



**Republic of the Philippines**  
**Department of Social Welfare and Development**

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**ADMINISTRATIVE ORDER**

No. 04

Series of 2011

**SUBJECT: GUIDELINES IN THE IMPLEMENTATION OF THE  
SUPPLEMENTAL FEEDING PROGRAM**

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**I. BACKGROUND AND RATIONALE**

Most recent data from the 7<sup>th</sup> National Nutrition Survey (2008) conducted by the Food and Nutrition Research Institute of the Department of Science and Technology revealed that prevalence of under and over nutrition still persists among Filipino children (see Table 1 of Annex "A") and has significantly increased as compared to the last survey.

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 "A"). A record high of 24 percent was recorded on the 4<sup>th</sup> 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 Department of Social Welfare and Development, in its mandate to provide social welfare and development programs, is providing nutrition services to its clients through the center-based and community-based services under the Program Management Bureau such as the Food for School and Healthy Start Feeding Program which were previously implemented nutrition programs of the Department.

While the Food for School program was initially assessed to have addressed the situation of hunger and improving nutritional status and attendance of children in the day care centers, the scheme of using rice in supplemental feeding is deemed to be more responsive to reach this aim.

The President's State of the Nation Address (SONA) in June 30, 2010, emphasized that the thrust of his Administration is to strengthen and maximize Public-Private Partnerships along implementation of various programs and projects. As an initial response, a meeting was held on August 9, 2010, regarding the opportunities for partnership between DSWD and private sector partners on supplemental feeding.

**II. PROJECT DESCRIPTION:**

The Supplemental Feeding Program is the provision of food in addition to the regular meals, to currently enrolled day care children as part of the DSWD's contribution to the ECCD program of the government. For CY 2011, food supplementation will be in a form of hot meals to be served during break/snack time in the morning session or during break/snack

time in the afternoon session to children in day care centers five (5) days a week. The parents will manage the feeding program based on a prepared meal cycle using available indigenous food materials. The children will be weighed at the start of the feeding and a monthly weighing thereafter will be done to determine improvement in their nutritional status.

### III. OBJECTIVES:

1. To provide augmentation support for feeding program for children in LGU-managed day care centers using indigenous foods and/or locally processed foods equivalent to 1/3 of Recommended Energy and Nutrient Intakes (RENIs);
2. To improve knowledge, attitude and practices of children enrolled in day care centers ,parents and caregivers through intensified nutrition and health education;
3. To improve the nutritional status of all the target children; and
4. To refer to appropriate health unit any health and nutrition related problems of children.

### IV. DEFINITION OF TERMS:

1. **Supplementary feeding** - Supplementary feeding is defined as distribution 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)
2. **Malnutrition** - encompasses a range of conditions, including acute malnutrition, chronic malnutrition, micronutrient deficiencies, as well as obesity.
3. **Undernutrition** – condition resulting from consuming and/or absorbing insufficient calories or specific nutrients or using or excreting them more rapidly than they can be replaced; also refers to a range of conditions including acute or chronic malnutrition and micronutrient deficiencies.
4. **Moderate acute malnutrition** – defined as weight-for-height  $\leq -2$  z-score of the median WHO child growth standards (CGS), or per Philippine weight-for-height table refers to the “below normal low” and “below normal very low” categories.
5. **Severe acute malnutrition (SAM)** – defined as very low weight-for-height (below  $-3$  z scores of the WHO child growth standards) or per Philippine weight-for-height table refers to the “below normal very low” category; or a mid-upper-arm circumference of less than 110 mm in children age 1–5 years (Lancet 2006); visible as severe wasting or by the presence of nutritional edema.
6. **Recommended Energy and Nutrient Intakes (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).

7. **Growth monitoring and promotion** – strategy that involves the regular measurement of the physical growth of children to detect early growth failure due to lack of food, illness, wrong practice or very often a combination of these factors and the institution of appropriate corrective actions to prevent a worsening of a child's nutritional status and to ensure optimum growth and development.

## V. COMPONENTS

1. **Social Preparation/Team Building** - This component shall include coordination/ consultation with LSWDOs, the organization of Day Care Service Parents Group (DCSPG) into different working committees, orientation on the roles and responsibilities of stakeholders and consultation/teambuilding of the agencies involved at the LGU level. As a result of these activities, baseline data of the beneficiaries will be established. The family and children beneficiaries shall be oriented about the program including their roles and responsibilities.
2. **Measuring and Deworming** – At the outset of the feeding cycle, all children shall be de-wormed and their nutritional status determined by the day care worker in coordination with the BNS or BHW using the weight-for-age and height-for-age measurement based on the new WHO Child Growth Standards or the ECCD growth chart, whichever is applicable. The results shall serve as basis for further intervention and referral.
3. **Feeding**– Five (5) days a week feeding program for 60 days for CY 2010 and 120 days for CY 2011 to the target beneficiaries using locally available foods. Cycle menu as recommended by the Food and Nutrition Research Institute (FNRI) will be prepared taking into consideration the religious beliefs and practices. The venue of the feeding will be the day care center.
4. **Micro-nutrients Supplement** – This will be provided by the BHW to be facilitated or coordinated by the day care worker to children in addition to the hot meal. This includes vitamin A to be given before and after the feeding program.
5. **Parent Effectiveness and Home Care Sessions** - Parents will be required to attend all the nine (9) sessions on self, family and parenting, health and nutrition, love of country and home and environment. This will be implemented or conducted by the LSWDO. The sessions will enhance parent's knowledge, attitude and skills to enable them to perform their roles as parents.

## V. TARGET BENEFICIARIES

Beneficiaries of the program will be the following:

- 3-4 year old children and those 5-year old children not catered in the DepEd preschool children but enrolled in the 49,531 day care centers nationwide including ARMM

## VI. IMPLEMENTING MECHANICS AND PROCEDURES:

### 1. Coverage and Target Areas

- 1.1 A month prior to feeding, children listed as target beneficiaries for the program and their parents or caregivers should be oriented. Social preparation should be conducted during this period.
- 1.2 The program shall be implemented in a period of 120 days. The actual implementation shall be in all day care centers nationwide.
- 1.3 All the LGU beneficiaries should sign a memorandum of agreement with the DSWD Field Offices indicating specific tasks and commitments.

### 2. Intake/Baseline Information

#### For Day Care Children:

- 2.1 **The Day Care Worker 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 Barangay Nutrition Scholar, Barangay Health Workers and other secondary sources. A home visit to the family is necessary to gather and validate information.
- 2.2 **Measuring of children** shall be done by trained Day Care Workers and Barangay Nutrition Scholar /Barangay Health Worker under the supervision of the Rural Health Midwife using the New WHO Child Growth Standards or CGS or the ECCD growth chart, whichever is applicable to determine nutritional status before the start of feeding using the weighing scale of the Rural Health Unit. The day care 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.

### 3. Organization of the Community and Parents

The success of the program depends on the level of awareness, interest and participation of the community. Organizing the community is a pre-requisite in the implementation of the Feeding Program.

The following activities shall be undertaken by the LSWDO prior to the implementation of the services:

- 3.1 **Orientation of Local Officials and stakeholders** about the program for support.
- 3.2 **Conduct of Barangay Assemblies/Meetings** to get the support of the people in the barangay.
- 3.3 **Organization of Parents of Day Care Children.** Parents shall be organized and their support and commitment to the program shall

be obtained. They shall be organized 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. The organization shall be called **Day Care Service Parents Group (DCSPG)**.

3.4 **Social preparation and team building sessions shall be conducted** to prepare parents to manage the project and to build them as a team based on the existing PES module. 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.

#### 4. Conduct of Actual Feeding Sessions

4.1 Feeding shall be provided to all the children in the day care center for five days a week for the duration as stated above. If there are two sessions (day care 3-4 years old and preschool for 5 years old), feeding shall be given to both and shall consist of:

a) **Daily Hot Meals.** The suggested cycle menu as recommended by FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the Regional Senior Nutritionist shall be used in the preparation of hot meals. The DCSPG and/or the Local Nutritionist may enhance the cycle menu depending on available nutritionally adequate food items in the community.

4.2 The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The Day Care Worker and the President of the DCSPG shall prepare a monthly schedule of cooks.

4.3 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.

#### 5 Conduct of Learning/Value Formation Modules

The parents shall be encouraged to finish all the nine (9) Parent Effectiveness Sessions on self, family, parent effectiveness, health and nutrition etc. to improve/enhance their knowledge, attitude, skills and practices.

5.1 **Duration/Sequence of Sessions.** The sessions shall be held at least twice a week depending on the available time of parents. It shall be conducted following the order of importance established/agreed upon by the parents.

5.2 **Methodologies.** In the conduct of sessions, the methodologies should be evocative and should involve the maximum participation of the parents.

- 5.3 **The LSWDO shall facilitate the sessions.** Resource persons maybe invited to discuss specific topics.

## **6. Funds Flow**

### **6.1 Fund Allocation and Releases**

The amount of twelve pesos (Php 12.00) inclusive of the rice per child per day for 120 days hot meal feeding shall be allocated. Requirement for administrative and monitoring costs shall also be allocated by DSWD CO to the DSWD FOs.

An average of 10 children shall be covered in a kilo of rice at P25.00 per kilo.

6.1.1 The fund for the feeding (hot meal) shall be sub-allotted to the DSWD Field Offices to be released in tranches to the LSWDO. A Memorandum of Agreement shall be signed among the Provincial/City/Municipal LGU, the Day Care Service Parents Group, and DSWD-FO. The MOA shall define the roles and responsibilities of each party and should highlight obligation of the LGU for its utilization and liquidation.

6.1.2 The Day Care Service Parents Group (DCSPG) shall open a savings account in any reputable bank/cooperative with savings account service with 3 signatories namely: 1) the President, 2) the treasurer, and 3) the City/Municipal Social Welfare Development Officer (C/MSWDO).

6.1.3 The FO shall download the funds to the LGUs who in turn will transfer such to the DCSPG's account.

6.1.4 The C/MSWDO shall be required to liquidate the funds released to them for transparency and accountability.

### **6.2 Procurement of Goods**

Field Office shall provide training or technical assistance on community procurement to C/MSWDOs and Day Care Service Parents Groups (DCSPG).

6.2.1 The rice shall be procured by the FO from the NFA-FO. The rice that shall be delivered by NFA should be iron-fortified.

6.2.2 All purchased should be supported by official receipts or reimbursement expenses receipt (RER).

## **VII. INSTITUTIONAL ARRANGEMENTS:**

### **1. National Level:**

#### **1.1 Program Management Bureau – DSWD Central Office**

- a) Act as the lead bureau in managing and coordinating the implementation of the Supplemental Feeding Program.
- b) 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.
- c) Monitor and submit reports on the implementation of the program for submission to the Department Secretary, Office of the President and the National Nutrition Council.

### **2. Regional Level**

#### **2.1 DSWD Field Office**

- a) Manage and coordinate the regional implementation of the Feeding.
- b) Designate a Focal Person for Feeding Program to provide guidance and technical assistance to the Social Welfare & Development Officers and Day Care Workers in the implementation of the Feeding Program.
- c) Monitor and respond to urgent concerns of the LGUs.
- d) Consolidate LGU program data and submit progress report monthly to the Program Management Bureau quarterly.
- e) Submit physical accomplishment and financial utilization report to PMB and Finance Management Service.
- f) Conduct a Regional Implementation Review at the end of the implementation period.

#### **2.2 Local Government Units**

##### **2.2.1 Provincial Government**

- a) Coordinate, monitor and if deemed necessary, provide augmentation to the implementation of the feeding program of the municipal level.
- b) Through the Provincial Social Welfare and Development Office (PSWDO) in coordination with the Provincial Nutrition Action Officer (PNAO), organize an inter-department/inter-office (DA, Provincial Health Office or PHO, Provincial Planning and Development Committee or PPDC and Local Government Operations Officer or LGOO) committee to be responsible for the orientation of the LGUs and other stakeholders on the objective, mechanics and roles and responsibilities in the program.
- c) Integrate Feeding Program in the provincial nutrition plan and strategy to solve the problem on hunger and malnutrition.
- d) Assist DSWD Field Office in following up submission of municipal report to the DSWD FO.

## **2.2.2 City/Municipal Government**

- a) Supervise the implementation of the Feeding Program in the day care centers.
- b) Designate the C/MSWDO as Focal Person for the Feeding with the task of providing guidance, technical assistance and support to the Day Care Workers and Parent's Groups in coordination with the City/Municipal Nutrition Action Officer (C/MNAO).
- c) 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, including preparation of documents for the opening of bank accounts. In areas where banks are not available, money for the DCPSG shall be coursed through the account of the Federation of Day Care Workers at the municipal level. The C/MSWDO shall ensure that funds intended for the DCPSG shall be received for the latter's operation of the feeding in their respective day care centers.
- d) Purchase of goods should be in accordance with COA rules and regulations.
- e) Monitor, consolidate and submit monthly report to DSWD Field Offices for consolidation, copy furnished the Provincial Office.

## **2.3 Day Care Service Parents Group (DCSPG)**

- a) Facilitate the organization and election of its officers.
- b) Open bank account in the name of the Day Care Service Parents Group (DCSPG).
- c) Manage and implement the daily feeding of the day care children according to the guidelines and protocol of the program.
- d) Submit a liquidation report to the Field Office through the C/MSWDO at the end of the program implementation.

## **VIII. REPORTING SYSTEM**

1. Reporting template provided by Program Management Bureau (PMB) shall be used.
2. The Day Care Worker through the C/MSWDO, shall prepare and submit reports on the feeding program to the DSWD field office on a monthly basis which is every first week of the succeeding month.
3. The DSWD Field Office shall prepare and submit monthly reports on the program implementation every third week of the succeeding month to the PMB for consolidation.

## **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 shall be evaluated three (3) months thereafter and at the end of the program.



2. The Food-for-School Technical Working Group that is in place and functional will be maximized to oversee the implementation of the program.
3. Post evaluation shall be conducted to determine the outcomes of the program based on the set objectives.

**X. FUNDING**

Funding for the program implementation for CY 2011 shall come from the CY 2011 GAA for Supplemental Feeding Program. Such funds shall be sub-allotted to the Field Offices to cover expenses for the food subsidy as well as for administrative, supplies & materials and monitoring purposes.

**XI. EFFECTIVITY**

This order takes effect immediately upon approval.

Issued in Quezon City this 21st day of February 2011.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

Table 1. Prevalence of under nutrition

Age	Prevalence of under weight (%)		
	2003	2005	2008
0-5 year	26.9	24.6	26.2
6-10 year	25.6	22.8	25.6

Figure 1. Trends in hunger incidence

