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**Department of Social Welfare and Development**

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Administrative Order No. **22**  
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**SUBJECT: AMENDED TERMS OF REFERENCE FOR THE IMPLEMENTATION OF  
THE SUPPLEMENTARY FEEDING PROGRAM IN PARTNERSHIP WITH  
LEGISLATORS**

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I. Rationale

Most recent data from the 7<sup>th</sup> National 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 and has significantly increased as compared to the last survey.

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 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.

Since malnutrition among children is a problem that needs to be addressed by the government, aside from the existing nutrition services provided by the Department to center and community-based services in partnership with Local Government Units (LGUs) and Non-Government Organizations (NGOs), the Department is also in continuous partnership with other government stakeholders to saturate children outside the day care centers who are in need of nutritional care.

II. Objectives

1. To provide supplementary feeding to children aged 2-12 years old using indigenous foods and/or locally processed foods equivalent to 1/3 of Recommended Energy and Nutrient Intake (RENI);
2. To improve knowledge, attitude, and practices of parents and caregivers through intensified nutrition and health education;
3. To regularly monitor the nutritional status and growth of all children covered by the program and refer to appropriate health unit any health and nutrition related problems of children.

III. TARGET BENEFICIARIES

Beneficiaries of the program are children 2-12 years old not catered in SFP implemented by LGUs and NGOs and feeding program in schools.

#### IV. DURATION

The program shall be implemented for 120 days in the identified areas.

#### V. IMPLEMENTING PROCEDURES:

##### 1. Social Preparation

- a. Prior to feeding, children listed as target beneficiaries and their parents or caregivers should be oriented about the program.
- b. Orientation of Local Officials and stakeholders about the program for support.
- c. Conduct of barangay assemblies/meetings to get their support.

##### 2. Assessment of children

- a. Intake form/registration form for each child shall be accomplished by the Barangay Health Worker or Barangay Nutrition Scholar through homevisit and secondary sources. If there is already existing intake information of the child, records should be updated.
- b. Measuring of height, weighing and deworming shall be done by trained 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.

##### 3. Organization of the Parents

- a. Organization of Parents of Children in the community. 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.
- b. Attendance of parents to sessions like Parent Effectiveness Service (PES), Empowering and Reaffirmation of Paternal Abilities (ERPAT), Family Development Sessions (FDS), and other related sessions shall be conducted to strengthen their awareness of their role and responsibilities as parents and as member of a team/organization. This will also develop the spirit of volunteerism and sharing.

##### 4. Conduct of Actual Feeding Sessions

- a. Hot meal shall be provided to identified children for five days a week for 120 days. The suggested cycle menu as recommended by FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the Regional Senior Nutritionist/ **Nutritionist-dietitian in charge using indigenous and or locally processed foods equivalent to 1/3 of the Recommended Energy and Nutrient Intake (RENI)** shall be followed in the preparation of hot meals using available nutritionally adequate food items in the barangay.
- b. The amount of Php12.50 inclusive of the rice and viand per child per day for 120 days and P75 per child for the eating utensils shall be allocated.

- c. The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The President of the parents group shall prepare a monthly schedule of cooks.
- d. 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. Funds Flow

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:

- 1. The FO through the SWAD team will directly implement the program;
- 2. The FO can transfer the funds to another National Government Agency i.e. Department of Education to implement the program;
- 3. The FO can transfer the funds to the Local Government Units(LGUs);
- 4. The FO can transfer the funds to DSWD accredited/registered/licensed NGO.

The transferred funds should be subject for liquidation in accordance with COA Circular Nos. 94-013 and 2007-001 dated December 13, 1994 and October 25, 2007, respectively.

Further, a Memorandum of Agreement (MOA) should be undertaken to define and highlight the roles and obligations of the partner in the program implementation and management of funds.

## 6. Procurement of Goods

- a. 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.
- b. The eating utensils shall be composed of spoon, fork, bowl, plate and drinking glass/tumbler.
- c. 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.**

## IV. ROLES AND FUNCTIONS

### 1. Program Management Bureau – DSWD Central Office

- a. **Monitor and evaluate** the implementation of the Supplementary Feeding Program.
- b. Release funds to the FOs in one tranche for the implementation of the project.

- c. Submit reports on the implementation of the program to the **Office of the Secretary**.

## 2. DSWD Field Office

- a. Manage and coordinate the regional implementation of the program.
- b. Designate a Focal Person to monitor and provide technical assistance to the **LGUs and other partners**.
- c. Release funds to the **NGO/LGU or other government agencies in one tranche** and in accordance with COA Circular Number 94-013 dated December 13, 1994 and **COA Circular No. 2007-001 dated October 25, 2007**.
- d. Purchase rice, viand and eating utensils in accordance with the existing budgeting, accounting and auditing rules and regulations if FO will manage the fund
- e. Orient the **NGO/LGU or other government agencies** and other stakeholders on the objective, mechanics and their roles and responsibilities in the program.
- f. Consolidate **NGO/LGU or other government agencies'** reports and submit weekly program updates to the Program Management Bureau and Financial Management Service.
- g. **Update the Office of the Legislator on the Supplementary Feeding implementation.**

## 3. Office of the Legislator

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

## 4. NGOs/LGUs or other government agencies

- a. Designate a focal person to implement the program.
- b. **Assess the beneficiaries identified by the Legislator.**
- c. Purchase rice, viand and eating utensils which shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.
- d. **Use the fund transferred by DSWD solely for the implementation of Supplementary Feeding Program.**
- e. **Make available all records and files to DSWD pertaining to transactions involving the fund transferred;**
- f. Liquidate all funds transferred by DSWD-FO in accordance with Circular Number 94-013 dated December 13, 1994 and **COA Circular No. 2007-001 dated October 25,2007 within 30 days after completion of the implementation of the program.**
- g. Submit weekly update report to DSWD Field Office for consolidation.

## 5. Parents Committee (if applicable)

- a. **Organize the parents into different working committees such as Committee on cooking, Committee on Food preparation, and Committee on Marketing.**
- b. Manage and implement the daily feeding of the children

- c. Assist in the conduct of PES sessions and/or Family Development Sessions and nutrition-related activities

#### **V. REPORTORIAL REQUIREMENTS**

The SFP Reporting Forms provided by Program Management Bureau (PMB) shall be used as follows:

1. Masterlist of beneficiaries
2. Weight monitoring form
3. Monthly physical and financial accomplishment report
4. Monthly rice delivery report
5. Consolidated physical and financial accomplishment report
6. Consolidated rice delivery report

This order shall take effect immediately.

  
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