

**MEMORANDUM CIRCULAR**

No. 35  
Series of 2020

**SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR NO.12, SERIES OF 2020 OTHERWISE KNOWN AS GUIDELINES IN THE IMPLEMENTATION OF THE SUPPLEMENTARY FEEDING PROGRAM DURING THE COMMUNITY QUARANTINE PERIOD OR OTHER SIMILAR EMERGENCIES**

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**I. RATIONALE**

The challenges brought about by the COVID-19 Pandemic restrict the movement of the people from one community to another. Verily, the increasing number of those contracting the disease tends to push the local communities to implement services at barangay-level to prevent the spread of the virus. This trend makes local government units (LGUs) impose localized quarantine restrictions that often prevent entry of the Field Offices' staff to some areas.

Given the forgoing, Memorandum Circular No. 12 Series of 2020 otherwise known as Guidelines in the Implementation of the Supplementary Feeding Program during the Community Quarantine and other Similar Emergencies is hereby supplemented to widen the options for the implementation modalities most adapted and suitable for each implementing locality.

**II. OBJECTIVE**

To provide additional alternative schemes for the continuous implementation of the Supplementary Feeding Program that is also compliant with the health and safety protocols in the prevention and mitigation of COVID-19 disease, to ensure the welfare of children by addressing issues on hunger and food security.

**III. COVERAGE**

These guidelines shall cover the continued implementation of the SFP during the community quarantine period for the implementation of the 10th (CY 2020), if applicable until the completion of the required 120 feeding days, and/or succeeding cycles.

**IV. IMPLEMENTATION**

**A. Additional Food Commodity and Schemes on Nutrition in Emergency of SFP**

Below are additional alternative meals/food commodity options and schemes that the FO and/or LGU may adopt, whichever is applicable in their area, for the SFP Implementation while the community quarantine is in effect and/or while face-to-face sessions in Child Development Centers (CDC)/Supervised Neighborhood Plays (SNP) are not yet feasible:



## **1. Mobile Community Kitchen**

Community Kitchens, either organized or accredited, can be utilized as part of the response to Nutrition in Emergencies. As we are in a state of national emergency, the LGU may mobilize the function of the Community Kitchen and be expanded to be a Mobile Community Kitchen for the production and delivery of SFP meals to be served to the target children beneficiaries. Existing menu in the FO/LGU may be modified and the cooked meals will be served per barangay and delivered to the residence of the children beneficiaries. The foods served must be compliant with the daily 1/3 Philippine Dietary Reference Intake (PDRI), and proper food safety must be observed to ensure well-being of our beneficiaries.

On the use of the community kitchen, volunteer cooks, food servers and other workers shall observe the COVID-19 preventive measures in compliance with the Department of Health advisories. Further, prior to the performance of the assigned task, the volunteers are expected to present health clearances from the community health expert/doctors indicating they do not manifest any of the COVID-19 symptoms, such as high body temperature, presence of cough/colds, etc.

The Department may explore partnership with stakeholders which may offer the same facility such as Jollibee Foundation, Gawad Kalinga, Ateneo Central Kitchen and other institution, such as Kabisig ng Kalahi, that comply with the same criteria.

The LGU may opt to use the available cooking facilities in the CDCs/SNPs in the absence of the community kitchen. Food may either be delivered by the Child Development Worker (CDW) or the barangay workers or be picked-up by the parents of the beneficiaries, following the same physical distancing protocols or by schedule.

## **2. Emergency Food Voucher**

The amount of P15.00 per child per day allocation will still be the basis of the grants, to be multiplied by the number of feeding days or the remaining number of feeding days for the current cycle. (e.g. 15 pesos' x 120 days= P1,800.00). Such food voucher will be provided to the beneficiary and will be claimed by the parent, legal guardian or any authorized representative (upon presentation of authorization letter and valid identification card) from the barangay or partner establishments in exchange of the food item/ingredients that will be used by the parent or guardian in the preparation of the enhanced menu (copy of the menu hand-out will be provided to the guardian upon disbursement of voucher). The voucher has a disclaimer at the back that it will only be used upon valid purchase of the specified items in the list through the accredited partner establishments.

## **3. House to House Distribution of Goods**

As part of a more stringent measures to prevent the spread of the disease while implementing the program, the following should be ensured/monitored on the food distribution to our children beneficiaries:



a) The Field Office will identify which among the modality listed in Memorandum Circular No. 12 otherwise known as the Guidance in the Implementation of the Supplementary Feeding Program During the Community Quarantine or other Similar Pandemic and this Supplemental Guidelines.

b) Wearing a face mask is a must. All staff who will implement the program, from the production proper (if they are using the community kitchen), up to the distribution to the beneficiary. Those who have sufficient funds may also procure face masks or Personal Protective Equipment, if available.

c) Those which opt to resume with the scheme of cooking food in the CDCs should observe efficient scheduling for the volunteer parents. Assigning at least three volunteer parents separately for the production and distribution of the hot meal may be considered.

d) As much as possible, the use of disposable plastics (cellophanes) for the cooked hot meal should be limited or avoided. The CDW may encourage collection of own food containers of the beneficiaries, especially for those who live nearby the CDCs. This is also one way of minimizing waste brought about by plastic garbage.

e) In cases of calamities/emergencies like flood, earthquake, other natural disasters and human induced disaster like armed conflict, that will require the beneficiary and his/her family to transfer to temporary shelters like evacuation centers, food provision of the beneficiary may be delivered in the area where his/her family is relocated.

The FO, in coordination with the implementing LGUs may conduct **twice-a-day feeding (or thrice a day feeding especially in areas hardly hit by several typhoons where the affected population with younger children may need food augmentation)** in order to facilitate the implementation of the program and be concluded with the completion of the feeding cycle targeting the end of the fiscal year as the earliest completion date. Nonetheless, the food served shall be in combination of at least a hot meal/dry ration or any indigenous local foods available in the locality such as but not limited to legumes, root crops/tubers, corn etc. and other alternative meals as listed in MC 12, series of 2020.

## **B. Procurement and Ways of Disbursement**

### **1. Community Participation Procurement**

The LGU may use the Community Participation Procurement modality as stated in Memorandum Circular No.12 series of 2020 in procuring of goods for the program. The distribution of the procured food items to its intended beneficiaries should be led by the concerned LGUs.

### **2. Cash Advances through a designated Special Disbursing Officer (SDO)**

Officer, may be used as an alternative modality only if all other modalities have been exhausted such as multiple failed biddings, subject to provisions of current applicable law in force. This may be used in areas where the scheme is applicable such as but not limited to Geographically Isolated and Disadvantaged

Areas (GIDA), mountainous terrain, inter-island and other locations with similar challenges for logistics.

If the procurement method used underwent two failed biddings, the FO BAC will make a resolution to purchase the goods at the community from the local farmers/suppliers. The process will be as follows:

- a) Prices of quotation will be canvassed from the municipality as reference for the cash to be issued.
- b) SDO will be identified based on the eligibility criteria and will be given Special Order for the issuance of Cash Advance. This will be in a form of payroll and will be released to the DayCare/Supervised Parent Group (DCSPG) through the Child Development Workers (CDWs) every month/20 feeding days.
- c) The items purchased by the DCSPG for the feeding will be inspected by the designated inspection committee among the DCSPG organization.
- d) Liquidation of the previous cash issued are required to be submitted for inspection before the issuance of the succeeding petty cash.

### C. Memorandum of Understanding

The FO will forge a Memorandum of Understanding with the implementing LGU stating the same roles and responsibilities of both parties as stated in MC 12, s2020.

1. The LGU shall be the main responsible unit in the implementation of the program such as but not limited to deworming, weighing of children before and after 120 days' cycle and parent education among others.

Moreover, if **Transfer of Funds will be granted** by the provision of a current existing law, a **Memorandum of Agreement (MOA)** shall be the bonding agreement and the same process shall proceed as stated in Administrative Order O4, series of 2016 entitled Amended Omnibus Guidelines in the implementation of Supplementary Feeding Program.

### 2. Parent Education

The FO shall provide technical assistance regarding orientation to the LGU to provide continuous education to parents of the children beneficiary especially now that everyone is trying to adapt to the new normal. The manual on Effective Parenting Module 7 entitled "Health and Nutrition" shall be used during the sessions. Topics should also include food safety emphasizing protocols compliant with the prevention of the spread of the disease, food production using bio-intensive gardening, and modified cooking techniques utilizing harvest from the backyard garden. Those who have access to network connection may do the Parent Effectiveness Session (PES) via virtual and digital means. Meanwhile, those who live in the Geographically Isolated and Disadvantaged Areas (GIDA) and those



without access to the internet, the LGU may explore the conduct of radio broadcasting or other media forms, if funds are available or may be provided with printed hand-outs as references. The LGU shall print Information, Education, Communication (IEC) materials on good nutrition, food safety, establishing food gardens, prevention of Covid-19 spread among others. These shall be distributed to the parents or caregivers for their additional information. This may be complemented by materials on nutrition education, food safety training from Food and Nutrition Research institute (FNRI) – Department of Science and Technology (DOST)/ or Department of Trade and Industry (DTI).

Other educational materials that will emphasize the positive attributes of the program in terms of acceptability, usefulness and affordability may be used. The roles of the parents, guardians and caregivers should also be highlighted in every educational session as an important aspect in achieving the goal of the program and sustaining its positive impact on the lives of the beneficiaries and their families, specifically in terms of nutrition and health practices.

### **3. Promotion and Support of Backyard/ Bio-Intensive Gardening**

As an initiative to promote food security in the household, the FO/LGU can educate parents on the importance of backyard gardening. Parents are encouraged to cultivate available land or explore urban/vertical gardening (i.e. container gardening if land is scarce) in their residence to plant vegetables and fruits which are common produce in their area to provide sustenance for their family. Aside from the Department of Agriculture (DA), LGUs are encouraged to coordinate with other stakeholders on the bio-intensive gardening approach and use of indigenous vegetables on our feeding program and for the available seedlings that may be distributed to the parents to plant in their area.

### **4. Water, Sanitation and Hygiene (WASH)**

Water and sanitation shall be established and maintained. Aside from the danger of the disease brought about by the Covid-19 Pandemic, bacterial contamination, other viruses as well as food and waterborne diseases still pose health threats. Good hygiene and safe food preparation in all component units especially in areas devoted to the preparation of meals shall be promoted. The LGUs through their CDWs and barangay health volunteers shall conduct WASH campaigns focusing on the proper use and maintenance of toilets, danger of open defecation practice and the importance of thorough washing of hands with soap and water after defecation and before and after eating their meals. The use of alcohol and hand sanitizers as an additional hygiene practice is also encouraged to ensure a safe and clean food consumption.

The LGU shall, with technical assistance and support from DOH, shall assist the Department in the maintenance and establishment of water and sanitation facilities. Also, the LGU shall conduct training of food handlers to ensure food safety.

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## V. NUTRITIONAL STATUS

The measure of improvement in the nutritional status is one of the commitments of the program as it is clearly stated in the General Appropriations Act. Hence, the changes in the nutritional status will still be gauged prior to the start of the feeding and once the 120 feeding days are accomplished.

### 1. Impact on Nutritional Status:

- a. 20% improvement Severely Underweight (SUW) to Underweight (UW)
- b. 80% improvement from Underweight (UW) to Normal

The 20% improvement from the SUW to UW and 80 % UW to Normal will remain the same while proposing for the deadline from July 2020 to end of November 2020, pending approval of the Department of Budget and Management through the DSWD Policy Development and Planning Bureau.

### 2. Method of Measurement

Measurements will still be acquired either by the Barangay Health Worker, Child Development Worker or the Barangay Nutrition Scholar, through **house to house visit**, following strict health and safety protocols such as physical distancing measures, proper wearing of face mask, surgical gloves, frequent hand washing and/or use of hand sanitizers/alcohols and gels and other pertinent instructions following the Department of Health -National Nutrition Council (DOH-NNC) policy on Growth Monitoring and Promotion during the Covid-19 Pandemic in preventing the spread of the virus. Weight and height taking shall be done before the start of the feeding (baseline) and after the 120 days feeding (end line) only to ensure that there is limited physical contact between and among the barangay workers, parents and beneficiaries.

Further, the LGUs (barangay/municipality/city) shall provide the necessary Personal Protective Equipment (PPE) to the assigned barangay workers who will take the weight and height measurements of the beneficiaries.

### 3. Period of Weighing

The children beneficiaries will be weighed prior to the start of the feeding. As to the 10th Cycle, this will be between the month of August-September and the post-feeding will be around December 2020 onwards or once 120 feeding days are concluded.

The same guidelines will apply for the Cycle 10 (CY 2020-2021) or beyond as long as the risk of the pandemic is imminent in the country.

## VI. FUND ALLOCATION

The amount of P15.00 per child per day is still the allocated fund for a maximum of 120 feeding days as completion of the full cycle. Grant may increase, subject to the availability of funds and approval of the Department of Budget and Management.



**VII. EFFECTIVITY**

These guidelines shall take effect immediately upon approval

Issued in Quezon City this 17<sup>th</sup> day of December 2020.



**ROLANDO JOSÉLITO D. BAUTISTA**  
Secretary

Certified True Copy:



17 DEC 2020

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