

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

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MEMORANDUM CIRCULAR NO. 11  
Series of 2013

**GUIDELINES IN PROVIDING FAMILY FOOD PACKS TO LEGISLATORS  
DURING DISASTER OPERATIONS**

This guideline is issued to facilitate the approval, and release and distribution of Family Food Packs to Legislators before, during and after a disaster caused by natural hazards or human-induced.

**1. Approval of Family Food Packs**

- a. Legislators shall submit all requests for family food packs to the Office of the Secretary (OSEC), indicating the following information: (a) type of disaster, (b) date of occurrence, (c) affected area, and (d) affected families.
- b. The OSEC refers the request to the Disaster Risk Reduction and Response Operations Office (DRRROO) for desk review to ensure that the number requested family food packs does not exceed the number of affected families indicated in the report of Disaster Response Operations Monitoring and Information Center (DROMIC).
- c. After the desk review, the DRRROO shall refer the request to the concerned Field Office (FO) for further assessment and validation. The Field Office then submits the findings of assessment and validation to DRRROO and OSEC.
- d. The Secretary then approves or disapproves the request based on the assessment and validation results.

**2. Release and Distribution of Family Food Packs**

- a. The family food packs shall be issued from the stockpile of the concerned Field Office to the Legislator or his/her Authorized Representative.
- b. Staff member from the Field Office shall accompany the Legislator or the Authorized Representative when withdrawing the family food packs from the National Resource Operations Center (NROC).
- c. Delivery of family food packs from NROC to the Legislators shall be facilitated by and coursed through to the Field Office. During transport of the family food packs, staff member from NROC shall escort the truck. The Social Welfare and Development (SWAD) Team shall receive the family food packs.

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### 3. Distribution of Family Food Packs

- a. The Field Office Staff or the SWAD Team, in coordination with the concerned Local Government Unit (LGU), shall accompany the Legislator or his/her Authorized Representative during the distribution of family food packs to the identified beneficiaries.
- b. Upon receipt of the family food packs, the beneficiary signs the Relief Distribution Sheet (RDS). The RDS shall be retrieved by the SWAD Team after the distribution, and this will be submitted to the Field Office.
- c. In case of political dynamics between the Legislators and the LGUs, the Legislators or Authorized Representatives and the SWAD Team shall distribute directly the family food packs to the beneficiaries.

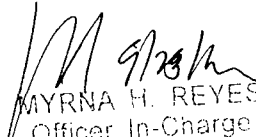
This Memorandum Circular shall take effect immediately.

Issued this 23<sup>rd</sup> day of September 2013.

By the authority of the Secretary:

  
**MATEO G. MONTAÑO**  
Undersecretary

Certified Copy:

  
MYRNA H. REYES  
Officer In-Charge  
Records Unit