



Department of Social Welfare and Development

Memorandum Circular No. 13  
Series of 2018

**SUBJECT:**

**Reducing Vulnerabilities of Malnourished Children and Providing Health Support to Pregnant and Lactating Women in Select Areas in Autonomous Region of Muslim Mindanao (ARMM)**

Or

**Bangsamoro Umpungan sa Nutrisyon  
(BangUn Project)**

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**I. BACKGROUND AND RATIONALE**

In the Fifth Cabinet Meeting last August 22, 2016, President Rodrigo Roa Duterte raised the urgency of addressing the high incidence of hunger and malnutrition among children in the Autonomous Region of Muslim Mindanao (ARMM) and he directed the Department of Social Welfare and Development (DSWD) to lead a program to address this concern.

The prevalence of stunting and wasting in children under five years old in 2015 is highest in ARMM, where poverty is aggravated by its vulnerability to natural and man-made disasters including armed conflict. The Philippine Plan of Action for Nutrition 2017 – 2022 highlighted the results of the National Nutrition Survey (NNS) 2015 of FNRI-DOST which show that nutritional problems were much higher among children of beneficiaries of Pantawid Pamilyang Pilipino Program (4Ps) compared to non-beneficiaries despite better participation in selected health and nutrition programs. Participation in government health programs refers to Vitamin A supplementation, deworming, operation timbang plus, growth monitoring and attendance in day care centers.

Under the “Listahanan” record of the Department of Social Welfare and Development (DSWD), ARMM topped the list of poor provinces with 573, 446 identified poor households out of the 925,957 assessed households. That is

11.2 percent higher than the rest of the regions in the country. The population of ARMM as of August 1, 2015 was 3,781,387 based on the 2015 Census of Population (POPCEN 2015) which accounts for about 3.7 percent of the Philippine population in 2015.

The Reporting Database of DSWD as of September 28, 2016 showed a total of 416,584 4Ps household beneficiaries in ARMM (refer to Table 1 below):

The poverty incidence among households in the Autonomous Region of Muslim Mindanao (ARMM) rose to 53.4 percent in the first semester of 2015 from 46.9 percent in the same period in 2012. This means that 1 out of 2 families in ARMM had an income lower than the poverty threshold or the minimum income to meet the basic food and non-food necessities. Indeed, the NNS 2015 data reveals that only 1 in 3 households are food secure

Table 1. List of Pantawid Household Beneficiaries in ARMM as of September 28, 2016

<b>PROVINCE</b>	<b>NO, of MUNICIPALITY</b>	<b>No. of 4Ps Household Beneficiaries</b>
1. BASILAN	12	31,349
2. LANA DEL SUR	39	92,561
3. MAGUINDANAO	36	162,418
4. SULU	19	94,029
5. TAWI-TAWI	11	36,227
<b>GRAND TOTAL</b>	<b>117</b>	<b>416,584</b>

Below are alarming facts from the "2015 Updating of Nutritional Status of Filipino Children and Other Populations Groups" conducted by Food and Nutrition Research Institute – Department of Science and Technology (FNRI-DOST) which show the prevalence rate of malnutrition in ARMM per age groups:

- **For children <5 years old**, underweight children comprises to 24.9 percent of the total population of the age group, 45.2 percent for stunting and 8.2 percent for wasting.
- **For 5-10 years old**, there was 38.1 percent underweight, 44 percent for stunting and 6.3 percent for wasting.

- **For 10-19 years old**, 44 percent of stunting and 9.6 percent wasting.

Hunger and malnutrition among children have health implications for each individual child, as well as economic cost to all of us. A total of 31,000 child deaths are linked with undernutrition, representing 45 percent of total child deaths. There are also 3.7 million additional episodes of undernutrition including diarrhea, acute respiratory infection and anemia.

Moreover, the cognitive development and educational performance of an undernourished child is at risk. According to the 2013 study jointly conducted by FNRI-DOST and Save the Children, the combined costs of education and productivity losses associated with childhood undernutrition is approximately PhP 328 billion, which is equivalent to 2.84 percent of the 2013 Philippine gross domestic product (GDP).

The ongoing armed conflict in ARMM further aggravated the health and economic costs of undernutrition among children. Hunger as a result of lack of access of their parents to means of livelihood and frequent evacuation secondary to armed conflict is detrimental to the children's health and welfare.

## II. LEGAL BASES

1. **The 1987 Philippine Constitution Article XV Section 3 Item 2** – the government must ensure the rights of the 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.
2. **Sustainable Development Goals (SDGs)** – these are the goals set by 193 member countries of the United Nations including the Philippine Government to be achieved within 15 years (2016 – 2030).
  - **SDG number 2** targets zero hunger (food security) which means to end hunger, achieve food security and improved nutrition, and promote sustainable agriculture.
  - **SDG number 3** targets good health and well-being (ensuring healthy lives and promoting the well-being for all at all ages which is essential to sustainable development).
3. **Nutrition Act of the Philippines (PD 491)** – declares that nutrition is now a priority of the Philippine government to be implemented by all branches of the government in an integrated fashion.
4. **Special Protection of Children Against Abuse, Exploitation and Discrimination Act (RA 7610)** – refers to 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. **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/her welfare and enhance his/her opportunities for a useful and happy life.
6. **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 includes 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.
7. **An Act To Strengthen and Expand the Organic Act for the Autonomous Region in Muslim Mindanao (Republic Act 9054 – 2001)**, Article XV Section 1 on Promotion of Social Justice : Child health and development, including the support of the physically challenged and other disadvantaged persons in need of welfare services;
8. **Early Years Act (EYA) of 2013 (RA 10410)** – refers to the mandate of the State to promote the rights of children for survival, development and special protection with full recognition of the nature of childhood and as well as the need to provide developmentally appropriate experiences to address their needs; and to support parents in their roles as primary Implementing Rules and Regulations (IRR) caregivers and as their children's first teachers.
9. **Revised Implementing Rules and Regulations (IRR) of RA 9184 Section 53.12 or the Government Procurement Reform Act** – provides for an alternative method of negotiated procurement which involves community participation.

### III. OBJECTIVES

#### A. GENERAL OBJECTIVE

In general, the project "Reducing Vulnerabilities of Malnourished Children and Providing Health Support to Pregnant and Lactating Women in Select Areas in Autonomous Region of Muslim Mindanao (ARMM)" aims to contribute in saving the lives of 0-12 years old children from getting sick or dying as a result of extreme poverty and on-going armed conflict in ARMM.

#### B. SPECIFIC OBJECTIVES:

Addressing the worsening concerns on the prevention and issues on malnutrition in a holistic approach and converge the various nutrition-support programs of government agencies in ARMM are the key elements of BangUn Project to attain the following specific objectives:

1. To improve the nutritional status of 0-12 years old children identified as underweight and severely underweight children (weight-for-age) who are residing in the identified target priority communities.
2. To empower parents or guardians/caregivers in the communities to achieve food security and good health for their children and their families in general.
3. To build resilient communities by facilitating their access to the convergence of various nutrition-support programs of government agencies including but not limited to the following:
  - 3.1 First 1000 Days of life (F1KD)
  - 3.2 Early Childhood Care and Development (ECCD)
  - 3.3 School-based Feeding Program
  - 3.4 Community-based Feeding Program
  - 3.5 Gulayan sa Paaralan with DepED, BME and DA
  - 3.6 Parents' Classes on Health and Nutrition
  - 3.7 Hunger Mitigation such as Culture-Sensitive Climate Change Adaptation Mitigation (CCAM)
  - 3.8 Sustainable Livelihood Program (SLP)
  - 3.9 Environment-friendly Livelihood Assistance from DAR, DOST
  - 3.10 Sagana at Ligtas na Tubig sa Lahat or SALINTUBIG (WASH) Program by DILG, DOH, NAPC and LGUs

#### IV. DEFINITION OF TERMS

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

1. **Autonomous Region of Muslim Mindanao (ARMM)** – is an autonomous region in the country which is located in the southern part of the Philippines with five provinces (Basilan, Lanao del Sur, Maguindanao, Sulu and Tawi Tawi), two component cities, 116 municipalities, and 2,490 barangays.
2. **Bangsamoro Umpungan sa Nutrisyon (BangUn)** – is the short name for Reducing Vulnerabilities of Malnourished Children and Providing Health Support to Pregnant and Lactating Women in Select Areas in Autonomous Region of Muslim Mindanao (ARMM), a special nutrition project spearheaded by DSWD Central Office in collaboration with other government agencies.
3. **Bureau of Madaris Education (BME)** – is the office created by the Department of Education by virtue of the Muslim Mindanao Autonomy Act No. 14 Section 3 of Article 1 which declares the policy to establish, maintain and support a complete and integrated system of quality education that is meaningful, relevant and responsive to the needs, ideals and aspiration of the people in Muslim Mindanao, that the regional government shall accredit madaris and shall ensure their integration into the regional education system which should be at par with the national standard.
4. **Climate Change Adaptation Mitigation (CCAM)** – is a disaster-preparedness and mitigation project that helps build and strengthen the communities' resiliency against the effects of disasters and prevent hunger among the people.
5. **Complementary Feeding** – which will cover 6 months to below 2 years old.
6. **Cycle Menu** – is a planned serving of menu for a particular period of time using indigenous food supplies and halal food for Muslims.
7. **DSWD** – refers to the national office of the Department of Social Welfare and Development.
8. **DSWD ARMM** – refers to the counterpart office of the national Department of Social Welfare and Development in the Autonomous Region of Muslim Mindanao.
9. **Enhanced Parent Effectiveness Service (EPES)** – refers to the series of sessions which provides expansion of knowledge and skills for 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, proper health care, and other challenges of parenting.

10. **First 1000 Days (F1KD)** – refers to the days of life which starts from first day of conception until the child reaches his/her second birthday. F1KD is considered a global strategy to save thousands of children from dying unnecessarily and ensuring better future health, well-being and capacity of the children to rise out from poverty.
11. **Food Secure Households** – are the households that do not worry about food at all because they have accessibility and capability to avail and afford food cost.
12. **Hot Meal** – refers to cooked food composed of either halal rice and viand or non-rice based snacks with complete nutrient content composed of Go, Glow and Grow food groups served during meal time using available indigenous food equivalent using the Philippine Dietary Reference Intake (PDRI).
13. **Alternative Meal** – rice based snacks with complete nutrient content.
14. **Madrasah** – is an Arabic term for school. It generally refers to Muslim private schools with core emphasis on Islamic studies and Arabic literacy. The madaris (plural of madrasah) are the oldest educational institution in Mindanao and are recognized to be the single most important factor in the preservation of the Islamic faith and culture in the Philippines.
15. **Malnutrition** – refers to a range of poor nutritional status of children, pregnant and lactating mother including acute and chronic malnutrition, micronutrient deficiency and obesity.
16. **Non-Government Organizations (NGOs)** – refers to DSWD accredited/licensed/registered non-profit, non-sectarian organization that primarily engages in the provision of social welfare programs and services to one or more disadvantaged or vulnerable groups.
17. **Savings** – refer to portion or balances of any released appropriations which have not been obligated as a result of non-commencement of P/A/P for which the appropriation is released. For this purpose, non-commencement shall refer to the inability of the agency or its duly authorized procurement agent to obligate the released allotment and implement the P/A/P due to natural or man-made calamities or other causes not attributable to the fault

or negligence of the agency concerned during the validity of the appropriations.

18. **Supplementary Feeding (SF)** – means the provision of food to supplement the energy and other nutrients missing from the diet of those who have special nutritional requirements to prevent or alleviate malnutrition by reducing the nutrient gap between an individual's actual consumption and his/her requirement (WHO, 1997). For BangUn Project, there are two types of SF:

18.1 **School-based Supplementary Feeding (SSF)** – refers to SF implementation in madaris within ARMM or public schools which are not recipients of DepED feeding program; beneficiaries of SSF are school children from Kindergarten up to Grade VI levels.

18.2 **Community-based Supplementary Feeding (CSF)** – refers to SF implementation in barangays which are found within the adjacent communities of madaris and DepED public schools; beneficiaries of CSF are children within 0 to 5 years old age bracket

19. **Sustainable Development Goals (SDGs)** – refer to the set of goals adopted by countries on September 25, 2015 to end poverty, protect the planet and ensure prosperity for all as part of a new sustainable development agenda. Each goal has specific targets to be achieved over the next 15 years.

20. **The 2015 Philippine Dietary Reference Intake (PDRI)** – refers to a set of dietary standards that include (1) estimated average requirement (EAR); (2) Recommended energy intake /recommended nutrient intake (REI/RNI); (3) Adequate Intake (AI); (4) Tolerable upper intake/ upper limit (UL), and (5) Acceptable macronutrient distribution range (AMDR), each having its own use.

21. **Unutilized Fund** – portion of a fund balance which is available for appropriation. It is also the unobligated balance of an appropriation.

22. **Underweight** – means low weight-for-age or below standard deviations of the World Health Organization (WHO) Child Growth Standard median.

## V. DESCRIPTION

The project "Reducing Vulnerabilities of Malnourished Children and Providing Health Support to Pregnant and Lactating Women in Select Areas in Autonomous Region of Muslim Mindanao (ARMM)" or more popularly referred to as Bangsamoro Umpungan sa Nutrisyon (BangUn) Project is a special nutrition project spearheaded by DSWD



Central Office in collaboration with various government agencies which have nutrition and nutrition-related programs and/or projects for pregnant and lactating women, and children aged 0 to 12 years old.

BangUn Project partner implementing government agencies is initially composed of the following:

- The Department of Health (National and ARMM)
- The National Nutrition Council – DOH (National and ARMM)
- The Food and Nutrition Research Institute
- The Department of Science and Technology (DOST)
- The Department of Education (National and ARMM)
- The Commission on Higher Education (National)
- The Department of Interior and Local Government (National and ARMM)
- The Department of Agriculture (National and ARMM)
- The Department of Agrarian Reform (National and ARMM)
- The National Anti-Poverty Commission (NAPC)
- Department of Trade and Industry (National and ARMM)
- Department of Labor and Employment (National and ARMM)
- Technical Education and Skills Development Authority (National and ARMM)

BangUn shall implement a holistic approach in addressing malnutrition among children in ARMM. The conduct of supplementary feeding, both in schools and communities, are immediate interventions to improve the weight because feeding alone cannot address improvement in the nutritional status of children.

BangUn will also engage in more sustainable interventions that will build and strengthen the capacity of parents, communities and local government units to become empowered in ensuring that no children will die from hunger and malnutrition. Among these interventions include Enhanced Parent Effectiveness Service (EPES), DOST Pinoy Training, F1KD, CCAM, sustainable livelihood program (SLP), assistance for agrarian-reform based communities, integrated food production and other poverty-reduction projects.

In the end, BangUn Project's goal is not only to improve nutritional (from level 1 to the next level) status of malnourished beneficiaries in ARMM but contribute to ensuring food security of poor families toward food sovereignty.

## VI. TARGET BENEFICIARIES

- **Five Provinces:**
  - (1) Maguindanao
  - (2) Sulu
  - (3) Basilan
  - (4) Lanao del Sur
  - (5) Tawi Tawi

- **Focus :**
  - Pregnant and lactating women until 2 years
  - 0 to below 2 years old children in the communities
  - 2 to 12 years old malnourished children in Madaris, DepEd elementary schools not covered by School-Based Feeding Program and
  - Children in the evacuation sites

## **VII. IMPLEMENTING PROCEDURES/SCHEME**

### **Project Components:**

1. Nutrition Direct Services
2. Nutrition Education and Advocacy
3. Building Resilient Communities

#### **1. Social Preparation**

1.1 The DSWD-Central Office shall provide program orientation to the DSWD Field Offices IX, X and XII and DSWD-ARMM, including all the Partner Government Agencies (National and ARMM), and BangUn hired staff. The BangUn Staff shall then orient the parents and school officials, teachers, and Ustadz.

1.2 Participation and support of partners shall be determined by the respective FOs IX, X and XII and define the roles and responsibilities of each Party.

The participation and support should be formalized with MOA highlighting the obligations of each party particularly in the proper disposition/disbursement of funds for the SF implementation of the project and liquidation of funds received in accordance with COA Circular Number 94-013 and 2007-001 dated 13 December 1994 and 25 October 2007 (depending on the partnership).

1.3 The BanUn staff with the support of P/C/MSWDOs should organize the school and community, as a prerequisite in the implementation of Supplementary Feeding Program. The following activities shall be undertaken by the BangUn field staff together with the P/C/MWDOs prior to the implementation of the program:

- a. Orientation of Local Officials and stakeholders about the BangUn project for support.
- b. Conduct of community and school meetings to get the support of the concerned people/parents.

- c. A month prior to the actual feeding implementation, parents and guardians shall be organized by the BangUn Field Staff to elicit their commitment and full support. They shall be grouped into working committees such as but not limited to marketing, food preparation and distribution, cooking, management of feeding session and restoration to involve all parents and guardians in various activities in the identified project areas. Regular Monthly meetings of parents and guardian shall be held to discuss issues and problems affecting the implementation of the BangUn project.
  - d. Team building sessions shall be conducted by the BangUn field staff to prepare parents and guardians to manage the project and to build them as a team. This will include activities that will strengthen their awareness of their roles and responsibilities towards the project and as a member of a team/organization. This will also develop the spirit of volunteerism and sharing.
- 1.4 The BangUn Field Staff together with the School Health or Nutrition Officer shall accomplish intake form for each child. If there is already an existing intake information of the child, records should be updated and validated. Such information may be gathered from the School Nurse or School Principal. A home visit to the family is necessary to gather and validate information.
- 1.5 A week prior to the feeding, measuring of height and weight of children shall be done by the BangUn staff who are Nutrition officers and in coordination with the trained School Nurse or BNS/BHW under the supervision of the Rural Health Unit (RHU). The New WHO Child Growth Standards (CGS) will be used to determine the nutritional status of beneficiaries using weight for age or height for age before the start of feeding using calibrated weighing scale and height boards following the universal standards. The teacher/Mudir and the BangUn Field Staff 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.
- 1.6 The BangUn Staff shall coordinate with the RHU for the medical check-up and deworming of the children beneficiaries before the start of the feeding.

1.7 Profiling of children and data banking must be done by the BangUn Staff to be submitted to the FO.

1.8 The BangUn Nutrition Officers in coordination with the School's Health or Nutrition Staff shall maintain an attendance record of the children beneficiaries to monitor the completion of the 180 days feeding.

## **2. Conduct of Feeding (Children, Pregnant & Lactating Mother)**

2.1 The feeding shall be implemented for 180 days, five days or 7 days a week.

2.2 Feeding shall be provided to beneficiaries for the duration as stated above.

- a. The suggested halal cycle menu recommended in the FNRI Nutritional Guidelines for Filipinos and/or the menu prepared by the BangUn Nutritionist-Dietitian which shall be equivalent to PDRI shall be used in the preparation of culturally-acceptable meals.

The FO Nutritionist and/or the City/Municipal Nutrition Action Officer (C/MNAO) may enhance the halal cycle menu depending on available nutritionally adequate foods in the community.

2.3 The Parent Committees shall provide voluntary labor for the cooking/preparation of halal cycle menu and management of feeding sessions. The Madaris teacher/staff assigned for the BangUn supplementary feeding program shall prepare a monthly schedule of volunteer parents.

2.4 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 meal, and other relevant health care and nutrition practices.

## **3. Conduct of Parents' Education**

The parents and guardians shall be encouraged to complete all the sessions on self, family, parent effectiveness, health and nutrition, sanitation, hygiene, etc. to enhance their knowledge, attitude, skills and practices on parenting, health care and nutrition and other parent education sessions that could be given to the beneficiaries.

3.1 The sessions be facilitated by the BangUn field staff in cooperation with the LSWDO/LGU shall be held at least twice a month, depending on the available time of parents and guardians. It shall be conducted following the order of importance established and agreed upon with the parents and guardians. Resource persons may be invited to discuss specific topics.

3.2 In the conduct of the sessions, the methodologies should be evocative and should involve the maximum participants of the parents.

#### **4. Help Build Resiliency in Communities.**

4. BangUn Project shall be engaged in an approach to help communities of beneficiaries become resilient in times of disasters and contribute in ensuring food security in every household by facilitating their access to the convergence of various nutrition-support programs of government agencies including but not limited to the following:

- 4.1 First 1000 Days of life (F1KD)
- 4.2 Early Childhood Care and Development (ECCD)
- 4.3 School-based Feeding Program
- 4.4. Community-based Feeding Program
- 4.5 Gulayan sa Paaralan with DepED, BME and DA
- 4.6 Parents' Classes on Health and Nutrition
- 4.7 Hunger Mitigation such as Culture-Sensitive Climate Change Adaptation Mitigation (CCAM)
- 4.8 Sustainable Livelihood Program (SLP)
- 4.9 Environment-friendly Livelihood Assistance from DAR, DOST and NAPC
- 7.8 Sagana at Ligtas na Tubig sa Lahat or SALINTUBIG (WASH) Program by DILG, DOH, NAPC and LGUs
- 7.9 Similar programs of other government agencies
- 7.10 CSOs and NGOs which are engaged building resilient communities

The provision of services to the beneficiaries by different agencies shall use their existing guidelines on their respective programs/services.

#### **5. Fund Allocation**

5.1 The minimum amount of Sixty pesos (P60.00) for 2 hot meals per Child beneficiary per day for 180 days.

5.2 The minimum amount of Seventy pesos (P70.00) for 2 hot meals per pregnant and lactating women beneficiary per day for 180 days.

The menu for pregnant and lactating women is similar to that of the children but the quantity is based on their health condition and dietary requirement.

The allocation per beneficiaries per day may increase in the succeeding year of implementation Program based on the prevailing price of commodities.

5.3 The minimum of Php 100 per beneficiaries should be allocated for the eating utensils while minimum of Php 2,500 per cluster (equivalent to 50 ben.) should be allocated for the cooking utensils subject to increase based on prevailing price.

For durability and hygienic purposes, the eating and cooking utensils to be purchased should be of good quality and safe for children.

a. The eating utensils shall be composed of:

- Spoon
- Fork
- Bowl
- Plate
- Drinking tumbler

b. The cooking utensils shall be composed of:

- Carajay /frying pan/ wok
- "Kaldero"/pot/casserole
- Ladle
- Chopping Board
- Knife

The allocation for eating and cooking utensils may increase in the succeeding year of implementation Program based on the prevailing price and depending on the availability of funds.

5.4 Requirement for the involved FOs administrative and monitoring costs shall also be allocated based on allowed parameters.

5.5 The DSWD BangUn CO shall provide honoraria to FO IX, X & XII BangUn focal in the amount not exceeding Five Thousand Pesos (Php 5,000.00) per month as recompense to their additional load of work, subject to availability of funds.

The release of honoraria shall be based on the timely submission of monthly accomplishment report approved by the Regional Directors.

## **6. Fund Management**

The DSWD CO shall download the funds to the following DSWD Field Offices to cover the required budget for the implementation of the project.

Any unutilized funds from their allocation can be used to extend the feeding or any activities related to BangUn:

- DSWD-FO IX (for Basilan, Sulu and Tawi Tawi)
- DSWD-FO XII (for Maguindanao)
- DSWD-FO X ( For Lanao del Sur)

## **VIII. INSTITUTIONAL ARRANGEMENTS**

### **A. National Level**

1. DSWD Central Office
  - 1.1 Act as the lead in managing and coordinating the implementation of the BangUn Project.
  - 1.2 Convene BangUn national partners for the purpose of conducting regular consultation, meetings, assessment, monitoring and evaluation of the project.
  - 1.3 Allocate and facilitate transfer and downloading of funds to the respective DSWD Field Offices.
  - 1.4 Assess and recommend the request for realignment of funds from the FOs pursuant to existing accounting and auditing rules and regulations.
  - 1.5 Monitor and provide technical assistance on program operation and administrative concerns to the FOs including DSWD ARMM thru its hired BangUn personnel in the implementation of the Project.
  - 1.6 Submit reports on the implementation of the project to the Department Secretary and to the President of the Republic to the Philippines thru the Overall BangUn Project Supervisor.
  - 1.7 Conduct Mid- and Annual Project Implementation Review (PIR)
  - 1.8 Conduct capacity building activities to both technical and administrative BangUn staff.

### **B. Regional Level**

1. DSWD Field Offices IX, X and XII
  - 1.1 Manage and coordinate/supervise the regional implementation of the BangUn Project.

- 1.2 Supervise the BangUn Staff assigned/detailed in the Field Office to provide guidance and technical assistance to the field partners (communities and madaris/public elementary schools).
- 1.3 Submit quarterly report on the status of funds to Central Office for the funds downloaded by DSWD Central Office every quarter.
- 1.4 Maintain a separate subsidiary record/ledger for the funds transferred from DSWD Central Office pertaining to BangUn Project.
- 1.5 Ensure the release of funds on time to the partner school/Madrasah or DSWD-accredited NGOs/POs, CSOs for the BangUN implementation in accordance with COA Circular Numbers 94-013 and 2007-001 dated December 13, 1994 and October 25, 2007 respectively.
- 1.6 Facilitate the purchase eating and cooking utensils.
- 1.7 Purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations.
- 1.8 Closely monitor the fund management, utilization, program implementation through the BangUN Staff assigned in the target ARMM provinces and provide technical assistance to operational concerns of the provinces.
- 1.9 Keep records and make available all records and files pertaining to transactions involving the fund upon request of COA Auditor.
- 1.10 Provide the necessary administrative support for the BangUn Staff assigned in the FO and Province/s including release of their salaries and benefits.
- 1.11 Review and approve the consolidated reports prepared by BangUn Staff before submission to DSWD CO.
- 1.12 Facilitate refund of any unutilized funds or savings generated after project completion.

## **2. DSWD ARMM**

- 2.1 Provide the necessary technical and security support for the BangUN Staff assigned in the respective Field Offices.

## **C. Local Government Units**

### **1. Provincial Government**

- 1.1 Coordinate, monitor and if deemed necessary, provide augmentation to the implementation of the feeding program at the municipal level.
- 1.2 Through the Provincial Social Welfare and Development Office (PSWDO), in accordance with the Provincial Nutrition Action Officer (PNAO), organize or reactivate the Provincial Nutrition Committee including Provincial Agriculture Office (PAO), Provincial Health Office (PHO), Provincial Planning and Development Committee (PPDC) and BangUn Field Office staff to be responsible for the orientation of



the LGUs and other stakeholders on the objective, mechanics and roles and responsibilities in BangUn Project.

- 1.3 Maximize the support of the Province Early Childhood Care and Development Council (PECCDC) in the Project.
- 1.4 Integrate nutrition-sensitive program and strategy to address the problem on hunger and malnutrition.
- 1.5 Assist BangUn Staff in following up the submission of liquidation report from partners.

## **2. City/Municipal Government (Local Chief Executive)**

- 2.1 Support the implementation of the BangUn Project in project sites (schools and communities).
- 2.2 Designate a Focal Person for the BangUn Project with the task of assisting the BangUn staff in the implementation of the Project in coordination with City/Municipal Nutrition Action Officer (C/MNAO) and include in LGU/MNC meetings on SF concerns.
- 2.3 The MSWDO/CSWDO provide the necessary technical support for the BangUn Staff assigned in the project areas.

## **D. Partner Madaris/Public Elementary Schools**

1. Provide to DSWD the complete master list of beneficiaries.
2. Organize Parent Committees who will be in-charge for the marketing, inspection of goods, financial management and actual preparation of hot meals and other complementary feeding.
3. Designate Focal Person who will supervise the implementation of supplementary feeding.
4. Manage and implement the daily feeding of the beneficiaries according to the guidelines and protocol of the BangUn Project.
5. In the case of fund transfer from DSWD Field Office, open a bank account for the BangUn Project with 3 signatories (MSWDO, Madaris President of Parent Organization).
6. Immediately purchase food items in accordance to the list upon receipt of funds.
7. Maintain simple bookkeeping and accounting of funds for inspection/audit purposes.
8. Liquidate all funds transferred by DSWD Field Office in accordance with accounting and auditing rules and regulations within 30 days after completion of the Project. However, a weekly liquidation report shall be submitted to BangUn Finance/Budget Officer.
9. Ensure parent's attendance to the EPES Sessions.

#### **E. Partner Government Agencies**

1. Coordinate, monitor and if deemed necessary, provide augmentation fund to the implementation of the project at the municipal level based on the nutrition-support program/s of their respective agency.
2. Delegate Focal Person who will closely collaborate with other partners/implementing agencies with BangUn Project.
3. Provide technical assistance in respective field of specialization according to their mandate and or provide augmentation fund for BangUn to be able to access stakeholders' services that will contribute in addressing hunger, food security and capacity-building for communities.

#### **F. CIVIL SOCIETY ORGANIZATIONS**

A. Civil Society Organizations (CSOs) will:

1. Share information to BangUn any development on the status of the children, PLW, women and IDPs in areas where BangUn project implemented.
2. Support/Assist BangUn in the provision of direct nutrition services, conduct nutrition and health advocacies and building resilient communities.

B. BangUn to CSOs:

1. Conduct at least once a month meeting to discuss status of the project
2. Provide necessary capacity building activities that will strengthen their organizations to support the project.

#### **G. TECHNICAL WORKING GROUP and INTER-AGENCY MEETING**

Members of the technical working group shall convene once a year to discuss strategic collaboration and coordination in relation to BangUn project implementation

#### **IX. REPORTING SYSTEM**

1. Reporting template provided by DSWD CO shall be used in submitting report by partners.
2. The BangUn Field Offices staff shall submit the required reports to the BangUn staff ARMM every 25th day of the month for consolidation there into submit to DSWD Central Office every 27<sup>th</sup> day of the month.

#### **X. MONITORING AND EVALUATION SYSTEM**

1. The nutritional status of the children shall be determined before the start of the project to serve as benchmark for evaluation and shall be monitored monthly.
2. Regular quarterly monitoring of the nutritional status of the children shall also be done by the BangUn staff assigned in the DSWD Field Office.
3. BangUn Financial Analyst assigned in FOs shall monitor and evaluate the status of funds of BangUn and provide update to BangUn Central Office.
4. BangUn Central Office Staff shall conduct quarterly assessment to BangUn Field Staff in relation to project implementation vis-à-vis to its fund utilization.

**XI. FUNDING**

The fund for the BangUn Project shall be sourced from the budget approved in the annual General Appropriation.

**XII. PROGRAM EVALUATION**

Project evaluation shall be conducted annually. This is to review and assess the status of project covering the whole year implementation.

**XIII. EFFECTIVITY**

This Order shall take effect immediately and shall be disseminated to partner agencies, schools, community organizations and local government agencies.

Issued this 31<sup>st</sup> day of July 2018 at Quezon City.

  
**VIRGINIA N. OROGO**  
Acting Secretary

Certify True Copy:

  
**MYRNA H. REYES**  
DIC-Division Chief  
Records and Archives Mgt. Division