

GUIDELINES ON THE PROVISION OF FAMILY FOOD PACKS (FFPS) IN SUPPORT TO AFFECTED FAMILIES DUE TO DECLARATION OF GRANULAR LOCKDOWNS

I. RATIONALE

In view of the continuously rising numbers of COVID-19 confirmed cases in various regions nationwide, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) enacts imposition of various risk-level classifications in Local Government Units (LGUs) with high incidence of transmission. Likewise, declaration of granular lockdowns has been a strategy adopted by the LGU to contain the spread of infection.

In the implementation of granular lockdowns, the socio-economic activities of the communities are severely affected. Due to heightened restrictions, a large number of the population are being challenged in terms of financial capability and daily food subsistence, particularly the poor, disadvantaged and vulnerable families.

To be able to ensure that people will be contained in their respective houses and protocols shall be enacted accordingly, it is the responsibility of the government to augment and complement the food requirement of the affected families during the duration of the quarantine.

The Department of Social Welfare and Development (DSWD), as the key agency in providing social protection program, plays a vital role in ensuring the provision of social safety nets to families affected by disasters or emergencies as mandated by the IATF-EID and National Disaster Risk Reduction and Management Council (NDRRMC). The DSWD continuously provides support in the fight against this pandemic through its support and augmentation of Family Food Packs (FFPs) to LGUs affected by heightened restrictions due to the increasing number of COVID-19 cases.

To ensure that DSWD resources are deployed accordingly and need-based FNI requirements of the LGUs are addressed, operational clarity on the provision of FFPs to affected LGUs due to the declaration of granular lockdowns must be provided through these guidelines.

II. LEGAL BASES

- 1) Republic Act 10121 – The Philippine Disaster Risk Reduction and Management Act of 2010;
- 2) Proclamation No. 1021 – Declaring a State of Calamity Throughout the Philippines;
- 3) Administrative Order 2 series of 2021 – Omnibus Guidelines on Food and Non-food Items (FNI) and Logistics Management; and



- 4) *IATF Resolution which will be issued for the Granular Lockdown* and other legislations, policies and partnership agreement that may be approved during the implementation period.

III. DEFINITION OF TERMS

- 1) Granular Lockdown - refers to a micro-level quarantine, singularly or collectively, in the level of 1) house, 2) residential building, 3) street, 4) block, 5) subdivision/village, 6) purok, or 7) barangay, that are tagged as "critical zones (or CrZ)" by the local government unit consistent with guidelines from the Department of the Interior and Local Government (DILG).
- 2) Isolation Assistance – is an assistance which will be provided to families of COVID-19 positive individuals who will be isolated in government authorized/certified quarantine facilities;
- 3) Family Food Pack (FFP) – is the core response modality of the Philippine government in terms of food assistance distributed to families affected by any disaster or emergency;
- 4) Family - composed of a father, mother, and/or children, including individuals who live under the authority of another by virtue of relationship by consanguinity (blood) or affinity, and includes the domestic workers of the family; provided that a solo parent and/or living with his/her children is considered a family.

Provided further, that for purposes of the provision of FFP, children living among themselves, with the other sibling acting as head of the family and caring for younger children, or grandparents, aunt or uncles living with their grandchildren, nephews and nieces, and acting as heads of the family shall also be considered as "family".

- 5) Resource Augmentation – provision of additional resources to requesting units, including but not limited to food and non-food items, personnel, and logistic assets, among others.

IV. OBJECTIVES

This shall serve as operational guidelines to DSWD officials and personnel which aims to provide clarity on the procedures, scope and institutional arrangements in the provision of FFPs to LGUs during granular lockdowns.

V. SCOPE AND COVERAGE

This guideline shall only be applicable to LGUs with formal declaration of granular lockdown/s duly issued by the Local Chief Executive (LCE) and ratified by the Regional IATF with the following classifications:

- 1) One (1) or more barangay/s within a city or municipality;
- 2) A building, sitio, purok, street, or zone within certain barangay/s; or
- 3) A compound within a community.

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VI.FFP ALLOCATION

1. Assistance in areas under granular lockdown

The LGU shall cover the resource requirement of a family for the first seven (7) days, while the Department will augment for the remaining seven (7) days during the entire 14-day quarantine period. This aims to affirm the responsibility of the LGUs to support their constituents using available resources in their respective locality. Hence, the DSWD shall provide a standard number of three (3) FFPs per family¹.

2. Isolation Assistance

The DSWD will provide three (3) FFPs to COVID (+) individuals situated within and along the periphery of granular lockdown areas who will be isolated to Government authorized/certified quarantine facility **or** individuals who will be advised for home quarantine as certified and monitored by the BHERT.

In case of extension of the granular lockdown, the LGU may request additional FFPs from the DSWD subject to assessment and approval based on LGU capacity and availability of funds.

VII. TARGET BENEFICIARIES

The target beneficiaries under this guideline are those families who are residing in areas where granular lockdowns are being imposed or implemented and families of individuals who will be isolated in quarantine facilities duly endorsed by the LGU. In case of resource limitation, prioritization of the most vulnerable sectors **may** be undertaken based from the identified list subject to availability of funds and capacity of both the DSWD and LGU concerned.

VIII. GENERAL IMPLEMENTATION PROCEDURES

A. REQUEST FROM LGUs

The recipient of the FFPs shall be the same beneficiaries identified by the LGU during the initial distribution on the first seven (7) days of the 14-day quarantine period subject to the validation of the City/ Municipal Social Welfare and Development Office (C/MSWDO) and certification of the LCE vis-a-vis list of individuals who will be isolated to government quarantine facilities. The LGU shall provide a formal request to the Department with the following enclosures:

1. Request letter duly signed by the LCE indicating the number of requested FFPs and enclosed implementation plan;
2. Master-list of beneficiaries/recipients for granular and isolation assistance; and
3. Resolution **or** Certification from the LCE on the declaration of granular lockdown.

B. ASSESSMENT AND APPROVAL

¹ One (1) FFPs is good for a family of five (5) for two (2) to three (3) days as indicated in page 9 of AO 2 series of 2021



The DSWD Field Office thru the Disaster Response Management Division (DRMD) shall assess the request from the LGU subject to the approval of the Regional Director. In the case that the resources of the FO are depleted or insufficient, resource augmentation shall be requested from DSWD Central Office (CO) thru the Disaster Response Management Group (DRMG).

DSWD-CO shall augment to requesting FOs either through downloading of additional funds for immediate procurement or mobilization of available resources from the National Resource Operations Center (NROC) and Visayas Disaster Response Center (VDRC).

C. DELIVERY / HAULING

The delivery/hauling of FFPs may be strategized both by the DSWD and concerned LGU through:

1. Direct delivery of FFPs to LGU identified facility;
2. Pick up of FFPs from DSWD warehouses by LGU owned vehicles;
3. Border meet-up by DSWD and LGU due to heightened restrictions;
4. Direct delivery of service providers to the nearest identified facility near areas with imposed lockdown; or
5. Mobilization and/or augmentation of transportation from other government agencies or partners.

D. RELIEF DISTRIBUTION

The distribution of FFPs shall be the responsibility of the LGU through the concerned Barangay. Distribution shall be in adherence to the health protocols provided by the IATF-EID. Signed Relief Distribution Sheet (RDS) shall be submitted by the C/MSWDO to the DSWD within a month after the distribution² for purposes of accountability, documentation, and monitoring.

FFPs augmented by the DSWD to the respective LGUs shall be distributed within 7 days upon receipt from DSWD warehouse to ensure the quality of rice included in the FFPs.

E. REPORTING AND MONITORING

The LGUs shall submit progress reports to the DSWD FOs on a daily basis. The DSWD FO shall then submit the consolidated report to the DRMG on a daily basis consistent with the reporting timeline of the Agency Operations Center (AOC) and PDPB; *to include action photos as required.*

Regular consultation meetings and TA sessions shall be conducted by the DRMG on a weekly basis to thoroughly monitor updates as well as challenges and limitations relative to program implementation. A monthly accomplishment report

² Relief Distribution, letter I page 16 of AO 2 series of 2021

shall then be submitted to the Office of the Secretary for information and reference.

IX. FUND SOURCE

The funds required to support this undertaking shall be sourced out from the Quick Response Fund (QRF) of the Department, NDRRM Fund, and/or other fund sources as may be authorized.

X. RESOURCE AUGMENTATION TO FOs

The FOs shall submit an implementation plan to DRMG as basis for the resource augmentation in consideration to the following:

1. Absorptive capacity of the FOs;
2. FFP Requirement based on the number of affected communities due to COVID-19 cases;
3. Proximity and accessibility to disaster response hubs for immediate augmentation to the FOs FFP requirement; and
4. Other considerations that may be further identified.

XI. INSTITUTIONAL ARRANGEMENT

A. Local Government Unit (LGU)

1. Identification and selection of recipients of FFPs;
2. Submits certification for areas under granular lockdown subject to the ratification of the RIATF;
3. Responsible for the actual relief distribution of FFPs within 7 days upon receipt from DSWD;
4. Provides administrative and logistical support in the delivery and hauling of FFPs;
5. Organizes a Grievance and Redress Management System at the Barangay level/LGU;
6. Submits RDS to DSWD FO per set timeline;
7. Submits required reports to the FO including action photos for proper documentation;
8. Participates in coordination meetings and other planning workshop as may be further identified;

B. DSWD FO

1. Assesses and facilitates request from LGUs;
2. Ensures the delivery/hauling of FFPs to concerned LGUs;
3. Conducts relief allocation and distribution planning with LGUs;
4. Monitors the distribution and utilization of FFPs;
5. Conducts emergency procurement of regular or prepacked FFPs subject to existing rules and regulations;
6. Provides TARA to LGUs;
7. Submits report to the DRMB;
8. Participates in relief allocation and distribution planning with LGU; and

9. Performs other related tasks and functions as may be instructed by the Secretary or the concerned Cluster Head (OUS-DRMG)

C. DSWD CO

1. OUS - DRMG

- a. Approves request for augmentation from the FOs;
- b. Over-all coach monitor to all Regional Directors on this undertaking;
- c. Provides update to the Secretary; and
- d. Performs other related tasks and functions as may be directed by the Secretary.

2. OAS-DRMG

- a. Recommends approval of the request for augmentation from the FOs through DRMB;
- b. Supports the OUS-DRMG in the coaching of all Regional Directors for this undertaking;
- c. Provides update to the OUS-DRMG; and
- d. Performs other related tasks and functions as may be directed by the Secretary and OUS-DRMG.

3. DRMB

- a. Assesses request for fund augmentation from FOs subject to the approval of the OUS-DRMG;
- b. Provides technical assistance to FOs in the allocation of FFPs to LGUs;
- c. Assesses request for augmentation of FFPs from FOs to be sourced from NROC and VDRC and prepare RIS;
- d. Establishes partnership with DILG, DND, OCD and other agencies of the NDRRMC for security, transport and other logistics requirements in coordination with NRLMB
- e. Submits report to the AOC, PDPB, and O/Sec per set timeline and prescribed templates;
- f. Conducts partnership and resource generation activities to support and complement additional requirement for this program as may be necessary;
- g. Participates in the conduct of relief assessment and allocation workshop with the concerned FO as may be necessary; and
- h. Performs other related functions as may be instructed by the OUS-DRMG.

4. NRLMB

- a. Conducts emergency procurement of regular or prepacked FFPs subject to existing rules and regulations;
- b. Provides TARA to FOs on resource and logistics management;
- c. Mobilizes and deploys resources from NROC and VDRC based on request from FOs;



- d. Participates in the conduct of relief assessment and allocation workshop with the FOs as may be necessary; and
- e. Performs other related functions as may be instructed by the OUS-DRMG.

5. Finance and Management Service (FMS)

- a. Prioritizes the processing of transfer of funds for this purpose;
- b. Monitors fund utilization and provide TA on financial management relative to this undertaking; and
- c. Performs other related functions as may be instructed by the Secretary.

6. Procurement Management Service (PMS)

- a. Prioritizes the procurement of goods for the NROC;
- b. Provides TA on the use of various applicable methods of procurement to NRLMB, DRMB and DSWD FOs;
- c. Performs other related functions as may be instructed by the Secretary

7. Planning and Policy Development Bureau (PDPB)

- a. Consolidates all reports on the various social protection programs provided by the Department in line with the COVID-19 pandemic; and
- b. Performs other related functions as may be directed by the Secretary

8. Agency Operations Center (AOC)

- a. Manages grievances in coordination with the concerned DSWD OBSUs and FOs;
- b. Performs other related functions as may be instructed by the Secretary.

9. Social Marketing Service

- a. Supports the DRMB/G in the development of IEC materials for this program;
- b. Performs other related functions as may be instructed by the Secretary.

XII. GRIEVANCE MECHANISM

To ensure that grievances shall be addressed directly and immediately, the Grievance Redress Management System (GRMS) shall be managed by the LGU thru the following strategies:

- a. Setting up of information or grievance/complaint desk at the Barangay or LGU level; and
- b. Use of the Social Media Platforms through authorized LGU social media accounts;

For grievances which concerns the Department, the LGU shall refer the concern to the following:

- a. Referral of grievances to the Agency Operations Center;
- b. Use of existing grievance and redress management systems of other flagship programs and projects of the Department including e-reklamo system; and
- c. Consolidation of complaints directly forwarded to Provincial/City/Municipality Action Teams (P/C/MAT) and/or Social Welfare and Development Teams (SWADT) at the local level.

XIII. SUPPLEMENTAL APPLICATION OF OTHER CIRCULARS EXECUTED BY THE DSWD IN PARTNERSHIP WITH OTHER AGENCIES

Any Circular on partnership engagement which was agreed upon by the Department and other National Government Agencies (NGA) in relation to the implementation of support interventions related to localized or granular lockdowns shall supplement the herein guidelines for the provision of FFP support to the affected families for this purpose.

XIV. EFFECTIVITY CLAUSE

This shall take effect immediately upon the signing hereof and shall remain in effect until the lifting of the state of calamity or subject to amendments in policy as may be issued.

Signed in Quezon City this 13 day of SEPTEMBER 2021.


ROLANDO JOSELITO D. BAUTISTA
Secretary

CERTIFIED TRUE COPY


MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

14 SEP 2021

Republic of the Philippines
Department of Social Welfare and Development

RELIEF DISTRIBUTION SHEET (RDS)

Region: _____

Name of Evacuation Center: _____

Province: _____

Type of Disaster: _____

Municipality: _____

Date of Occurrence: _____

Barangay: _____

Date of Relief Distribution: _____

| No. | Name of Beneficiary | No. of Dependents | Assistance Provided | | Signature/ Thumbmark |
|-----|---------------------|-------------------|---------------------|----------------|----------------------|
| | | | Kind/Type | Quantity/ Unit | |
| 1 | | | | | |
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| 22 | | | | | |

Submitted by: _____

Certified True & Correct: _____



IMPLEMENTATION PLAN

| No. of FFPs Requested | Targeted Area of Distribution | Estimated No. of Families to be provided with FFPs | Estimated Date of Distribution |
|-----------------------|-------------------------------|--|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Handwritten signature

Contact Person:

Contact Number:

Storage Area Address:

Prepared by:

Approved by:

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DISASTER RESPONSE MANAGEMENT BUREAU**

UPDATE/STATUS OF FNI AUGMENTATION

| PARTS OF THE FORM | FILL-OUT INSTRUCTIONS | REMARKS |
|---|--|----------------|
| TOP PAGE | | |
| As of | Refers to the cut-off Date and Time of reporting. | |
| Field Office | Name of Field Office | |
| Prepared by | The designated person in the FO assigned to fill out the form and | |
| Contact Number | The contact number(s) of the designated personnel in the FO who | |
| Email Address | The provided OFFICIAL DSWD email address of the designated person | |
| Noted by | The Immediate Supervisor or the Regional Director of the designated | |
| DETAILS OF REQUEST AND DELIVERY | | |
| Nature of Augmentation | Basis of FOs augmentation to the LGUs. This could be request of the | |
| Date Request or Directive was Received | Date stated in the request letter or the directive was received. List | |
| Province | Refers to the particular affected Province per Official Census File | |
| City/Municipality | Refers to the particular affected City or Municipality List Base from | |
| Particulars - Type of FNI | Type of FNI requested (e.g. Family Food Packs, rice sacks, hygiene | |
| Particulars - Specifications | FNI contents, size, weight, etc., as applicable (e.g. Type of FNI - Rice | |
| Qty Requested | Number of FNIs requested as stated in the letter. | |
| Date Delivered | Date the requested FNI was delivered to the LGU | |
| Qty Delivered | Number of FNIs delivered | |
| Cost | Cost of FNIs delivered | |
| Delivery Receipt Number | Reference number of the delivery (if applicable) | |
| DETAILS OF LGUs' FNI DISTRIBUTION TO AFFECTED FAMILIES | | |
| Date RDS was Received | Date when the copy of LGUs Relief Distribution Sheet (RDS) was | |
| Date of Distribution | Date when the FNIs was actually distributed to the affected families | |
| Area of Distribution | Area/location where the FNIs was distributed - Barangay Name and | |
| Particulars - Type of FNI | Type of FNI requested (e.g. Family Food Packs, rice sacks, hygiene | |
| Particulars - Specifications | FNI contents, size, weight, etc., as applicable (e.g. Type of FNI - Rice | |
| Quantity | Number of FNIs distributed to affected families | |
| Number of Families Served | Number of families who received the FNI. | |
| REMARKS | Any important information relative to the request/directive, delivery | |

Note: The details of LGUs' FNI distribution to the affected families shall correspond with the requested and delivered FNIs of the Field Office to the LGUs

