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Department of Social Welfare and Development

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ADMINISTRATIVE ORDER

No. 05

Series of 2011

SUBJECT: AMENDMENT TO A.O. NO. 4 SERIES OF 2011 ON THE GUIDELINES IN THE IMPLEMENTATION OF THE SUPPLEMENTAL FEEDING PROGRAM

RATIONALE:

Administrative Order No. 4, series of 2011 which is the Guidelines on the Implementation of the Supplemental Feeding Program is hereby amended, based on the local situations as inputted by regional participants during the SFP orientation held in February 2011.

The amendments are as follows:

Title to read as:

Guidelines in the Implementation of the **Supplementary** Feeding Program in **Day Care Centers**

I. Background and Rationale, 4th, 6th and additional 7th paragraph, to read as:

The Department of Social Welfare and Development, in its mandate to provide social welfare and development programs particularly **through technical assistance and resource augmentation**, is providing nutrition services to its clients at the local level through the center-based and community-based services **in partnership with Non-Government Organizations** under the Program Management Bureau, such as the Food for School and Healthy Start Feeding Program **in day care centers** which were previously implemented nutrition programs of the Department.

The President's State of the Nation Address (SONA) in **July 26, 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.

Though malnutrition among children is a problem that needs to be addressed by the government, children who are at-risk of malnutrition should also be given equal consideration to prevent them from becoming malnourished.

II. Project Description, to read as:

The Supplementary 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 **Early Childhood Care and Development (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 **and sustenance** in their nutritional status.

To add section III on the Legal Bases, to read as:

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. **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**
4. **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.**
5. **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.**
6. **Barangay-Level Total Development and Protection of Children Act (RA 6972) – It is hereby declared to be the policy of the State to defend the right of children to assistance, including proper care and nutrition, and to provide them with special protection against all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development.**

IV. Objectives, numbers 3 and 4, to read as:

3. To improve **and sustain** the nutritional status of all the target children; and
4. To ensure **that children are accessed to any** appropriate health unit **regarding their nutrition-related problems, including overweight and at-risk of malnutrition conditions.**

To add 1st paragraph on the V. Definition of Terms, to read as

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

VI. Components, to read as:

1. Social Preparation/Team Building - This component shall include coordination/ consultation with **Local Social Welfare and Development Offices** (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 **local government unit** (LGU) level. As a result of these activities, baseline data of the beneficiaries will be established. **This activity shall be done a month prior to actual feeding.**
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 (**DCW**) in coordination with the **Barangay Nutrition Scholar** (BNS) or **Barangay Health Worker** (BHW) using the weight-for-age and height-for-age measurement based on the new **World Health Organization** Child Growth Standards (WHO-CGS) or the ECCD growth chart, whichever is available. The results shall serve as basis for further intervention and referral.
3. Feeding– Five (5) days a week feeding program for 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 **of the beneficiaries**. 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 **DCW** 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. **This shall be done throughout the duration of the feeding program.**

VII. Target Beneficiaries, to read as:

- 3-4 year old children and those 5-year old children not catered in the DepEd preschool children but enrolled in all day care centers nationwide including **Autonomous Region in Muslim Mindanao** (ARMM).

VIII. Implementing Mechanics and Procedures:

2. Intake/Baseline Information, sections 2.1 and 2.2, to read as:

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 **BNS**, **BHWs** 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 **DCWs** and **BNS/BHW** under the supervision of the Rural Health Midwife 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 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, to read as:

The success of the program depends on the level of awareness, interest and participation of the community. Organizing the community is a prerequisite in the implementation of the **Supplementary Feeding Program**.

3.3 Organization of Parents of Day Care Children, to read as:

A month prior to the actual feeding implementation, parents shall be organized 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. The organization shall be called Day Care Service Parents Group (DCSPG).

6. Funds Flow:

6.1 Fund Allocation and Releases, section 6.1.1, to delete 6.1.2 and 6.1.3, and 6.1.4 to change to 6.1.2 to read as:

The amount of **twelve pesos and fifty centavos (Php12.50)** 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. **Ten pesos (Php10.00) shall be allocated per child per day for the viand.**

6.1.1 The funds for the **implementation of the feeding program** shall be sub-allotted **by the DSWD Central Office** to DSWD Field Offices (FOs). **The DSWD FOs shall transfer the funds to City/ Municipal LGU** in tranches **and in accordance with COA Circular Number 94-013 dated December 13, 1994**. A Memorandum of Agreement (MOA) shall be **executed between DSWD-FO and Provincial/City/Municipal LGU**. The MOA shall define the roles and responsibilities of each party and should highlight obligation of the **City/ Municipal LGU** for its utilization and **submission of liquidation report**.

6.1.2 The City/ Municipal LGU shall take responsibility in the proper disposition/ disbursement of funds for the implementation of the programs in accordance with the existing budgeting, accounting and auditing rules and regulations and shall liquidate the transfer of funds in accordance with Circular Number 94-013 dated 13 December 1994.

6.2 Procurement of Goods sections 6.2.1, 6.2.2, and to add 6.2.3, to read as:

6.2.1 The rice could be procured:

- a. by the FO from their respective NFA-Regional Offices. The rice that shall be delivered by NFA should be iron-fortified; or
- b. by the LGU using the local procurement scheme. If the LGU shall procure the rice, the DSWD-FO shall also transfer the funds amounting to the rice requirement of the LGU subject to existing budgeting, accounting and auditing rules and regulations.

6.2.2 The eating and cooking utensils could be procured:

- a. by the FO for subsequent distribution to the LGUs; or
- b. by the LGU using the local procurement scheme. If the LGU shall procure the eating and cooking utensils, the DSWD-FO shall also transfer the funds amounting to the eating and cooking utensils requirement of the LGU subject to existing budgeting, accounting and auditing rules and regulations.
- c. The eating utensils shall be composed of:
 - spoon
 - fork
 - bowl
 - plate
 - drinking glass/ tumbler
- d. The cooking utensils shall be composed of:
 - carajay/ frying pan
 - cauldron/ pot
 - laddle

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

IX. Institutional Arrangements:

2. Regional Level:

2.1 DSWD Field Office sections b and g, to add sections c and d, to read as:

- b) Designate a Focal Person for **Supplementary** Feeding Program to provide guidance and technical assistance to the Social Welfare & Development Officers and Day Care Workers in the implementation of the Program.
- c) **Release funds to the City/ Municipal LGU in tranches and in accordance with COA Circular Number 94-013 dated December 13, 1994.**
- d) **Assist in the orientation of the Provincial/ City Development Councils, LGUs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the Program.**
- g) Submit **quarterly** physical accomplishment and financial **report on the** utilization of funds to PMB and Financial Management Service.

2.2 Local Government Units:

2.2.1 Provincial Government sections b and d, to read as:

- 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 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.
- d) Assist DSWD FO in following up **the** submission of **liquidation report by the City/ Municipal LGU.**

2.2.2 City/Municipal Government sections a, c, d and e, and to add sections f and g, to read as:

- a) Supervise the implementation of the **Supplementary** Feeding Program in the day care centers.
- 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. The C/MSWDO shall ensure that funds intended for the DCSPG shall be used solely for the latter's operation of the feeding in their respective day care centers.**
- d) Purchase of goods shall be in accordance with **the existing budgeting, accounting and auditing** rules and regulations.
- e) **Liquidate all funds transferred by DSWD-FO in accordance with Circular Number 94-013 dated December 13, 1994.**

- f) **Monitor the implementation of the Program monthly.**
- g) **Consolidate and submit quarterly report to DSWD Field Office for consolidation, copy furnished the Provincial Office.**

2.3 Day Care Service Parents Group (DCSPG), to delete sections b and d, and section c to be replace section b, to read as:

- a) **Facilitate the organization and election of its officers.**
- b) **Manage and implement the daily feeding of the day care children according to the guidelines and protocol of the program.**

X. Reporting System sections 2 and 3, to read as:

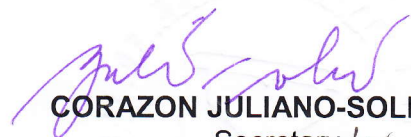
- 2. The Day Care Worker through the C/MSWDO, shall prepare and submit reports on the feeding program to the **DSWD Field Office on a quarterly basis, which is every first week of the first month of the succeeding quarter.**
- 3. The DSWD Field Office shall prepare and submit **quarterly** reports on the program implementation every **third week of the first month of the succeeding quarter** to the PMB for consolidation.

XI. Monitoring and Evaluation, section 1, to delete section 2 and section 3 to replace section 2, to read as:

- 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. **Monthly monitoring of the nutritional status of children shall also be done.**
- 2. **Post evaluation shall be conducted to determine the outcomes of the program based on the set objectives.**

XII. Funding, to read as:

The Supplementary Feeding Program implementation for CY 2011 shall be funded by CY 2011 GAA.


CORAZON JULIANO-SOLIMAN
Secretary 