Annex E)

The MOA should highlight the obligations of each party particularly in the proper disposition/disbursement of funds for the SF implementation and liquidation of funds received in accordance with COA Circular Number 94-013 and 2007-001 dated 13 December 1994 and 25 October 2007 (depending on the partnership).

A separate MOA could be executed with the Provincial LGU to expedite the implementation.

- 2.4. The LGU shall open a bank account solely for DSWD account for Supplementary Feeding Program.

For partnership with DCWF/DCSPG/SNP PG, open a savings account solely for the DSWD funds in any reputable bank/cooperative with savings account service with 3 signatories, 2 from the federation namely the President and the treasurer, and 1 from the LGU which is the C/MSWDO. The C/MSWDO shall ensure that funds intended will be used for the SF implementation in the DCCs/SNP area.

- 2.5. Implementing partners (DSWD-ARMM/C/MLGUs/ C/MSWDO (for partnership with DCWF/DCSPG) /NGOs and other NGAs), shall be required to submit a project proposal and masterlist of beneficiaries using the prescribed template as basis for funding allocation including the liquidation/audited report of disbursements of the previous fund releases.

The FO may prepare a mother proposal to facilitate immediate fund releases to implementing partners, however, the FO should still require submission of individual proposal from the implementing partners.

- 2.6. Organize the community through the C/M/PSWDOs, as a prerequisite in the implementation of Supplementary Feeding Program. The following activities shall be undertaken by the C/M/PSWDO prior to the implementation of the program:

- a. Orientation of Local Officials and stakeholders about the program for support.
- b. Conduct of Barangay Assemblies/Meetings to get the support of the people in the barangay.
- c. A month prior to the actual feeding implementation, parents shall be organized by the day care/SNP worker and their support and commitment to the program shall be obtained. They shall be grouped into working committees to involve all parents in various activities in the center. Regular meetings shall be held to discuss issues and problems affecting the implementation of the program.
- d. Team building sessions shall be conducted by the C/MSWDO to prepare parents to manage the project and to build them as a team. This will include activities that will strengthen their awareness of their role and responsibilities towards the project and as member of a team/organization. This will also develop the spirit of volunteerism and sharing. The FO could provide funds for this, subject to availability of funds or the LGU will provide counterpart for the conduct of this activity.

- 2.7. The Day Care/SNP worker/NGO staff shall accomplish intake form for each child. If there is already existing intake information of the child, records should be updated. Such information may be gathered from the BNS, BHWs and other secondary sources. A home visit to the family is necessary to gather and validate information.

- 2.8. Measuring of children shall be done by trained DCWs/SNP volunteer worker and BNS/BHW under the supervision of the Rural Health Unit using the New WHO Child Growth Standards (CGS) or the ECCD growth chart, whichever is available, to determine nutritional status before the start of feeding using the available weighing scale and height boards of the Rural Health Unit. The DCW/SNP worker should establish a permanent growth monitoring record for each child that contains the name, age, birthday, and the baseline and monthly weight record of the child. The data obtained at this stage shall be maintained in the FO's databank.

- 2.9. Profiling and data banking of children must be done by the C/M/PSWDO to be submitted to the Field Office.

3. Conduct of Feeding

- 3.1. The feeding shall be implemented for a minimum of 5 days and maximum of 7 days, for a period of 120 days. If the need arise, 7 days a week feeding can be done to catch-up with the implementation. The actual implementation shall be in all day care centers/SNP areas nationwide for SFP in DCCs/SNP and identified feeding area for SFP outside DCCs.
- 3.2. Feeding shall be provided to all the children beneficiaries for the duration as stated above. If there are two sessions, feeding shall be given to both and shall consist of:
 - **Daily Hot Meals.** The suggested cycle menu (**Annex G**) as recommended by FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the Nutritionist-Dietitian which shall be equivalent to 1/3 of the Daily Recommended Energy and Nutrient Intake (RENI) shall be used in the preparation of hot meals. The parents group and/or the City/Municipal Nutrition Action Officer (C/MNAO) may enhance the cycle menu depending on available nutritionally adequate food items in the community.
- 3.3. The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The DCW/SNP Volunteer Worker and the President of the DCSG/SNP parents group shall prepare a monthly schedule of cooks.
- 3.4. Aside from feeding, children should be taught proper hygiene such as washing the hands before and after eating, table manners, and prayer before and after meals, etc. and simple concepts on health care and nutrition and importance of nutrition for their health and development, among others.

4. Conduct of Parent Effectiveness Sessions

The parents shall be encouraged to complete all the nine sessions on self, family, parent effectiveness, health and nutrition, etc. to improve/enhance their knowledge, attitude, skills and practices on parenting.

- 4.1. The sessions facilitated by the LSWDO or trained staff shall be held at least twice a month , depending on the available time of parents. It shall be conducted following the order of importance established/agreed upon by the parents. Resource persons may be invited to discuss specific topics.
- 4.2. In the conduct of sessions, the methodologies should be evocative and should involve the maximum participation of the parents.

5. Fund Allocation

- 5.1. The amount of thirteen pesos (Php13.00) per child per day for 120 days hot meal feeding shall be allocated. Of this amount, P10.00 shall be used for the viand per child per day and the P3.00 will be used for the rice per child per day. An average of 10 children shall be covered in a kilo of rice.

The allocation per child per day may increase or decrease in the succeeding SFP implementation based on the prevailing price of basic commodities.

- 5.2. The amount of P75 per child should be allocated for the eating utensils while P1,000 per day care center/SNP should be allocated for the cooking utensils. There shall be no allocation for the eating and cooking utensils to DCCs/SNP which are already provided such in the

previous SF implementation except when needing replacement based on the assessment and recommendation of the FO.

- a. The eating utensils shall be composed of:
 1. spoon
 2. fork
 3. bowl
 4. plate
 5. drinking glass/ tumbler
- b. The cooking utensils shall be composed of:
 1. carajay/ frying pan
 2. cauldron/ pot
 3. ladle

- 5.3. Requirement for administrative and monitoring costs shall also be allocated by DSWD CO to the DSWD FOs. The DSWD-FO could provide funds to C/MLGU, in monitoring and provision of technical assistance to the DCW/SNP Worker, DCSPG in SF implementation, in the amount not exceeding P1,500 per LGU per month, subject to availability of funds.

The release of funds shall be on reimbursement basis following the accounting rules and regulations. A monitoring report and a certification from the LGU showing that the MSWDO did not reimburse TE from the LGU, shall be submitted as requirements in the reimbursement.

- 5.4. Savings from the SFP funds could be utilized in the extension of feeding days prioritizing the underweight/malnourished beneficiaries.
- 5.5. Any unused funds by the partners should be returned to the DSWD upon completion of the program.

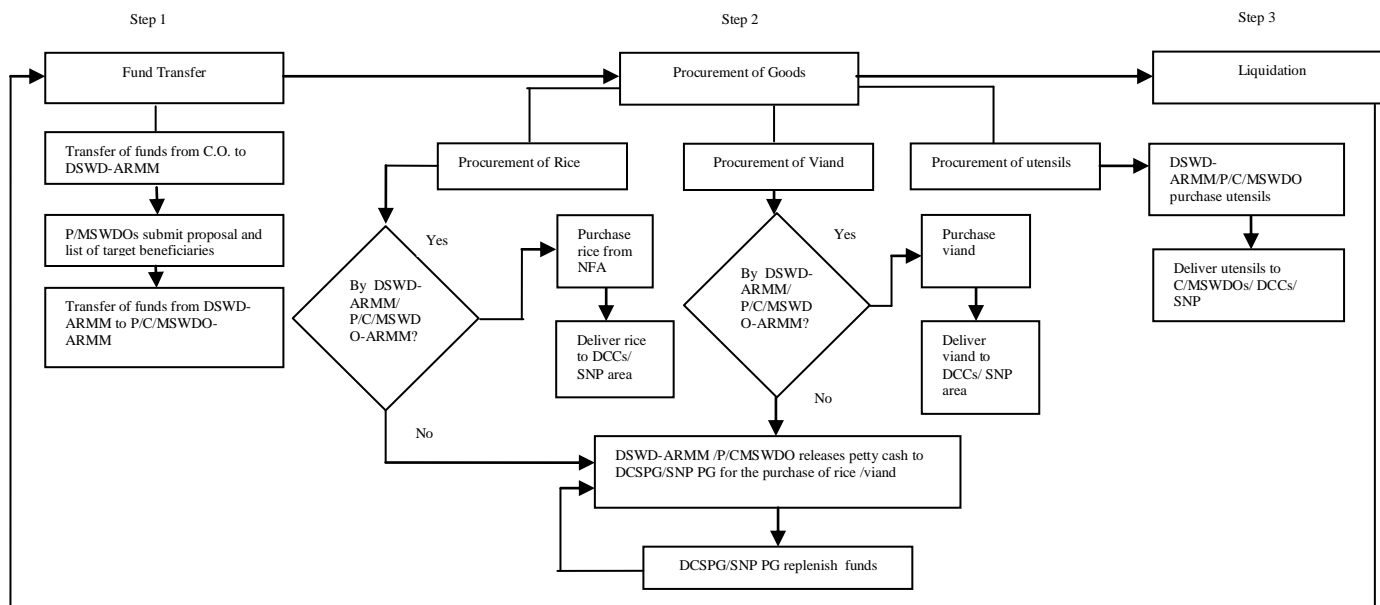
6. Fund Management

The fund management depends on the following modality that will be used in implementing the program:

- A. Partnership with DSWD-ARMM – refers to partnership between DSWD-Central Office and DSWD-ARMM where funds shall be directly downloaded by DSWD-C.O. to DSWD-ARMM.
- B. Partnership with the Local Government Units (LGUs) – partnership between the DSWD-Field Office with their respective LGUs where funds will be transferred to and managed by the LGUs.
- C. Partnership with the Day Care Workers Federation (DCWF)- partnership between DSWD-Field Office, DCWF, with the City/Municipal Social Welfare and Development Office (C/MSWDO), where funds will be directly downloaded to the DCWF.
- D. Partnership with Day Care Service Parents Group/Supervised Neighborhood Play Parents Group (DCSPG/SNP PG) - partnership between DSWD-Field Office, DCWF, with the C/MSWDO where funds will be transferred to the DCSPG/SNP PG.

Below are the procedures in the fund management based on the above-mentioned modalities

A. PARTNERSHIP WITH DSWD-ARMM



2. Fund Transfer

- a. The DSWD-C.O. shall transfer the funds upon submission of the project proposal, in accordance to the cash program, to DSWD-ARMM in tranches and in accordance with the COA Circular Number 94-013 dated December 13, 1994. No succeeding releases shall be provided until the DSWD-ARMM submitted liquidation report of previous releases which should include accomplishment reports and photo documentation, except in extreme emergencies.
- b. The DSWD-ARMM should require their P/C/MSWDOs to submit project proposal and the list of target beneficiaries as basis for fund allocation.
- c. The DSWD-ARMM shall transfer the funds to the PSWDO or C/MSWDO once the proposal and list of beneficiaries are submitted to the region.

3. Procurement of Goods

a. The rice could be procured:

- by the DSWD-ARMM/P/C/MSWDO from National Food Authority-Regional Office. The rice that shall be delivered should be iron-fortified, to the extent possible; or
- by the DCSPG/SNP PG when NFA rice is not available and procurement causes delay in the feeding; the DSWD-ARMM/P/C/MSWDO shall release petty cash to DCSPG/SNP PG for the rice requirement of the DCC/SNP subject to existing budgeting, accounting and auditing rules and regulations.

b. Viand could be procured:

- by the C/MSWDO; or
- by the DCSPG/SNP PG; the DSWD-ARMM/P/C/MSWDO shall release petty cash for the purchase of viand to the DCSPG/SNP PG subject to existing budgeting, accounting and auditing rules and regulations.

The DCSPG/SNP PG which was provided petty cash by the LGU shall replenish the funds on monthly basis for the succeeding releases. The funds shall only be released upon

submission of disbursement/liquidation reports of at least 70% of the amount spent by the DCSPG/SNP PG.

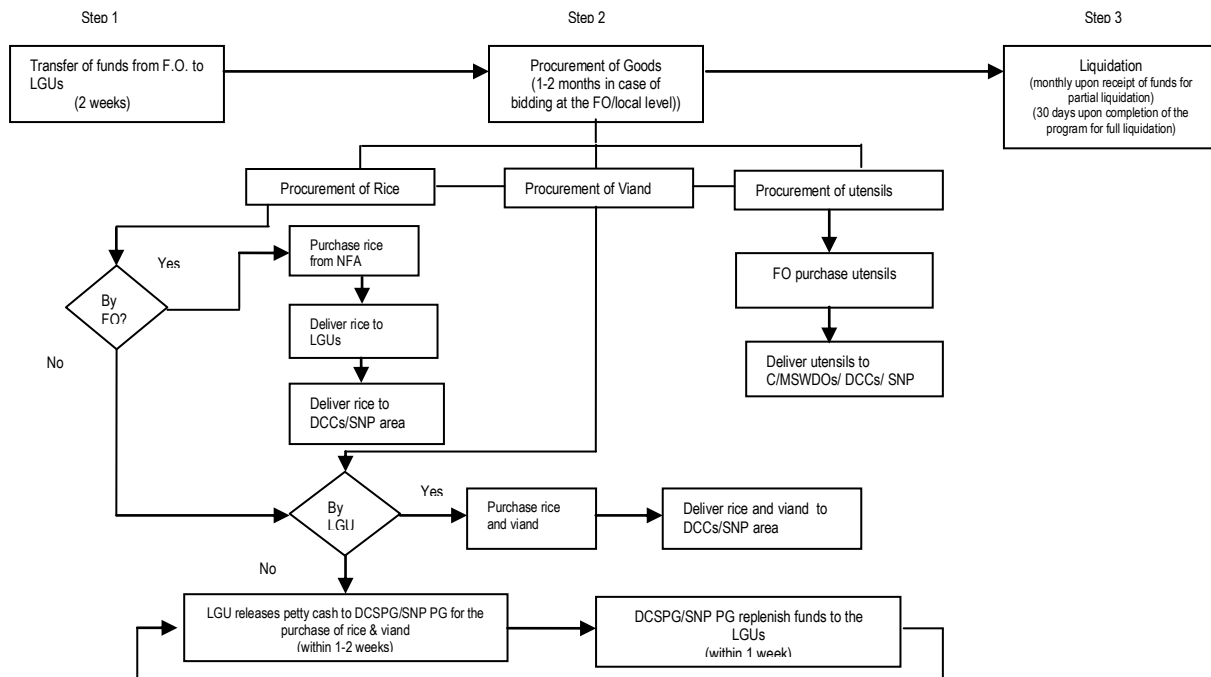
- c. The eating and cooking utensils should be procured by the DSWD-ARMM/P/C/MSWDOs for subsequent distribution to the DCCs/SNP in accordance with the existing procurement law.
- d. Purchase of eating and cooking utensils should be done and distributed to the DCCs/SNP prior to the actual feeding.

All purchases/ procurements shall be supported by official receipts, RER/acknowledgment receipts/statement of market purchases, invoices, billings and other supporting documents required under the existing budgeting, accounting and auditing rules and regulations.

3. Liquidation

- a. The DSWD-ARMM shall take responsibility in the proper disposition/disbursement of funds for the implementation of the program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with COA Circular Number 94-013 dated 13 December 1994.
- b. The DSWD-ARMM should encourage monthly liquidation by the P/C/MSWDO/DCSPG/SNP PG of at least 70% of the amount spent for the month, and require submission of full liquidation of funds released to them 30 days after the completion of the program for transparency and accountability.

E. PARTNERSHIP WITH THE LOCAL GOVERNMENT UNITS (LGUS)



*Timelines may vary depending on the regional/local situation

1. Fund Transfer

The field office shall transfer 100% of the allocation for the grants to LGUs in one tranche and in accordance with the COA Circular Number 94-013 dated December 13, 1994.

2. Procurement of Goods

2.1. The rice could be procured:

- by the FO from National Food Authority-Regional Office. The rice that shall be delivered should be iron-fortified, to the extent possible; or
- by the LGU; or
- by the DCSPG/SNP PG; the C/MLGU shall provide petty cash to the DCSPG/SNP PG for the purchase of rice of the DCC/SNP subject to existing budgeting, accounting and auditing rules and regulations.

2.2. Viand could be procured:

- by the C/MLGU; or
- DCSPG/SNP PG; the C/MLGU shall provide petty cash to the DCSPG/SNP PG for the purchase of viand of the DCC/SNP subject to existing budgeting, accounting and auditing rules and regulations.

The DCSPG/SNP PG which was provided petty cash by the LGU shall replenish the funds on monthly basis for the succeeding releases. The funds shall only be released upon submission of disbursement/liquidation reports of at least 70% of the amount spent by the DCSPG/SNP PG.

2.3. The eating and cooking utensils should be procured by the field office for subsequent distribution to the C/MLGUs/feeding areas.

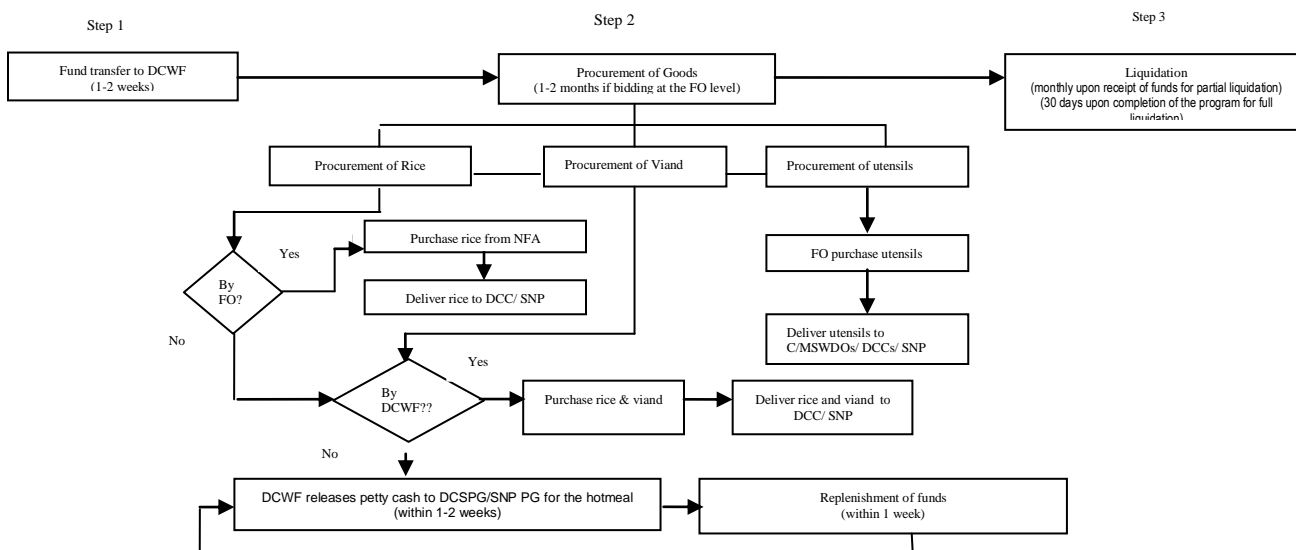
All purchases/ procurements shall be supported by official receipts, RER/acknowledgment receipts/statement of market purchases, invoices, billings and other supporting documents required under the existing budgeting, accounting and auditing rules and regulations.

3. Liquidation

3.1. The C/MLGU shall take responsibility in the proper disposition/disbursement of funds for the implementation of the program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with COA Circular Number 94-013 dated 13 December 1994.

3.2. The FO should encourage monthly liquidation by the C/MLGU at least 70% of the amount spent for the month, and require submission of full liquidation of funds released to them 30 days after the completion of the program for transparency and accountability.

C. PARTNERSHIP WITH CITY/MUNICIPAL DAY CARE WORKERS FEDERATION (C/MDCWF)



*Timelines may vary depending on the regional/local situation

1. Fund Transfer

- 1.1. Should an LGU experience problem in the liquidation of funds and have other concerns which will delay the feeding implementation, the field office shall transfer the funds to the account opened by the DCWF, in one tranche and in accordance with the COA Circular Number 2007-001 dated October 25, 2007.
- 1.2. The amount needed for the opening of account by the DCWF shall also be allocated. The DSWD shall have the access/right to monitor and conduct spot check on the account considering that this is a government fund. A waiver should be signed by the DCWF giving DSWD the access to the account.
- 1.3. The DCWF shall release petty cash to the DCSPG/SNP PG amounting to the hot meal requirement for the month should the DCSPG/SNP PG will purchase the rice and viand.

2. Procurement of Goods

2.2. The rice could be procured:

- by the FO from National Food Authority-Regional Office. The rice that shall be delivered should be iron-fortified, to the extent possible; or
- by the DCWF; or
- by the DCSPG; the DCWF shall release petty cash to the DCSPG/SNP PG for the rice requirement of the DCC/SNP subject to existing budgeting, accounting and auditing rules and regulations.

2.3. Viand should be procured:

- by the DCWF; or
- by the DCSPG/SNP PG; the DCWF shall release petty cash to the DCSPG/SNP PG for purchase of viand of the DCC/SNP subject to existing budgeting, accounting and auditing rules and regulations;

The DCSPG/SNP PG which was provided petty cash by the LGU shall replenish the funds on monthly basis for the succeeding releases. The funds shall only be released upon submission of disbursement/liquidation reports of at least 70% of the amount spent by the DCSPG/SNP PG.

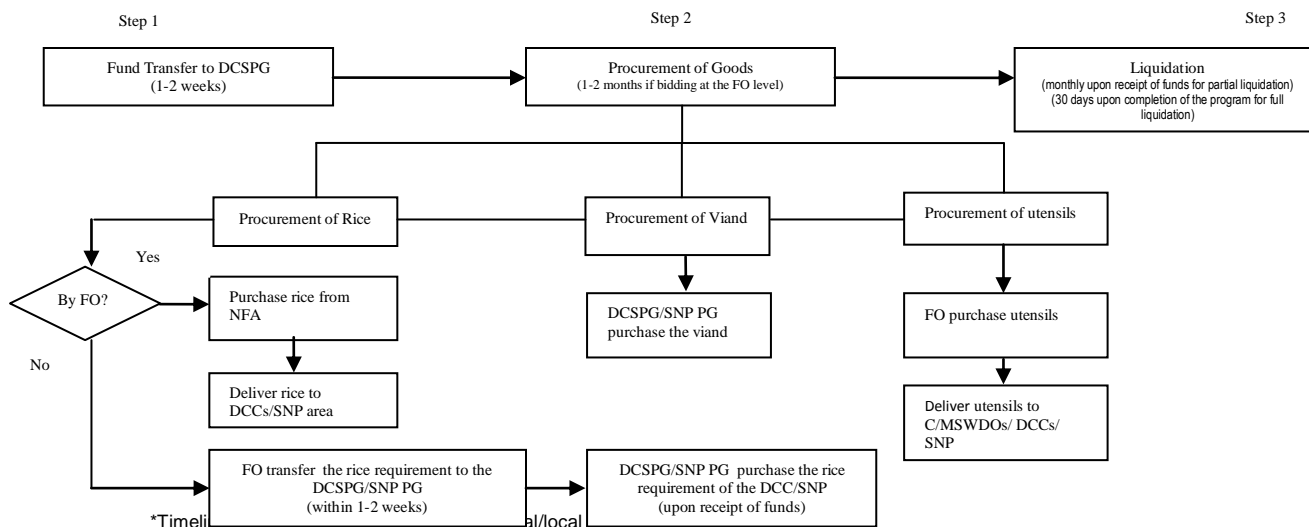
2.4. The eating and cooking utensils should be procured by the field office for subsequent distribution to the DCCs/SNP;

All purchases/ procurements shall be supported by official receipts, RER/acknowledgment receipts/statement of market purchases, invoices, billings and other supporting documents required under the existing budgeting, accounting and auditing rules and regulations.

3. Liquidation

- 3.1. The DCWF shall take responsibility in the proper disposition/disbursement of funds for the implementation of the program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with COA Circular Number 2007-001 dated October 25, 2007.
- 3.2. The FO should encourage monthly liquidation by the DCWF at least 70% of the amount spent for the month, and require submission of full liquidation of funds released to them 30 days after the completion of the program for transparency and accountability.

D. PARTNERSHIP WITH THE DAY CARE SERVICE PARENTS GROUP/SNP PARENTS GROUP



1. Fund Transfer

The FO could also have the option to transfer the fund to the DCSPG/SNP PG, should an LGU experience problem in the liquidation of funds and have other concerns which will delay the feeding implementation.

- 1.1. The DSWD field office shall transfer the funds to the account opened by the DCSPG/SNP PG in one tranche and in accordance with COA Circular Number 2007-001 dated 25 October 2007.
- 1.2. The amount transferred shall be used solely for the purchase of hot meal inclusive of rice and viand to be used in the feeding program for the day care/SNP children.

The amount needed for the opening of account by the DCSPG/SNP PG shall also be allocated. The DSWD shall have access to the account considering that this is a government fund. A waiver should be signed by the DCSPG/SNP PG giving DSWD the access to the account.

2. Procurement of Goods

- 2.1. The rice could be procured:
 - by the FO from National Food Authority-Regional Office. The rice that shall be delivered should be iron-fortified, to the extent possible; or
 - by the DCSPG/SNP PG; the FO shall also transfer the rice requirement of the DCC/SNP.
- 2.2. Viand should be procured by the DCSPG/SNP PG; the FO shall also transfer the fund requirement for the viand of the DCC/SNP to the DCSPG/SNP PG.
- 2.3. The eating and cooking utensils should be procured by the field office for subsequent distribution to the DCCs/SNP;
- 2.4. Purchase of eating and cooking utensils should be done and distributed to the DCCs/SNP.
- 2.5. All purchases/procurements shall be supported by official receipts, RER/acknowledgement receipts/statement of market purchases, invoices, billings and other supporting documents required under the existing budgeting, accounting and auditing rules and regulations.

3. Liquidation

- 3.1. The C/MSWDO shall take responsibility in the proper disposition/disbursement of funds for the implementation of the program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with COA Circular Number 2007-001 dated October 25, 2007.
- 3.2. The FO should encourage monthly liquidation by the DCSPG/SNP PG at least 70% of the amount spent for the month, and require submission of full liquidation of funds released to them 30 days after the completion of the program for transparency and accountability.

VI.2. SUPPLEMENTARY FEEDING PROGRAM OUTSIDE DAY CARE CENTER

A. PARTNERSHIP WITH NON-GOVERNMENT ORGANIZATION (NGO)

1. Target Beneficiaries

The beneficiaries of the program are the children aged 3 to 12 years old identified by the NGO partner.

2. Social Preparation, Feeding and Conduct of Parent Effectiveness Sessions

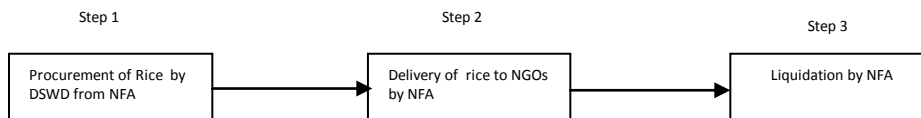
The activities to be undertaken under these components shall follow the activities indicated under the SFP in Day Care Centers.

3. Fund Allocation

The amount of twelve pesos (Php 13.00) inclusive of rice and viand per child per day for 120 days hot meal feeding shall be expended.

An average of 10 children shall be covered in a kilo of rice at P30.00 per kilo, thus, the cost of Php 3.00 of rice per child per day for 120 days shall be allocated by the DSWD to the NGO partner pursuant to existing laws and rules, while the amount of Php 10.00 shall be the counterpart of the NGO.

4. Rice Distribution Scheme and Liquidation



4.1. The rice shall be procured by DSWD-CO from NFA-Central Office, inclusive of delivery fees. The rice that shall be delivered by NFA should be iron-fortified or well-milled rice in case iron-fortified rice is not available. It will then be delivered by the respective NFA Provincial offices to the designated warehouses/storage facilities in the cities or municipalities identified by the NGO.

4.2. NFA shall submit liquidation report to the DSWD of the rice procured in accordance with the accounting and auditing rules and regulations.

B. PARTNERSHIP WITH THE LEGISLATORS

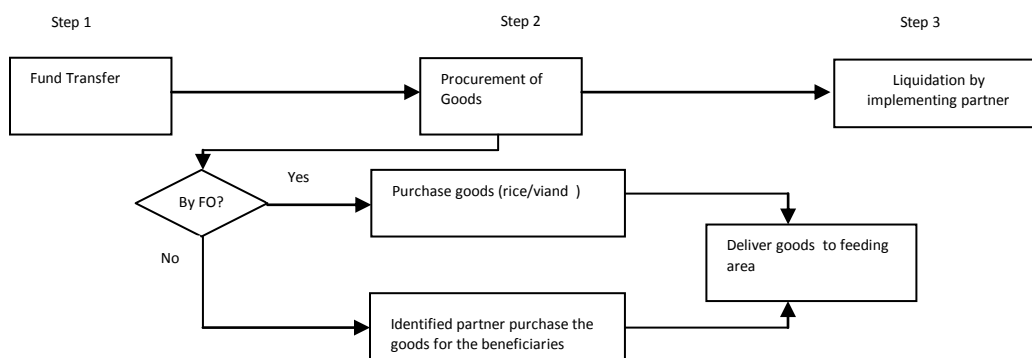
1. Target Beneficiaries

Beneficiaries of the program are children 2-12 years old identified by partner legislators. There shall be no duplication of children/beneficiaries being served in other supplementary feeding program of the Department such as in SF in Day Care Centers and SF in partnership with NGOs.

2. Social Preparation, Feeding, and PES

The activities under these components shall follow the activities indicated under the SFP in Day Care Centers.

3. Fund Management, Procurement of Goods and Liquidation



3.1. Fund Management

The funds for the implementation of the program shall be transferred by the DSWD Central Office to DSWD Field Offices by way of sub-allotment and transfer of cash allocation. The implementation can be done through the following modes:

- The FO can transfer the funds to another National Government Agency i.e. Department of Education to implement the program, in accordance with COA Circular Number 94-013 dated 13 December 1994;
- The FO can transfer the funds to the Local Government Units(LGUs) in accordance with COA Circular Number 94-013 dated 13 December 1994;
- The FO can transfer the funds to DSWD accredited/registered/licensed NGO in accordance with COA Circular No. 2007-001 dated 25 October 2007;

3.2. Procurement of Goods

- The rice, viand, and eating utensils should be procured in accordance to the procurement scheme (RA 9184: Government Procurement Reform Act, 2003). The rice to be procured should be iron-fortified.
- The eating utensils shall be composed of spoon, fork, bowl, plate and drinking glass/tumbler.
- The cooking utensils/equipment should be the counterpart of the identified partner (NGO/LGU or other government agencies) or the parents. The FO may also include in the MOA the provision of counterpart from the LGU/Legislator concerned or the parents for the procurement of cooking utensils/equipment.

3.3. Liquidation

The identified partner (NGA/NGO/LGU) shall take responsibility in the proper disposition/disbursement of funds for the implementation of the program in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with COA Circular Number 94-013 and 2007-001 dated December 13, 1994 and October 25, 2007 respectively.

VII. INSTITUTIONAL ARRANGEMENTS

A. National Level:

1. Protective Services Bureau – DSWD Central Office

- 1.1. Act as the lead bureau in managing and coordinating the implementation of the Supplementary Feeding Program.
- 1.2. In partnership with the National Offices of the agencies (NNC and DA) assist in the orientation of the Regional Social Development Committee and Provincial Governments, LGUs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the Program.
- 1.3. Allocate and release funds to DSWD-FO/ARMM;
- 1.4. Assess and recommend the request for realignment of SF funds from the FOs/ARMM pursuant to existing accounting and auditing rules and regulations;
- 1.5. Monitor and provide technical assistance to the field offices regarding the implementation of the program
- 1.6. Submit reports on the implementation of the program to the Department Secretary, and Office of the President.
- 1.7. Procure from the National Food Authority the required volume of Iron-Fortified Rice (IFR) or well-milled rice (WMR) if IFR is not available for the NGO partnership based on the prevailing market price.

2. Financial Management Service – DSWD Central Office

- 2.1 Provide technical assistance to PSB and FOs on budgetary, financial and cash management matters of the program.
- 2.2 Sub-allot, transfer funds and realign funds based on request
- 2.3 Participate/act as resource person during the national program implementation review.

3. Office of the Legislator

- 3.3. Provide manpower to assist in the monitoring of the program implementation.
- 3.4. Coordinate with the DSWD Field Offices regarding the implementation of the Supplementary Feeding Program.

4. Non-Government Organizations

- 4.1. Submit project proposal as basis for the allocation;
- 4.2. Implement the program in their area of coverage;
- 4.3. Designate a Focal Person for the program with the task of providing guidance, technical assistance and support to their local partners;
- 4.4. Conduct orientation with their local partners, parents, service providers and other stakeholders on the objective, mechanics and their roles and responsibilities in the program including nutrition education activities.;
- 4.5. Formulate Nutrition Action Plan to address nutrition-related problem of the LGU;

- 4.6. In coordination with the local health office, ensure periodic measuring of children, before and during the feeding period and administer deworming of the said children before feeding and micro-nutrients supplementation;
- 4.7. Ensure that the rice intended for their local partners are received for the latter's operation of the supplemental feeding in their respective areas;
- 4.8. Issue Acknowledgment Receipt for the rice transferred by DSWD;
- 4.9. Use the rice transferred by DSWD solely for the implementation of its programs/project and program implementation;
- 4.10. Make available all records and files pertaining to transactions involving the rice transferred;
- 4.11. Submit within 30 days after the end of the agreed period the Accomplishment Report, including the matrix of nutritional status of children before, during and after the implementation of the program;
- 4.12. Submit complete monthly report to concerned DSWD Field Office, copy furnished the Local Social Welfare Office covering area of program implementation.

B. Regional Level

1. DSWD Field Office

- 1.1. Manage and coordinate/supervise the regional implementation of the Supplementary Feeding Program.
- 1.2. Designate a Focal Person for Supplementary Feeding Program to provide guidance and technical assistance to the Social Welfare & Development Officers, DCW/SNP Workers, DCW Federation, and DCSPG in the implementation of the Program
- 1.3. Convene the Regional Council for the Welfare of Children (RCWC) and coordinate with the Regional Nutritional Council for the involvement in the monitoring and come up with a regional monitoring plan, as well as recommend implementation strategy including menu specification.
- 1.4. Conduct orientation to the Provincial/ City Development Councils, LGUs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the Program.
- 1.5. Release funds to the City/ Municipal LGU/ DCWF/ DCSPG/SNP PG in accordance with COA Circular Numbers 94-013 and 2007-001 dated December 13, 1994 and October 25, 2007 respectively.
- 1.6. Purchase eating and cooking utensils and deliver to the LGUs/feeding areas.
- 1.7. For partnership with the Legislator, purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations, if FO will manage the fund.
- 1.8. Closely monitor the fund management, utilization, program implementation and respond to operational concerns of the LGUs/DCWF//DCSPG/SNP PG/DCW/SNP Workers.
- 1.9. Provide funds for the conduct of SF related activities that will be undertaken by the C/M/PSWDOs, subject to availability of funds.
- 1.10. Consolidate LGU and NGO report and submit monthly physical accomplishment and financial report on the utilization of funds and quarterly accomplishment on nutritional status of children to Central Office-Protective Services Bureau.
- 1.11. Update the Office of the Legislator on the SF implementation.
- 1.12. Conduct a Regional Implementation Review at the end of the implementation period.

2. DSWD-ARMM

- 2.1 Submit an annual work and financial plan and/or project proposal to DSWD-Central Office as basis for funding allocation;
- 2.2 Make available the records and/or documents and personnel needed during the conduct of assessment/validation by the DSWD-Central Office.
- 2.3 Implement and monitor the regional implementation of the Supplementary Feeding Program.
- 2.4 Designate a Focal Person for Supplementary Feeding Program to provide guidance and technical assistance to the Social Welfare & Development Officers, DCW/SNP Workers, DCW Federation, and DCSPG/SNP PG in the implementation of the Program.

- 2.5 Convene the Regional Council for the Welfare of Children (RCWC) and coordinate with the Regional Nutritional Council for the involvement in the monitoring and come up with a regional monitoring plan, as well as recommend implementation strategy including menu specification.
- 2.6 Conduct orientation to the Provincial/ City Development Councils, P/C/MSWDOs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the Program.
- 2.7 Release funds to the P/C/MSWDO-ARMM in accordance with COA Circular Number 94-013 dated December 13, 1994.
- 2.8 Issue Official receipt for the funds transferred by the Central Office every quarter.
- 2.9 Maintain a separate subsidiary record/ledger for the fund transferred pertaining to the project.
- 2.10 Purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations;
- 2.11 Take responsibility for the proper disposition/disbursement of funds for the implementation of its programs in accordance with existing COA rules and regulations
- 2.12 Ensure that funds are used solely for the implementation of the program and keep and maintain Financial and Accounting records for the fund transferred and in accordance with the generally accepted accounting and auditing principles.
- 2.13 Make available all records and files pertaining to transactions involving the fund upon request of COA Auditor.
- 2.14 Refund to the DSWD-Central Office any used funds or savings generated after project completion.
- 2.15 Monitor and respond to operational concerns of the LGUs/DCWF//DCSPG/ DCW/SNP Workers and parents group.
- 2.16 Consolidate and submit monthly physical accomplishment and financial report on the utilization of funds and quarterly accomplishment on nutritional status of children to Central Office- Protective Services Bureau
- 2.17 Conduct a Regional Implementation Review at the end of the implementation period.

C. Local Government Units

1. Provincial Government

- 1.1. Coordinate, monitor and if deemed necessary, provide augmentation to the implementation of the feeding program at the municipal level.
- 1.2. Through the Provincial Social Welfare and Development Office (PSWDO), in coordination with the Provincial Nutrition Action Officer (PNAO), organize or re-activate the Provincial Nutrition Committee including Provincial Agricultural Office (PAO), Provincial Health Office (PHO), Provincial Planning and Development Committee (PPDC) and Provincial Local Government Operations Officer or PLGOO) to be responsible for the orientation of the LGUs and other stakeholders on the objective, mechanics and roles and responsibilities in the Program.
- 1.3. Maximize the support of the Provincial Early Childhood Care and Development Council (PECCDC) in the program
- 1.4. Integrate Supplementary Feeding Program in the provincial nutrition plan and strategy to solve the problem on hunger and malnutrition.
- 1.5. Assist DSWD FO in following up the submission of liquidation report and other reports as required from the C/MLGU.

3. City/Municipal Government

- 3.1. Submit an project proposal and masterlist of beneficiaries as basis for funding allocation;
- 3.2. Open a DSWD account for Supplementary Feeding program.
- 3.3. Supervise the implementation of the Supplementary Feeding Program in the DCCs/SNP;
- 3.4. Designate the C/MSWDO as Focal Person for the feeding with the task of providing guidance, technical assistance and support to the Association, Day Care Workers and DCSPG in

coordination with the City/Municipal Nutrition Action Officer (C/MNAO) and include in LGU/MNC meetings SF concerns.

- 3.5. As the Focal Person, the C/MSWDO shall be responsible for providing administrative and technical assistance in the operationalization of the SFP and overseeing the organization of Parent Committees in each DCC. The C/MSWDO shall ensure that funds intended for the DCWF/DCSPG shall be used solely for the latter's operation of the feeding in their respective day care centers/SNP;
- 3.6. Comply with the set deadline in the submission of all the required documents as basis for funding allocation;
- 3.7. Purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations;
- 3.8. Allocate and release petty cash/funds to the DCSPG/SNP PG for the purchase of hot meal requirement, in case the rice and viand will be purchased by the DCSPG/SNP PG.
- 3.9. Immediately implement the SF program without unreasonable delay upon receipt of funds;
- 3.10. If deemed necessary, provide augmentation in the implementation of the feeding program at the city/municipal and barangay level to through cash or in kind if they catered beyond the target number of beneficiaries and other SF-related activities;
- 3.11. Liquidate all funds transferred by DSWD-FO in accordance with COA Circular Number 94-013 dated December 13, 1994.
- 3.12. Refund any unused funds to DSWD at the end of program implementation.
- 3.13. Tap the City/Municipal Nutrition Committee to assist in monitoring and providing technical assistance to the implementers of the Program monthly.
- 3.14. Consolidate and submit monthly physical and financial report and quarterly report on nutritional status of children beneficiaries to DSWD Field Office/ARMM for consolidation, copy furnished the Provincial Office.
- 3.15. For partnership with the Legislators:
 - Assess the beneficiaries identified by the Legislator
 - In case of fund transfer from FO to the LGU, purchase rice, viand, and eating utensils which shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.
- 3.16. Conduct profiling and update database of children beneficiaries of the program.

4. C/MSWDO

- 4.1. Submit project proposal and masterlist of beneficiaries to the field offices/DSWD-ARMM as basis for funding allocation;
- 4.2. Act as one of the signatories in the account to be opened by the DCWF and DCSPG/SNP PG, in case of fund transfer from the field office to DCWF and DCSPG/SNP PG;
- 4.3. Ensure that funds are used for the implementation of the program in accordance with existing COA rules and regulations.

5. Day Care Workers Federation

- 5.1. Open an account solely for DSWD funds.
- 5.2. Purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations;
- 5.3. Allocate and immediately release petty cash/funds to the DCSPG/SNP PG for the purchase of hot meal requirement, if the parents group will purchase the rice and viand;
- 5.4. Use the funds solely for food items for the implementation for the implementation of SF
- 5.5. Maintain simple bookkeeping and accounting for the inspection and SF reports
- 5.6. Liquidate all funds transferred by DSWD Field Office/ARMM in accordance with COA Circular Number 97-001 dated 25 October 2007.
- 5.7. Monitor the implementation of the actual feeding conducted by the DCSPG/SNP PG.
- 5.8. Submit report to C/MSWDO/ARMM social workers.
- 5.9. Generate counterpart from the parents/barangay to augment the resources

5.10. Assist the C/MSWDO in the conduct of PES.

6. Day Care Service Parents Group/Parents Group (DCSPG/SNP PG)

- 6.1. Organize into committees for marketing, inspection of goods, financial management, preparation of food
- 6.2. Manage and implement the daily feeding of the day care children according to the guidelines and protocol of the program.
- 6.3. Apply for a petty cash advance by submitting list of food items based on the SF menu, if the parents group will purchase the rice and viand.
- 6.4. In case of fund transfer to the DCSPG/PG, open a bank account in the name of the Day Care Service Parents Group/Supervised Neighborhood Play Parents Group (DCSPG/SNP PG) as stated above.
- 6.5. Immediately purchase food items in accordance to list upon receipt of funds;
- 6.6. Maintain simple bookkeeping and accounting for the inspection and SF reports
- 6.7. Liquidate all funds transferred by DSWD Field Office/ARMM in accordance with accounting and auditing rules and regulations.
- 6.8. Replenish the petty cash monthly released by the LGU as basis for the succeeding releases.
- 6.9 List the food requirements based on the menu prepared by the nutritionist.
- 6.10 Generate counterpart from fellow parents to augment the resources
- 6.11 Attend the PES sessions.

7. Day Care/SNP Worker

- 7.1. Conduct monthly weighing of children, deworming and vitamin supplementation of beneficiaries in coordination with BHW/BNS/RHU
- 7.2. Organized parents as DCSPG/SNP PG
- 7.3. Maintain children's daily attendance in the actual feeding
- 7.4. Assist the DCSPG/SNP PG in the accomplishment of all the required forms for liquidation of funds
- 7.5. Submit reports using the prescribed template;
- 7.6. Monitor and supervise the parents group in the conduct of daily feeding
- 7.7. Solicit from parents their counterpart to the program such as gas/fuel, additional ingredients, etc.
- 7.8. Conduct PES to the parents of beneficiaries.

VIII. REPORTING SYSTEM

1. Reporting template provided by Protective Services Bureau (PSB) shall be used.
2. The C/MSWDO shall prepare, consolidate the report of DCW/SNP Workers and submit to the DSWD Field Office/ARMM on a monthly basis, which is every 20th day of the month.
3. The DSWD Field Office/ARMM shall prepare and submit monthly reports on the program implementation every 25th day of the month to the PSB for consolidation.
4. The PSB shall submit the national report to the Office of the Secretary and Policy Development and Planning Bureau every last working day of the month.

IX. MONITORING AND EVALUATION

1. The nutritional status of children shall be determined before the start of the program implementation to serve as benchmarks for evaluation. Progress on the nutritional status of children shall be evaluated three (3) months thereafter and at the end of the program. Quarterly monitoring of the nutritional status of children shall also be done.
2. Post evaluation shall be conducted to determine the outcome of the program based on the set objectives.

X. CONDUCT OF RESEARCH

1. Research shall be conducted, as may be necessary using the outcome of the annual evaluation to further enhance strategies and intervention being provided.
2. The Policy Development and Planning Bureau (PDPB) shall be the responsible office to conduct the necessary research.

XI. FUNDING

The Supplementary Feeding Program implementation shall be funded by the General Appropriations Act.

XII. EFFECTIVITY

This order revokes all previous issuances and takes effect immediately upon approval.

Issued in Quezon City this ____ day of _____ 2012.

CORAZON JULIANO-SOLIMAN
Secretary