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Department of Social Welfare and Development

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ADMINISTRATIVE ORDER No. 08
Series of 2014

SUBJECT : IMPLEMENTING GUIDELINES OF SUPPLEMENTARY FEEDING PROGRAM (SFP) FOR SAJAHATRA BANGSAMORO PROGRAM (SBP)

I. BACKGROUND AND RATIONALE

The thrust of President Benigno C. Aquino's Administration is to pursue the socio-economic peace initiative in partnership with the Government of the Philippines (GPH) and the Moro Islamic Liberation Front (MILF) for the achievement of peace and development in the Bangsamoro.

The implementation of Supplementary Feeding Program (SFP) is part of the Department's contribution to the Sajahatra Bangsamoro Program which aims to a strong partnership between the government and the MILF towards achieving a lasting peace and development for Bangsamoro and the community.

The Department's Supplementary Feeding Program as our contribution to Early Childhood Care and Development (ECCD) program aims to promote the children's rights in partnership with the different stakeholders. In consideration of the socio-religious affiliation of the target beneficiaries, who are children ages 5 to 12 years old enrolled in Madrasah or 2-5 years old enrolled in Day Care Center/Supervised Neighborhood Play, the partnership will be either with the Day Care Service Parents Group/Supervised Neighborhood Play Parents Group (DCSPG/SNP PG) or Madrasah Parents Group (MPG). Hence with the above premise that this guidelines was issued.

II. DESCRIPTION:

The Supplementary Feeding Program is the provision of food in addition to the regular meals, to children ages 2-5 years old in the day care center/under Supervised Neighborhood Play or children enrolled in Madrasah ages 5 to 12 years old.

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 will be managed by parents of the beneficiaries 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 the 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. **Framework Agreement on the Bangsamoro Item VI Basic Rights** – In addition to basic rights already enjoyed, the following rights of all citizens residing in the Bangsamoro bind the legislative, executive and judiciary as directly enforceable law and are guaranteed: (letter i) Right to equal opportunity and non-discrimination in social and economic activity and the public service, regardless of class, creed, disability, gender and ethnicity.

IV. OBJECTIVES:

1. To provide supplementary feeding to children ages 2-5 years old in the day care center/supervised neighborhood play or children ages 5-12 years old enrolled in Madrasah in identified communities endorsed by the Moro Islamic Liberation Front (MILF) to the Department of Social Welfare and Development (DSWD) through the Task Force Bangsamoro Development (TFBD).

2. To improve knowledge, attitude and practices of children, parents and caregivers through intensified nutrition and health education.
3. To improve and sustain the nutritional status of the target children beneficiaries.
4. To concretize the socio-economic peace initiative in partnership with the Government of the Philippines (GPH) and the Moro Islamic Liberation Front (MILF).

V. DEFINITION OF TERMS:

For the purpose of this Guideline, the following terms shall be defined as follows:

1. **Day Care Centers (DCC)** - community or workplace facilities for children 3-5 year old with a maximum of 30 children per center
2. **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 who will directly manage the feeding.
3. **Mudarras** – a male teacher in a Madrasah.
4. **Mudarrasah** – a female teacher in a Madrasah.
5. **Madrasah** – refers to Muslim schools with core emphasis on Islamic studies and Arabic literacy.
6. **Madrasah children** – 5 to 12 years old children enrolled in Madrasah.
7. **Madrasah Parents Group (MPG)** – composed of parents of the children enrolled in Madrasah, organized into a parent group who will directly manage the feeding.
8. **Malnutrition** - encompasses a range of conditions, including acute malnutrition, chronic malnutrition, micronutrient deficiencies, as well as obesity
9. **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.
10. **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)

11. **Supervised Neighborhood Play (SNP)** – children 2-4 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.

12. **Supplementary feeding** – is the 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)

VI. IMPLEMENTING PROCEDURES

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
- 5-12 years old children enrolled in Madrasah

2. Social Preparation

- The designated Sajahatra focal person of the field office jointly with PMT shall orient the program implementation to the implementing partners at the community level.
- A Memorandum of Agreement (MOA) shall be executed by the FO with identified partners either the DCSPG/SNP PG or MPG to define the roles and responsibilities of each party.
- 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.
- The implementing partners shall open a bank account for Supplementary Feeding Program. The signatories are the DCSPG/SNP PG/MPG President, PMT focal and DCSPG/SNP PG/MPG Asso. Treasurer.
- Implementing partners shall be required to submit a project proposal and masterlist of beneficiaries using the prescribed template as basis for funding allocation.
- Should there be no qualified DCSPG/SNP-PG/MPG/POs to implement the program; the DSWD- FO shall manage the feeding.
- Organize the community through the Project Management Team (PMT) as a prerequisite in the implementation of Supplementary Feeding Program.

- The following activities shall be undertaken by the PMT prior to the implementation:
 - Conduct of Meetings to get the support of the people in the barangay.
 - A month prior to the actual feeding implementation, parents shall be organized by the day care/SNP worker/Madrasah mudarres/mudarresah and their support and commitment to the program shall be obtained. They shall be grouped into working committees to involve parents in various activities in the center. Regular meetings shall be held to discuss issues affecting the implementation.
- Team building sessions shall be conducted by the PMT with the DSWD 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 the organization. This will also develop the spirit of volunteerism and sharing.
- The Day Care/SNP worker/Madrasah mudarres/mudarresah shall accomplish intake form for each child. A home visit to the family is necessary to gather and validate information.
- Measuring of children under day care/supervised neighbourhood play shall be done by trained DCWs/SNP volunteer worker/Madrasah mudarres/mudarresah under the supervision of a medical staff using the New WHO Child Growth Standards (CGS) or available weighing scale and height boards. The result will determine the nutritional status before the start of feeding. The DCW/SNP worker/ Madrasah mudarres/mudarresah 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 at the PMT and DSWD databank.

3. Conduct of Feeding

- a. The feeding shall be implemented for a minimum of 5 days and maximum of 7 days a week, for a period of 120 days. If the need arise, 7 days a week feeding can be done to catch-up with the implementation.
- b. 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 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 Day Care/SNP worker/Madrasah mudarres/mudarresah

may enhance the cycle menu depending on available nutritionally adequate food items in the community.

- c. 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/ Madrasah mudarres/mudarresah and the President of the DCSG/SNP/Madrasah 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 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.

- a. The sessions facilitated by a 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.
- b. In the conduct of sessions, the methodologies should be evocative and should involve the maximum participation of the parents.

5. Fund Allocation

- a. 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.
- b. The amount of P75 per child should be allocated for the eating utensils while P1,000 per day care center/SNP/Madrasah should be allocated for the cooking utensils.

The eating utensils shall be composed of:

- spoon
- fork
- bowl
- plate
- drinking glass/ tumbler

The cooking utensils shall be composed of:

- carajay/ frying pan
 - cauldron/ pot
 - ladle
- c. Savings from the SFP funds could be utilized in the extension of feeding days prioritizing the underweight/malnourished beneficiaries.

6. Fund Management

Track 1:

The fund management under the day care/supervised neighbourhood play/madrasah parent group modality will use the following procedures.

- a. The DSWD field office shall transfer the funds to the account opened by the DCSPG/SNP PG or MPG in one tranche and in accordance with accounting rules and regulation.
- b. 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/Madrasah children.
- c. The amount needed for the opening of account by the DCSPG/SNP PG/MPG 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/MPG giving DSWD the access to the account.

Procurement of Goods

- a. The rice shall be procured by the DCSPG/SNP PG/MPG;
- b. Viand should be procured by the DCSPG/SNP PG /MPG;
- c. The eating and cooking utensils should also be procured by the DCCs/SNP/Madrasah;
- d. 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.

Liquidation

- a. The DCSPG/SNP PG/MPG 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 funds transferred in accordance with accounting rules and regulations.

- b. The FO should encourage monthly liquidation by the DCSPG/SNP PG/MPG 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.

Track 2:

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 by the Field Office if no qualified DCSPG/SNP-PG/MPG/ POs to implement the program.

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 preferably be iron-fortified.

Liquidation

The concerned DSWD-FO 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

- a. Act as the lead bureau in managing and coordinating the implementation of the Supplementary Feeding Program.
- b. Allocate and release funds to DSWD-FOs;
- c. Conduct orientation on the project with the DSWD partners and focal persons.
- d. Monitor and provide technical assistance to the field offices regarding the implementation.

- e. Submit reports on the implementation of the program to the Department Secretary, and Office of the President.

2. Financial Management Service – DSWD Central Office

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

3. Office of the Cabinet Secretary (OCS)

- a. Provide the list of beneficiaries as endorsed by the MILF
- b. Provide technical assistance to DSWD and the Task Force Sajahatra Bangsamoro, as required

4. DSWD Field Office

- a. Manage/Implement and coordinate/supervise the regional implementation of the Supplementary Feeding Program.
- b. Designate a Focal Person for Supplementary Feeding Program to implement/provide guidance and technical assistance to the DCW/SNP Workers/Madrasah mudarres/mudarresah ,DCW Federation, and DCSPG/SNP PG/MPG in the implementation.
- c. Coordinate with the Regional Nutrition Council for the involvement in the monitoring and come up with a regional monitoring plan, as well as recommend implementation strategy including menu specification.
- d. Release funds to the DCSPG/SNP PG/MPG in accordance with COA rules and regulation in case will implement the feeding in partnership with a qualified NGO/PO.
- e. Closely monitor the fund management, utilization, program implementation and respond to operational concerns of the DCSPG/SNP PG/MPG/DCW/SNP Workers Madrasah mudarres/mudarresah.
- f. Provide funds for the conduct of SF related activities that will be undertaken by the DCSPG/SNP PG/MPG/DCW/SNP Workers Madrasah mudarres/mudarresah, subject to availability of funds.

- c. 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.
- d. Release funds to the DCSPG/SNP PG/MPG in accordance with COA rules and regulation.
- e. Closely monitor the fund management, utilization, program implementation and respond to operational concerns of the DCSPG/SNP PG/MPG/DCW/SNP Workers Madrasah mudarres/mudarresah.
- f. Provide funds for the conduct of SF related activities that will be undertaken by the DCSPG/SNP PG/MPG/DCW/SNP Workers Madrasah mudarres/mudarresah, subject to availability of funds.
- g. Conduct Implementation Review at the end of the implementation period.

5. The Task Force Sajahatra Bangsamoro - PMT

- a. Submit an annual work and financial plan and/or project proposal to DSWD-FO as basis for funding allocation;
- b. Make available the records and/or documents and personnel needed during the conduct of assessment/validation by the DSWD-Field Office.
- c. Implement and monitor the implementation of the Supplementary Feeding Service.
- d. Monitor and respond to operational concerns of the DCSPG/ SNP PG/MPG/DCW/SNP Workers and Madrasah mudarres/mudarresah
- e. Consolidate and submit monthly physical accomplishment and financial report on the utilization of funds and quarterly accomplishment on nutritional status of children to DSWD Field Office.

6. Day Care Service Parents Group/Supervised Neighborhood Play Parents Group (DCSPG/SNP PG) Madrasah Parents Group (MPG)

- a. Organize into committees for marketing, inspection of goods, financial management, and preparation of food
- b. Manage and implement the daily feeding of the day care children according to the guidelines and protocol of the program.
- c. 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.

- f. Maintain simple bookkeeping and accounting for the inspection and SF reports
- g. Liquidate all funds transferred by DSWD Field Office in accordance with accounting and auditing rules and regulations.
- h. List the food requirements based on the menu prepared by the nutritionist.
- i. Generate counterpart from fellow parents to augment the resources
- j. Attend the PES sessions.

7. Day Care/SNP Worker /Madrasah mudarres/mudarresah

- a. Conduct monthly weighing of children, deworming and vitamin supplementation of beneficiaries in coordination with BHW/BNS/RHU/Madrasah Health worker
- b. Organized parents as DCSPG/SNP PG/MPG
- c. Maintain children's daily attendance in the actual feeding
- d. Assist the DCSPG/SNP PG/MPG in the accomplishment of all the required forms for liquidation of funds
- e. Submit reports using the prescribed template;
- f. Monitor and supervise the parents group in the conduct of daily feeding
- g. Solicit from parents their counterpart to the program such as gas/fuel, additional ingredients, etc
- h. Conduct PES to the parents of beneficiaries.

VIII. REPORTING SYSTEM

1. Reporting template provided by Protective Services Bureau (PSB) shall be used.
2. The DC/SNP Worker/Madrasah mudarres/mudarresah shall prepare the report and submit to the DSWD Field Office on a monthly basis, which is every 20th day of the month.
3. The DSWD Field Office 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 Task Force Sajahatra every 5th working day of the succeeding 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 120 days feeding. Monthly 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. FUNDING

The Supplementary Feeding Program implementation shall be funded by the Department of Budget and Management.

XI. EFFECTIVITY

This order takes effect immediately for the implementation of the Sajahatra Bangsamoro Program upon approval.

Issued in Quezon City this 24 day of October 2014.


CORAZON JULIANO-SOLIMAN
Secretary

