



Memorandum Circular
No. 24
Series of 2024

SUBJECT : ENHANCED OMNIBUS GUIDELINES ON FOOD AND NON-FOOD ITEMS AND LOGISTICS MANAGEMENT FOR DISASTER RESPONSE OPERATIONS

I. RATIONALE

Among 193 countries, the Philippines ranked first in the 2023 World Risk Report.¹ Being situated in the Pacific Ring of Fire and the Typhoon Belt, the country frequently encounters volcanic eruptions, and flooding/flash floods. Likewise, human-induced crises such as armed conflict, terrorism, and bombing also threaten the lives of the communities and result in displacement. This challenges the government's efficiency and effectiveness in public service where areas affected will be given priority interventions.

By virtue of Republic Act No. 7160, also known as the Local Government Code of 1991, the local government units (LGUs) are mandated to provide immediate basic relief assistance such as food and clothing to families affected by natural or human-induced disasters. Further, Republic Act No. (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, emphasizes the importance of risk reduction and disaster preparedness which will allow the emergency responders and other actors to proactively undertake measures to reduce the impact of disasters on the communities and vulnerable families.

The Department of Social Welfare and Development (DSWD) as Vice Chairperson for Disaster Response and Early Recovery and the lead agency for the Food and Non-Food Item (FNI) Cluster under the Response and Early Recovery Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC), is mandated to lead the disaster response operations specifically if the LGUs being the first responder, could no longer provide sufficient resources in response to the needs of the affected population.

Food and Non-food Items (FNIs) are valuable commodities for Internally Displaced Persons (IDPs) survival, health, and well-being, especially during displacement, where the IDPs are likely to have limited or no access to outside resources. Therefore, the prepositioning and management of FNIs require careful planning to ensure the provision of equitable assistance to the displaced population along with safety and protection.

¹ World Risk Report 2023. Bündnis Entwicklung Hilft, Ruhr University Bochum – Institute for International Law of Peace and Conflict 2023. <https://weltrisikobericht.de/en>.



Since an emergency response is a joint responsibility of the national and local government units, its efficiency will depend on the level of preparedness done by the different levels of the local government units (Provinces, Cities, and Municipalities) as well as by different national government agencies. In view of the increasing frequency of disaster occurrences requiring relief augmentation and the necessity to respond efficiently and immediately to the needs of disaster victims, it is necessary to strengthen the mechanism for the management of food and non-food items and enhance the Administrative Order No. 2 s. 2021 or the Omnibus Guidelines on FNI and Logistics Management for Disaster Response Operations.

This guideline will ensure that preparedness activities, specifically on the strategic prepositioning and management of food and non-food items are institutionalized as the primary support of the Department.

II. LEGAL BASES

A. National Legislations

- a. **Republic Act No. (RA) 11032 - Ease of Doing Business and Efficient Government Service Delivery Act of 2018**, which promotes the integrity, accountability, proper management of public affairs, and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services.
- b. **RA 11321 - Sagip Saka Act of 2018**, an Act Instituting the Farmers and Fisherfolk Enterprise Development Program of the Department of Agriculture.
- c. **RA 10821 - Children's Emergency Relief and Protection Act of 2016**, stating the policy of the State to protect the fundamental rights of children before, during, and after disasters and other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development. It also provides for the formulation of the Comprehensive Emergency Program for Children (CEPC) to recognize the DSWD's role of providing basic services including food and non-food items.
- d. **RA 10121 - Philippine Disaster Risk Reduction Act of 2010**, which promotes adherence and adoption of universal norms, principles and standards of humanitarian assistance in a holistic, comprehensive, integrated and proactive approach to reduce risks and lessen the socioeconomic and environmental impacts of disaster, as concrete expression of the country's commitment to overcome human sufferings due to recurring disasters.

- e. **RA 9184 - Government Procurement Reform Act of 2003**, which guides the use of different methods of procuring goods or services necessary for relief operations.
- f. **RA 7160 - Local Government Code of 1991**, which recognizes the role of the Local Government units as frontline or service delivery in carrying out emergency measures and relief services as may be necessary during and in the aftermath of natural or human-induced disasters.

B. NDRRMC and Other Issuances

- a. **National Economic Development Authority-Philippine Competition Commission (NEDA-PCC) Joint Memorandum Circular No. 01-2020** - National Competition Policy of the Philippines prescribes guidelines and complements on implementing the National Competition Act.
- b. **NDRRMC Memorandum Circular No. (MC) 02, s. 2020** - Authority to DSWD to provide potable drinking water as part of its relief support to disaster-affected families. This memorandum circular gives authority to DSWD to increase its capacity to provide food beyond the Department's mandate in times of calamities, thus, further directing to include water procurement in pre-negotiated supply agreements.
- c. **DOH Administrative Order No. (AO) 2014-0030, s. 2014** - Revised Rules and Regulations Governing the labeling of Prepackaged Food Products, which establishes standards and quality measures for public food safety by providing consumer information about the food product through its label.
- d. **COA Circular No. 2014-002 s. 2014** - Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from agency regular budget for Disaster Risk Reduction and Management program.

C. DSWD Issuances

- a. **DSWD MC 05, s. 2023** - Amendment to Memorandum Circular No. 9 series of 2006 entitled Procedural Guidelines on the Receipt and Utilization of Donations in Cash and In-Kind.
- b. **DSWD MC 01, s. 2022** - Supplemental guidance to Memorandum Circular No. 04 S. 2021: Enhanced guidelines on the implementation of Cash and Food-for-Work, Training and

- Caring (C/FF/W/T/C) for Disaster Risk Reduction and Management.
- c. **DSWD MC 04, s. 2021** - Guidelines in the implementation of Cash and Food-for-Work, Training, and Caring (C/FF/W/T/C) for Disaster Risk Reduction and Management.
 - d. **DSWD MC 17, s. 2019** - Guidelines in the Implementation of the Emergency Cash Transfer (ECT) during disasters, which gives operational clarity and guidance to decision makers and implementers of the ECT.
 - e. **DSWD MC 10, s. 2018** - Guidelines on the provision of technical assistance and resource augmentation to Local Government Units through local social welfare and development.
 - f. **DSWD AO 10, s.2023** - Guidelines and procedures in the use of Integrated Grievance Redress Management System (IGRMS).
 - g. **DSWD AO 2, s. 2021** - Omnibus Guidelines on Food and Non-Food Item and Logistics Management for Disaster Operations which ensures the management and mobilization of FNI are done in an effective, efficient, and coordinated manner.
 - h. **DSWD AO 6, s. 2017** - Comprehensive Guidelines on the Management of DSWD Properties, which governs the management and utilization of DSWD Properties to safeguard against loss or wastage through illegal or improper disposition, which shall further ensure economy, efficiency, and effectiveness in the operations of the government.
 - i. **DSWD AO 3, s. 2015** - Disaster Response Operations Guidelines, which identifies the major roles of the DSWD as it is expected to (1) provide leadership and coordination during Disaster Response operations; (2) readily mobilize and deliver material resources for disaster response; and (3) be in the frontline for the delivery of disaster response assistance.
 - j. **DSWD MC 5, s. 2013** - Amended guidelines on property disposal for disposal of unserviceable, no longer needed, and/or obsolete inventory, and waste materials.
 - k. **DSWD AO 11, s. 2012** - Revised Guidelines in the Management and Processing of Donations, which provides a more comprehensive evaluation and enhanced procedures in the acceptance, processing, and distribution of donations.

III. OBJECTIVES

This enhanced guideline aims to establish and provide operational clarity on managing and mobilizing resources such as FNIs and funding to ensure effective, efficient, and coordinated delivery of immediate relief and early recovery services.

This guideline aims to:

- a. Ensure availability of strategically prepositioned food and non-food items;
- b. Establish the minimum required level of FNI stockpile and stand-by fund for NROC, DRCs, RROCs, and other hubs that may be established;
- c. Establish procedures and protocols in the management and delivery of FNIs;
- d. Standardize the composition, labeling, and marking of FNI;
- e. Provide guidance on augmentation and processing of FNI requests, donations, logistics management, welfare goods procurement, production, quality control/assurance, warehousing and inventory, transportation, and volunteer management.

IV. SCOPE AND COVERAGE

These guidelines shall cover the following areas of FNI funding and logistics management:

- a. Stockpiling, Prepositioning, and replenishment of FNI;
- b. Quick Response Fund (QRF) - Stand-by Fund;
- c. Resource augmentation to DSWD Field Offices and LGUs;
- d. FNI marking, labeling, and packaging;
- e. Relief Supply Chain on needs assessment, sourcing, donation, storage, production, delivery, and distribution;
- f. Disposal of unserviceable, no longer needed, and/or obsolete inventory, and waste materials; and
- g. Technical assistance on the management of relief resources.

V. DEFINITION OF TERMS

- A. *Disaster* - refers to a serious disruption of the functioning of a community or society involving widespread human, material, economic, or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease, and other negative effects on human, physical, mental, and social well-being, together with damage to property, destruction of assets, loss of services, Social and economic disruption, and environmental degradation.
- B. *Pre-Alert Status* - a notification sent to the requesting Field Office via email notifying that goods have been sent out along with the documentary requirements and shall be expected shortly after.

- C. *Prepositioning* - refers to the stockpiling of goods in strategic locations for immediate access and mobilization during disaster response operations.
- D. *Post-Alert Status* - a notification sent by the Field Office notifying that the delivered goods are received, reflecting the quality of items received, and all documentary requirements have been acknowledged.
- E. *Quick Response Fund - Stand-by Fund* - is a fund available at any given time to be used for rehabilitation and relief programs, including the prepositioning of goods and equipment, in order that the situation and living conditions of people in communities or areas affected by natural or human-induced calamities, epidemics, crises, and catastrophes which occurred in the last quarter of the immediately preceding year and those occurring during the current year may be normalized as quickly as possible. In no case shall the QRF be used for pre-disaster activities, such as training, insurance of assets, public information and education initiatives, or any other purposes not authorized in the General Appropriations Act (GAA).
- F. *Resource Augmentation* - is the provision of support to LGUs/Local Social Welfare and Development Offices (LSWDOs) in the following forms for the immediate response and early recovery of victims of disaster and implementation of other LSWDO-led programs and projects as mandated by existing laws as may be provided for by existing DSWD policies and programs.²
- G. *Relief Distribution Sheet (RDS)* - RDS is a form in which the FNI beneficiaries affix their signature/thumbmark as proof of receipt of the relief assistance.
- H. *Requisition and Issuance Slip (RIS)* - The Requisition and Issue Slip shall be used to request supplies and materials carried in stock.
- I. *Stockpile* - refers to the stored supply of food and non-food items at warehouses intended for basic and augmentation support along disaster response and recovery operations.
- J. *Technical Assistance* - consists of non-monetary interventions in the following forms, designed to enhance the capability of LGUs based on the needs assessment for the effective implementation of SWD programs, projects, and services.³
- K. *Transshipment* - unloading of goods from one mode of transportation and loading to another to complete a delivery to a selected destination.

² MC No. 10 series of 2018 also known as guidelines on the provision of technical assistance and resource augmentation to Local Government Units through LSWDOs.

³ DSWD MC No. 10 series of 2018 also known as guidelines on the provision of technical assistance and resource augmentation to Local Government Units through LSWDOs.

- L. *Volunteers* - refers to persons or groups of persons or companies registered with the DSWD and willing to contribute time and resources during disaster operations. They may also include walk-ins or individual volunteers who wish to assist in the disaster response.

VI. OPERATIONAL GUIDELINES

A. Statement of General Policy

The DSWD is committed to increasing the capacity of LGUs to improve the delivery of social protection and social welfare services. Consequently, the LGUs' prepositioned resources are a priority for distribution during relief operations. Based on assessment and validation, the Department shall augment LGUs for food and non-food items.

B. QRF-Stand-by Fund

- a. All FOs shall maintain a QRF-Stand-by Fund in the amount of **Php 3,000,000.00** which includes:
- *Cash-for-Work (CFW) for repacking, handling, and hauling amounting to **Php 1,000,000.00**;*
 - *Mobile Kitchen Food Items and Other Supplies⁴ - **Php 1,000,000.00**; and*
 - *Transportation of goods amounting to **Php 1,000,000.00**.*

*If any component/object code of the QRF-Stand-by Fund reaches **fifty percent (50%)** utilization, it warrants immediate replenishment.*

- b. The Disaster Response Management Bureau (DRMB) shall facilitate the replenishment of stand-by funds by requiring a request for replenishment (*Annex A*) from the FOs.
- c. All FOs shall submit an updated report on the Level of Stockpile and stand-by fund daily and weekly during disaster operations, duly noted by the head of the Disaster Response Management Division (DRMD) or any authorized personnel;
- d. The utilization of stand-by funds for other purposes inconsistent with what is indicated in the Sub-Allotment Advice (SAA) is subject to the approval of the DRMG Cluster Head through a request for fund realignment or change of purpose (*Annex A.1*).
- e. In cases of massive disasters affecting two (2) or more regions, FOs may request fund augmentation charged under the QRF for the procurement of pre-packed food and non-food items and other administrative and operational expenses. Requests shall be forwarded to the DRMB for assessment, subject to the availability of funds and approval of the Secretary.

⁴Refer to DSWD Guidelines on Management of Mobile Kitchen

- f. National Resource and Logistics Management Bureau (NRLMB) shall process warehouse and logistics-related concerns for endorsement to DRMB, subject to the availability of funds. The request shall be assessed based on the current capacity of the FO to implement and mobilize requested resources subject to subsequent approval of the DRMG Cluster Head.
- g. Utilization of the QRF-SF shall follow the stipulations in the annual General Appropriations Act (GAA)⁵.

C. Food Items (*Annex B*)

- a. All food provisions must meet a person's daily Recommended Energy and Nutrient Intake (RENI)/Philippine Dietary Reference Intake (PDRI) (*Annex B.1*), as reviewed and recommended by the National Nutrition Cluster (NNC) to the DSWD Secretary.
- b. The components of food packs to be provided to disaster-affected families must be culturally acceptable to beneficiaries and "Halal" certified.
- c. Any changes to the components of Food Packs are subject to the approval of the Disaster Response Management Group (DRMG) Cluster Head.
- d. DSWD may provide the following food items subject to the request of LGUs:
 1. **Ready to Eat Food (RTEF)** - a self-contained Halal meal to be provided to displaced persons within 48 hours after the onset of disaster when organized cooking and cooking facilities/ utensils are limited or unavailable.
 2. **Family Food Pack (FFP)** - contains various recommended food items for a family of five (5) members good for two (2) days of consumption. A family with members exceeding five (5) shall be given an additional allocation of FNIs, subject to the assessment of the LGUs. This is provided to disaster-affected families during the first month of operation.
 3. **Alternate Family Food Pack** - a variant of food packs that aims to relieve the IDPs from the monotony of consuming the same food pack. This shall be distributed in lieu of the FFP during protracted relief operations. The affected FO will identify the components of the alternative family food packs in coordination with the Nutrition Cluster, subject to the approval of the DRMG Cluster Head.

⁵ "QRF shall serve as stand-by fund to be used for rehabilitation and relief programs, including the repositioning of goods and equipment, in order that the situation and living conditions of people in communities or areas affected by natural or human-induced calamities, epidemics, crises, and catastrophes which occurred in the immediately preceding year and those occurring during the current year may be normalized as quickly as possible. In no case shall the QRF be used for pre-disaster activities, such as conduct of training, insurance of assets, and public information and education initiatives, or any other purpose not authorized in this provision."

Cluster, subject to the approval of the DRMG Cluster Head.

4. **Pabaon Pack** - food packs intended for IDPs returning to their place of origin. The provision of pabaon pack is subject to the assessment and recommendation of the LGU. The affected FO will identify the components of the pabaon pack in coordination with the Nutrition Cluster, subject to the approval of the DRMG Cluster Head.
5. **Drinking Water** - safe drinking water provided to disaster-affected families.

D. Non-Food Items (*Annex B*)

The non-food items provided by the Department to disaster-affected families include the following:

- a. **Water Filtering System** - a specialized apparatus designed to purify water from potentially contaminated sources such as rainwater, rivers, lakes, or groundwater to remove impurities, pathogens, and pollutants from the water, making it safe for consumption by disaster-affected families.
- b. **Sleeping Kits** - sleeping materials as protection during the displacement of affected families.
- c. **Family Clothing Kits** - brand-new inner and outer clothing, towels, and footwear for children and adults.
- d. **Kitchen Kits** - cooking materials to support the everyday food preparation of the affected families.
- e. **Shelter Items** - temporary emergency shelter items in support to Camp Coordination and Camp Management (CCCM), Internally Displaced Population, and Protection (IDPP) such as:
 - Sakoline/Laminated Sheets/Tarpaulin
 - Family Tents
 - Modular Tents
- f. **Hygiene Kits** - personal hygiene and toiletries for displaced families/individuals for one (1) month of consumption following the standard Department of Health (DOH) composition. This shall be distributed in aid of DOH's provision when the requirement of the affected families exceeds DOH's resources.
- g. **Child-Friendly Space (CFS) Kits** - operational supplies to support the activities in a safe space to provide children access to free and structured play, recreation, leisure, and learning activities.

- h. **Women-Friendly Space (WFS) Kits** - operational supplies to support the activities in a safe space where internally displaced women can access a wide range of services to address their practical and strategic needs.
- i. **Camp Management Kits** - operational supplies to support the camp management team that will help them with day-to-day activities and information management inside the evacuation camps for more efficient and productive camp management.
- j. **Sectoral Kits** - appropriate non-food items for the most vulnerable sectors (infants, elderly, and persons with disabilities) during displacement. This includes, but is not limited to, infant kits, elderly kits, lactating and pregnant women, and assistive devices for persons with disabilities.
- k. **Other Non-Food Items** - items for vulnerable sectors to be identified by the Field Office based on needs assessment, such as jerry cans, folding beds, solar lamps, N95 masks, CCCM items (CFS, WFS, tents), and other emerging items as may be identified.
- l. **Equipment** - set of tools, mechanical or electrical apparatus, protective and safety gears/devices needed for disaster response operations
 - Generator sets
 - Water filtration system
 - Personal Protective Equipment (PPE) such as DSWD Vests, Go Bags, Protective jackets, pants, safety shoes, helmets, first aid kits, and sanitary kits.

E. Marking, Labeling, and Packaging

- a. Marking, labeling, and packaging of FNI components must be consistent with the existing standard FNI technical specifications aligned with the Department's branding rules and regulations.
- b. Compliance with the DOH Administrative Order No. 2014-0030, s. 2014⁶, which establishes standards and quality measures for public food safety by providing consumer information about the food product through its label.
- c. Repacking relief goods from their original form is strictly prohibited unless it is necessary to recondition or replace them.
- d. The Undersecretary of DRMG shall approve any changes/modifications in the standard markings, labeling, and packaging of FNIs.

⁶ Revised Rules and Regulations Governing the Labeling of Prepackaged Food Products

F. Management of Food and Non-Food Items

1. Sourcing

The food and non-food items are sourced through procurement charged against the Quick Response Fund (QRF) and from donations.

1.1. Procurement

- a. The NRLMB shall conduct centralized procurement of all food items (FFPs and RTE), freight forwarding services, packaging materials, and warehouse support systems/items at the central office and DRCs.
- b. The DRMB shall procure non-food items based on the needs assessment of the CCCM focal, IDP Protection focal, and DROMIC Report. The NRLMB shall ensure storage facilities and space availability.
- c. The Central Office (CO) shall engage in an annual procurement through a framework agreement (see figures below). For Bottled Water and Non-Food Items, CO shall engage in a framework agreement based on needs and assessment. Operationalization of the framework agreement shall be in accordance with the *Buong Bansa Handa* guidelines.

Table 1. Minimum Framework Requirement at CO level

Relief Resources	Office	Minimum Resource
Prepacked FFP	NROC	2,000,000
	VDRC	2,000,000
	MDRC	2,000,000
Raw Materials	NROC	Equivalent to 2 Million FFPs.
	VDRC	Equivalent to 2 Million FFPs.
	MDRC	Equivalent to 2 Million FFPs.
Ready-to-eat-foods	NROC	100,000

- d. The DRMB, through the assessment reports, shall identify, procure, and include specialized/sectoral needs for food or non-food items in the kits provided by the DSWD and promote **FILIPINO PRODUCTS** by prioritizing Filipino-produced goods as stipulated under *Article 12, Section 12 of the 1987 Philippine Constitution*⁷, with the approval of the Undersecretary for DRMG.
- e. The DRMB/NRLMB shall conduct market scanning of all identified FNIs and update prices every semester or as needed.
 - Updating of Food and Non-Food Items budget parameters approved by the Secretary.
 - Budget parameters shall be derived from the average cost of at least three (3) DTI suggested retail prices, manufacturers/ traders /merchants, plus 10 percent as guided by the FMS guidance memorandum on the conduct of market scanning.
- f. Any variation and/or modification of any of the compositions submitted for procurement is subject to discussion of the FNI TWG and the approval of the DRMG cluster head.
- g. Ensure implementation of pro-competitive policies and interventions as guided by the *National Competition Policy*.
- h. All procurement for FNI must be consistent with the provisions of *RA 9184, the Government Procurement Reform Act, and RA11321, the Sagip Saka Act*.

1.2. Donation

a. In-Kind Donations

All in-kind donations received for and on behalf of the Department shall be accounted for upon receipt and must be released per the purpose stated in the deed of donation (*Annex C*) or acknowledgment receipt. Other donations not covered in this guideline shall refer to *DSWD Memorandum Circular No. 5. s.2023*.

i. Communication

- The donor shall communicate with the National Resource and Logistics

⁷ "the State shall promote the preferential use of Filipino labor, domestic materials, and locally produced goods, and adopt measures that help make them competitive"

Management Bureau – Donation Facilitation Section (NRLMB-DFS) for Disaster Response Management Division – Regional Resource Operations Section (DRMD-RROS) for Regional;

- The NRLMB shall have a standard list of preferred in-kind donations to be received by DRCs and FOs. During disaster response, the affected FO may provide a list of preferred in-kind donations in addition to the standard list; and,
- NRLMB/FO-RROS shall maintain inventory and update the releases of in-kind donations in the centralized database⁸.

ii. Prohibited Donation

All food and non-food items are acceptable except for the following:

- Food Items expiring in less than six (6) months from the date of acceptance for local in-kind donations offered, facilitated, and received during emergency/disaster relief operations, subject to immediate distribution;
- Food Items expiring in less than one (1) year from date of acceptance for foreign in-kind donations;
- Food Items that did not pass necessary quality standards;
- Formula milk pursuant to the Milk Code of the Philippines⁹;
- Used Clothing;
- Medicines, medical supplies, and medical equipment;
- Toys that did not pass FDA standards;
- Educational materials that did not pass DepEd's screening;

⁸ Access link for the database: <https://tinyurl.com/DonationMonitoringSheet>

⁹ Executive Order No. 51 s.1986 Milk Code of the Philippines.

- Furniture and Equipment regulated by DND and NEDA; and
- Any donations, services, or favors from the Tobacco Industry.

iii. Acceptance, Warehousing, and Inventory Recording

- To document receipt, DSWD shall prepare an acknowledgment receipt for In-kind Donation (*Annex D*). In the instance of an unreconciled record between DSWD and the Donor, the acknowledgment receipt for In-Kind Donations shall prevail;

iv. Allocation

- DRMB/FO-DRRS shall conduct an assessment on where and who is in much need of the received donation; and
- DRMB/FO-DRRS shall prepare and process the approval of the Allocation Plan.

b. Cash Donations intended for the purchase of FNI

All cash donations received for disaster purposes shall be processed consistently with the DSWD Financial Guidelines on the Receipt and Utilization of Foreign and Local Cash Donations and Grants.

2. Storage

- a. The Central Office and Field Offices shall maintain safe warehouses or storage facilities in strategic areas accessible by roads, air, and seaports. To multiply their logistics and warehousing capacities, the FOs shall explore partnerships with the LGUs, NGAs, NFA, Armed Forces of the Philippines, and other Non-Government Agencies and Private Partners to be covered by the Relief Prepositioning Agreement (RPA).
- b. The FO shall consider the LGU's warehouse absorptive capacity based on the conducted assessment.

- c. In the absence of storage gained through partnership, FOs may rent a warehouse chargeable against the QRF to ensure sufficient storage capacity to maintain and safely keep a mandated stockpile.

2.1. Production

- a. For stockpiling purposes, the rice in FFPs must be vacuum-sealed. For other operational procedures, refer to the NRLMB's standard operating procedures.
- b. The Prevailing Rate for Cash For Work (CFW), Food For Work (FFW), and non-food For Work (NFFW) for the repacking of FFPs and kittings and handling and hauling of relief goods shall be commensurate with the 100% minimum daily regional wage rate.

2.2. Positioning and Stockpiling

a. Stockpiling

- i. FNI inventory must be maintained at 100% stockpile. Seventy-five percent (75%) of inventory level warrants immediate replenishment.
- ii. The DRMG Cluster Head will issue a memorandum determining any changes in the level of stockpiles.
- iii. All DRCs and FOs shall conduct regular inventory of stockpiles on a daily and weekly basis and maintain a centralized monitoring system. Should a component be nearing expiration or expired, it shall be replaced immediately.
- iv. The CO and FOs shall ensure compliance with the latest issuance of mandated minimum stockpiling requirements.

Table 2. Stockpiling requirements at the Central Office

Relief Resources	Office	Minimum Resource (at any given time)
FFPs	NROC	150,000
	VDRC/MDRC	100,000
Buffer Stocks	NROC	100,000
	VDRC	100,000

	MDRC	100,000
NFIs Sleeping Kits Family Clothing Kits Kitchen Kits Hygiene Kits	NROC, VDRC, & MDRC	30,000 20,000 20,000 30,000

Table 3. Stockpiling requirements at the Field Office

Relief Resources	Office	Minimum Resource (at any given time)
FFPs	All FOs	50,000
NFIs (Sleeping Kits, Family Clothing Kits, Kitchen Kits, Hygiene Kits, among others)	All FOs	15,000
Ready-to-Eat Food	All FOs	10,000

b. Requirements for the Prepositioning of FNIs

- i. All relief resources prepositioned in the strategic areas not owned by the DSWD shall be subject to the provisions of the Relief Prepositioning Agreement (*Annex E*) between the DSWD and its partner organization.
- ii. NRLMB shall supply FNI needs to ensure all FOs and DRCs meet the required level of stockpiles.
- iii. All procured FNIs stored in DSWD warehouses and NGAs (rented, owned, with MOA), expiring within three months, shall be utilized immediately through the following:
 - DSWD Centers and Institutions clients
 - Crisis Intervention Unit/Section (CIU/S) clients
 - FFW and NFFW activities approved by the DRMG (for CO) and Regional Director (for FO)
 - Volunteers for repacking, handling, and hauling of goods
 - Bureau of Jail Management and Penology (BJMP) - for Persons Deprived of Liberty

- iv. All regional warehouses shall adhere to the following:
 - Implement measures for general safety for FNIs, warehouse personnel, and individuals entering the warehouse premises.
 - Housekeeping, sanitation, and inspection programs set by NRLMB.

c. Prepositioning in LGUs by Field Offices

- i. The DSWD FOs shall preposition food and non-food items to LGU-designated relief warehousing facility.
- ii. The FOs shall forge a Memorandum of Agreement (MOA)/RPA with the LGU as represented by the Regional Director and the Local Chief Executive (LCE).
- iii. The MOA shall contain the Terms of References and highlight that the FO has the full authority/control to release the goods stored at the LGU facility. Dispensing and distributing prepositioned FNIs shall require a request from the LGU and the approval of the Regional Director.
- iv. The nearly expiring FNIs prepositioned in the LGU shall be utilized and distributed with complete components.
- v. DSWD and the LGU shall monitor goods' quality, expiration, distribution, and grievance management.

G. Augmentation

a. DSWD Field Offices (FOs) to Local Government Units (LGUs)

- i. Tiered response¹⁰ must be observed when the capacity of the FO to augment is not limited/depleted in terms of responding to the needs of the affected LGUs.
- ii. Augmentation to the LGU shall be triggered when a request for augmentation from affected LGU/s has been received, provided that the LGU has limited capacity and capability to either provide the needs of the disaster-affected families or when the resources of the affected LGU/s are depleted.
- iii. The FO shall review, validate, and assess the request from LGU using any of the following:
 - DROMIC Report
 - P/M/CDRRMO Situational Report

¹⁰ National Disaster Response Plan outlines tiered response for National Government Agencies to perform during response operations, either to augment to LGUs or to assume the function of LGUs.

- RDANA Report
 - Validation from P/M/CSWDO, Barangay Officials, or Camp Managers
 - Validation from the P/C/MAT
- iv. The FO shall prepare the following document prior to the release of FNIs to the LGUs:
- Assessment Form (*Annex F*) subject to the approval of the head of DRMD;
 - Requisition Issuance Slip (*Annex F.1*) for DSWD procured items or Issuance Form (*Annex F.2*) for donated items subject to approval by the Assistant Regional Director for Operations (ARDO);
 - Delivery Receipt for procured items (*Annex G*) of Issuance Receipt for donated items (*Annex H.1*) subject to approval by the Assistant Regional Director for Operations (ARDO); and
 - Client Satisfaction Measurement Form (CSMF).
- v. The FO shall inform the LGU through a formal letter signed by the Regional Director on the availability or non-availability of requested goods from the FO warehouse.
- Release of goods to the LGU shall not exceed three (3) working days in the case of simple transactions and seven (7) working days in the case of complex transactions or non-availability of delivery trucks from the date the request was received.¹¹
- vi. For massive disaster occurrences affecting two or more regions/extensive damage to properties, the following response actions shall be undertaken:
- DSWD shall act proactively and shall no longer wait for LGU requests for augmentation. An assessment and careful analysis must be done even before the LGU makes a request.
 - The trigger of release of FNIs to affected LGUs can be ANY of the following:
 - Disaster Reports/RDANA/LGU SitRep
 - Directives from the Secretary/ DRMG Undersecretary/ Regional Director, subject to assessment and validation.
 - Prior to preparing the RIS/IF, Assessment Form, and Delivery Form, the Regional Director must provide a written, email notice, or letter of instruction for the release of goods.
- vii. Coordinate with the logistics cluster and other partners, source logistics requirements, and prepare transport plans.

¹¹ Per RA 11032, simple transactions should not exceed three (3) working days. For complex transactions, should not exceed seven (7) days, and for highly technical transactions, should not exceed twenty (20) days.

- viii. Feedback and Client Satisfaction Measurement Report (CSMR) shall be submitted to the Regional Director.

b. DSWD Field Office to Disaster-Affected Field Office (Twinning Strategy)

- i. OUSDRMG shall issue a Memorandum directing other FOs to augment its resources to affected FOs, in cases DRCs have limited resources or limited logistics capacity.
- ii. FO and NRLMB shall be in close coordination in the delivery/transshipment of goods:
 - Direct delivery to affected FO or LGU; and/or
 - Delivery to the nearest designated drop-off site; such as NROC, VDRC, MDRC, or as may be identified by the FO.
- iii. All FNIs received and released by the DRC/FO shall pass the required quality standard.
- iv. All FNIs coursed through NROC/VDRC/MDRC may be re-inspected and reallocated according to the needs of the affected FOs.
- v. All FNIs directly delivered to the identified areas by the recipient FOs are subjected to quality assurance and control.
- vi. NRLMB as a member of the NDRRMC Logistics Cluster shall facilitate the FO request for FNI logistical requirements/assistance.
- vii. Augmenting FOs shall submit a letter of request to DRMB for the replenishment of goods being augmented.
- viii. All efforts of augmenting field offices shall submit a daily report to DROMIC and NRLMB for consolidation.

c. DSWD Central Office to DSWD Field Offices

1. DRMB

- i. The FO shall submit a request for FNI augmentation addressed to DRMB for facilitation containing the following information:
 - Purpose of request;
 - Quantity of requested FNI;
 - FO inventory of FNI; and
 - Delivery Plan (Preferred Date of Delivery and Delivery Address).

In the case of a massive disaster, when power or telecommunication is unavailable and time is of the essence, FO may directly communicate FNI requests to DRMB in any communication channel or may submit an advance copy of the request letter, including the delivery plan. Provided that a copy of the signed request will be furnished immediately after the advance copy is submitted.

- ii. The DRMB shall review, validate, and assess the request from the FO based on any of the following as applicable:
 - DROMIC Report;
 - NDRRMC Situational Report;
 - RDANA Report; and
 - DSWD Predictive Analytic for Humanitarian Response.
- iii. The DRMB shall prepare the following documentary requirements prior to the release of FNIs to the FOs:
 - Assessment Form to be approved by Division Chief; and
 - Requisition Issuance Slip (for DSWD procured items) or Issuance Form (for donated items) to be signed and endorsed by the DRMB Director to NRLMB for approval.
- iv. DRMB shall inform the FO through a formal letter to be signed by the Bureau Director if the goods are not available from the NROC/DRC warehouse.

2. NRLMB

- i. The NRLMB shall source logistic requirements and prepare transport plans in agreement with the requesting FO.
- ii. NRLMB shall prepare Delivery Receipt (for procured items) and Issuance Receipt (for donated Items) to be approved by the NRLMB Director / DRC Head.
- iii. NRLMB shall ensure that the RIS/Issuance Form (IF) and Delivery Receipt/Issuance Receipt are acknowledged/signed by the FO representative upon delivery of goods. In cases FO requests direct delivery to LGU, documents shall be acknowledged/signed by the Local Social Welfare and Development Officer or its authorized representative.
- iv. NRLMB shall ensure that all information related to FNI dispatches is sent to the FO Disaster Response Division's email or any preferred FO email address with the subject title "Pre-Alert Status". This shall serve as an advance copy while the welfare goods, together with its documentary attachments are in transit. Generally, this shall reference the receiving FOs on what goods are expected to arrive per vehicle for cross reference and feedback mechanism.
- v. Likewise, the FOs shall send or accomplish a "Post-Alert Status" on each goods unloaded or received indicating the quantity and quality of items received, unloaded or received date and corresponding DR/IF and RIS number. This information shall be regarded as a control measure from dispatch to receipt and shall serve as documented

- information on any reported variances for consideration on resource and logistics mobilization planning of NRLMB
- vi. NRLMB shall submit a monthly feedback report and Client Satisfaction Measurement Report (CSMR) on augmented FNIs every 5th of the month to DRMB.
 - vii. Requests for replenishment of stocks for prepositioning shall be facilitated after all requests for disaster response have been completed as a priority;
 - viii. When other NGAs/LGUs/Partners are augmenting their resources to DSWD, request for safekeeping and/or delivery of FNI to DRC warehouses shall seek approval from the OUS-DRMG/Regional Director subject to the availability of logistics resources.

H. Needs Assessment

- a. Through the LGUs, needs for FNI shall be identified and assessed.
- b. The following must be considered in identifying the needs of the affected population:
 - Specific FNI Requirements (e.g. children, elderly, pregnant, and lactating women);
 - Quantity;
 - Time and Date Needed;
 - Cycles of Distribution.
- c. The following standards in providing FNI may determine the cycle of distribution:

Table 3. FNI Standards

Food and Non-Food Items	Standards
Drinking Water (20L)	Good for a family of 5 for 2 days
Family Food Pack	Good for a family of 5 for 2 days
Family Kit, Kitchen Kit, Sleeping Kit	Good for a family of 5 for a one-time distribution
Hygiene Kit	Good for a family of 5 for one (1) month
Ready-to-Eat (RTE) Meals	One pack per meal serving
Shelter Items	Good for a family of 5 for a one-time distribution
Child-Friendly Space Kits and Tent	For distribution to LGUs, for camp management activities to serve 100 children per activity for 80 sq. m tent. Items are reusable.

Food and Non-Food Items	Standards
Women-Friendly Space Kits and Tent	For distribution to LGUs, for camp management activities to serve 100 women per activity for 80 sq. m tent. Items are reusable.
Camp Management Kits	For the use of the camp management team once evacuation camps are opened. Items are reusable.

- d. During the early recovery period, the FO must conduct an assessment to identify the need/s for continuing relief. LGU may also request continuing relief, subject to the assessment and approval of the DSWD Regional Director. Protracted relief distribution for the most vulnerable sectors and affected families with damaged houses shall be prioritized.

I. Delivery and Hauling

- a. All FOs shall implement innovative and cost-effective modalities/strategies for the delivery/hauling of relief resources.
- b. Operation standards for dispatch planning, delivery vehicle selection, and FNI handling must be complied with.
- c. LGU shall haul FNI from FO designated warehouses unless otherwise, the LGU has limited or no capacity at all. In case the LGU personnel shall haul FNI from NROC or DRCs, FNIs shall be released only in the presence of a DSWD FO personnel who shall sign the release documents.
- d. The NROC, DRCs, and FOs shall procure service providers for the hauling and delivery of FNIs chargeable against the Quick Response Fund.
- e. If logistical resources for the delivery/hauling of FNI are limited or exhausted, NROC, DRCs, and RROC must observe the following hierarchy in requesting resource augmentation:
 - Government Assets
 - NGOs and other Private Organization Assets
 - International Humanitarian Organization In-country Resources
 - International Humanitarian Organization External Resources through Philippine International Humanitarian Assistance Reception Center (PIHARC), in case of an international appeal for humanitarian assistance.
- f. Central Office and DRCs shall deliver to Field Office designated warehouses only unless the Regional Director approves the delivery diversion.
- g. All must be inspected prior to hauling or delivering FNI to ensure the quality of either the items or the delivery vehicle.
- h. **NO RIS/IF, NO RELEASE policy** shall be enforced.

- i. Delivery/Hauling of FNI must be documented through a Delivery Receipt for procured items and an Issuance Receipt for donated items.
- j. A DSWD-authorized representative must escort all deliveries except those facilitated by the contracted service provider.

J. Distribution

- a. FOs and LGUs shall jointly manage relief distribution;
- b. Distribution of relief assistance to all IDPs whether inside or outside evacuation centers shall be done during the pre-emptive evacuation or after the impact of the disaster. Any of the following factors shall be considered in the distribution of the relief augmentation:
 - Sufficient number of relief goods for distribution;
 - Logistical requirements and distribution plan (No. of IDPs, distribution site, time and date of distribution);
 - LGU Masterlist of IDPs;
 - IDPs shall have Family Access Card in Emergencies and Disasters (FACED) on hand;
 - Safety and security in the distribution area;
 - IDPs (women) participation in the distribution (Inside EC);
 - Presence of community leaders in the distribution (Outside EC);
 - Relief Distribution Sheet (RDS) to be accomplished by the LGU and DSWD (*Annex H*);
 - Priority lane for the vulnerable sectors (child-headed household, elderly, pregnant, lactating women, solo parents, persons with disabilities, among others); and
 - LGU is responsible for establishing community kitchens in evacuation areas.
- c. Presence and visibility of DSWD staff during the distribution of goods, wearing a DSWD vest is mandatory.
- d. The FO may consider the distribution of FFP to a host family or individual who adopts displaced families during disaster occurrences based on the assessment and availability of FFP.
- e. The LGUs through the LSWDO shall submit a Relief Distribution Sheet (RDS) with photo documentation during the distribution to DSWD Field Offices containing a list of the recipient of goods equivalent to the distributed FNIs. This shall be submitted within fifteen (15) working days after every distribution and shall include the name, address, and items received with the signature or thumb mark of the beneficiary and duly certified by the LSWDO or DSWD representative. In cases where goods are distributed during an outbreak/pandemic or in the presence of Chemical, Biological, Radiological and Nuclear (CBRN) hazard where diseases or contaminants are at risk in the controlled areas, in lieu of the RDS, the LGU may submit Certification of Acceptance and Distribution of Goods signed by the LCE, including photo

documentation during the actual distribution of goods, to the DSWD within fifteen (15) working days after distribution.

- f. FNI provided by the DSWD as an augmentation to LGUs and other requesting parties must be distributed within seven (7) days upon receipt. All FOs shall monitor the compliance of the requesting parties to distribute received FNIs within the set timeline. In case of undistributed FNIs, after the period stated, the DSWD FOs shall issue a memorandum to the LCE or Head of office to expedite the distribution of requested FNIs or shall initiate the distribution. Consequently, the LGUs with unliquidated balances or non-submission of RDS from the previous distribution shall not qualify for additional assistance.
- g. The use of FACED shall be encouraged for the provision of food and non-food items to all IDPs inside and outside the evacuation centers. Access cards can also be in the form of automated cards or through a biometric system.
- h. Provision of FNIs should be without any discrimination of any kind as to race, ethnicity, sex, language, religion, political or social origin, property, birth, age, disability, or other status.
- i. During the early recovery phase, a "Pabaon Pack" may be provided by the DSWD to qualified beneficiaries per the recommendation of LGUs with reference to the assessment and validation on the ground.

K. Other Operational Procedures

a. Provision of Drinking Water

- i. Drinking water will be included in the relief goods for distribution to the affected families;
- ii. All FOs shall forge a MOA with their Local Water Districts and provide drinking water during disasters and emergencies to the affected population subject to the agreements within their respective MOA;
- iii. Field Offices may undertake the following options in providing drinking water to disaster-affected families;
 - For immediate provision of drinking water, the FOs may tap their partnership with the Local Water District subject to the provisions stipulated under the Memorandum of Agreement (MOA).
 - FOs may forge a framework agreement with local suppliers for the purchase of bottled drinking water;
 - FOs may tap partners with Mobile Water Treatment/Water Treatment Plants for deployment to affected areas; and
 - In cases of prolonged displacement, FOs shall combine any of the aforementioned options to support the welfare of the IDPs.

- iv. To lessen the use of Polyethylene terephthalate (PET) bottles, FOs shall provide drinking water in jerry cans, collapsible water containers, and similar containers.

b. Return of Food and Non-Food Items

- i. The FNIs can only be returned and replaced if such request for return to the FOs is made *within the seven (7)-calendar day* reckoned from the date of receipt by the requesting Local Government Unit (LGU). The Request Letter from LGU shall be supported by the following documents:
 - Incident Report (stating the cause of damage with the details of the affected FNIs);
 - Delivery Receipt;
 - Inspection Report;
 - Acknowledgment Receipt; and
 - Photo documentation

Based on the above submission, the FOs will conduct an assessment and validation. The FOs will submit findings and recommendations to the DRMGM Cluster Head.

- ii. Acceptable Conditions (Annex I) that warrant the return/replacement of defective or missing FNIs as soon as stocks are available.

c. Cancellation of Requisition and Issuance Slip (RIS)

- i. The RIS will be automatically canceled based on any of the following conditions:
 - The LGU failed to provide a delivery and distribution plan after thirty (30) calendar days from receiving the approved RIS by the FO.
 - Based on the assessment of the FO (written manifestation signifying the requested goods are no longer needed)
 - Another request letter for augmentation shall be submitted if and when the RIS is canceled.

d. Disposal of Unserviceable, No Longer Needed, and/or Obsolete

All activities related to disposing of unserviceable items, no longer needed, and/or obsolete, inventory and waste materials must be consistent with the latest government accounting rules and regulations.

e. FNI Releases during the Election Period

The OUSDRMG, through the DRMB, shall request from COMELEC an exemption to the election ban on the provision of FNIs to disaster-affected populations.

f. Shift from FNI to Cash-Based Assistance

An assessment shall be conducted by FOs to determine whether the situation will qualify for the shift of form of assistance provided to affected families.

g. Response Monitoring Team

- i. A composite team from DRMB and/or NRLMB shall be deployed to disaster-affected areas to undertake the following;
 - a. Assist in the planning and monitoring of the FNI and Logistics Operations of the FOs during response operations.
 - b. Serve as the linkage of the Central Office to the Regional Office for the facilitation of immediate augmentation support.
 - c. Inspect DRCs, FOs, and LGUs with MOA and other partner warehouses.

VII. REPORTING

- A. A Semestral Report on the Physical Count of Welfare Goods Inventory (*Annex J*) shall be submitted to NRLMB by the FO every 10th day of July of the current year and 10th of January of the preceding year.
- B. The NRLMB/FO RROS shall submit the Report on Supplies and Materials Issued (*Annex K*) must be submitted on or before the 5th of the following month for the liquidation of relief resources to FMS/FMD.
- C. During preparedness, the NRLMB/FO RROS shall submit a Weekly Report on the Status of Inventory (*Annex L*) to the Head of Office every Wednesday or earlier if the deadline falls on a holiday.
- D. During disaster response operations, the FO-DRMD shall submit a daily report to DRMB and NRLMB including photo documentation of activities.
- E. A Monthly Report on FNI Augmentation and Distribution (*Annex M*) shall be submitted by the Field Offices to DRMB every 12th day of the succeeding month.

VIII. GRIEVANCE REDRESS MANAGEMENT MECHANISM

Transparency and accountability in all stages of the program shall be observed. The existing grievance redress mechanisms and other workable strategies designed to manage grievances in the implementation of Disaster Risk Reduction and Management (DRRM) programs, projects, and activities shall be tapped, following the DSWD guidelines and procedures in the use of Integrated Grievance Redress Management System (IGRMS).

IX. INSTITUTIONAL ARRANGEMENTS

A. DSWD Central Office

a. Office of the Undersecretary for Disaster Response Management Group

- Issue a Special Order for the creation of a Monetization Valuation Committee for the local in-kind donations.
- Ensure that the DRMB, NRLMB, and FOs assigned to disaster management are performing DSWD roles and responsibilities embodied in the DSWD Vision, Mission, Values, and other established policy standards, regulations, and work plans of the Department.
- Approve sub-allotment requests for fund augmentation to Field Offices.
- Approve documents for FNI procurement.

b. Office of the Assistant Secretary for Disaster Response Management Group

- Lead in the conduct of response planning and evaluation of response operations.
- Monitor and ensure that issues or complaints in the delivery of services, which are coursed through DSWD Central Office, are addressed, if any.

c. National Resource and Logistics Management Bureau (NRLMB)

- Provides Technical Assistance and Resource Augmentation (TARA) on Resource and Logistics Management to highlight preparedness strategies such as prepositioning of FNI, etc.
- Conducts Resource and Logistics Capacity Assessment (RLCA) to DRCs, FOs, and LGUs. RLCA shall include guiding the LGUs on prepositioning strategies.
- Develops new or enhancement of existing operations standards for FNI management and its logistical requirements.
- Conducts training on logistics management specifically on warehousing and inventory, transportation, production, quality control/ assurance, volunteer management, and other related activities to DRC/FO annually.
- Update the prices and specifications of FFP components and other inventory items through market scanning.
- Any changes in the technical specification of existing FNIs must be reviewed and concurred by the FNI-TWG.
- Manage funds related to the procurement, storage, processing, and delivery of relief goods under the National Resource Operations (NRO) fund.
- Prepare the request for Sub-Allotment and Transfer of Funds for warehouse and logistics management-related operational expenses.

- Monitor the compliance of all Field Offices in the reporting of the status of relief resources, adherence to minimum FNI stockpile requirements, and submit a weekly report to the Office of the Undersecretary.
- Issue a memorandum to Field Offices requesting the course of action relative to the stockpile and preposition requirements compliance.
- Monitor utilization of donations from International and Local sources intended for the victims of disasters.
- Create a monetization/valuation committee for the local in-kind donations.
- Manage volunteers assisting in the repacking of FFPs and other identified activities.
- Assist in the conduct of joint assessments at FOs to identify requirements for response.
- Facilitate innovations and updating for packaging.
- Collaborate with OCD and as a member of the Logistics Cluster, to ensure prioritization support for transporting relief items during disasters.
- Ensure regular coordination and collaboration with DA-NFA for iron-fortified rice and logistical requirements.

*Specifically, the **Disaster Resource Centers (DRCs)** under the management of NRLMB shall:*

- Serve as an additional resource and logistics hub with a larger capacity to provide augmentation to regional offices within its jurisdiction.
- Coordinate, lead, and monitor inter-regional logistics response during relief operations in areas within their jurisdiction.
- Provide FNI augmentation and logistics support to regional hubs within its jurisdiction.
- Manage satellite logistics hubs that will be established within their area of jurisdiction.

d. Disaster Response Management Bureau (DRMB)

- Allocate FNIs sourced from DRCs based on assessment.
- Facilitate FO requests for fund augmentation-related and FNI management-related operations.
- Provide technical assistance on predictive analytics as a basis for prepositioning of FNI to LGUs.
- Monitor and replenish QRF-SF and stockpile if below the allowable threshold.
- Monitor cash donations intended for Disaster Response Management.
- Maintain a repository of historical data on the FNI releases and fund utilization for disaster response operations.
- Identify new FNI requirements based on assessment.

- Upon assessment, may procure FNIs for specialized/sectoral needs.
- Prepare Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) for non-food items requirements to ensure adequate and timely procurement of goods and attend to procurement-related activities.
- Develop and enhance FNI and other related policies and processes.
- Lead in the conduct of joint assessments at FOs to identify requirements for disaster response.
- Lead the NDRRMC FNI Response Cluster operation. Ensure representation in the Emergency Operation Center and submission of situational reports and presentations.
- Represent the Department as a member of the Technical Working Group for the Food and Non-Food Items Cluster, and other DRRM memberships, as delegated.
- Establish a DSWD Technical Working Group on Food and Non-Food Items.
- Ensure collaboration with DILG to facilitate the creation of the following memoranda in ensuring the compliance of the LGUs on the following:
 - Submission of RDS to the DSWD fifteen (15) working days after receiving the requested relief items;
 - Distribution of FNIs augmented by the DSWD must be distributed within seven (7) days upon receipt;
 - Relief Prepositioning Agreement (RPA) stipulation on non-distribution, non-disbursing, non-disposing, and non-utilization of prepositioned relief items without the approval of DSWD;
 - Reiteration of the Prohibited Acts under RA 10121; and,
 - Inclusion of drinking water in the composition of relief items distributed to disaster-affected families.

e. Financial Management Service (FMS)

- Facilitate the request for sub-allotment of funds.
- Certify the availability of funds related to disaster response operations.
- Provide technical assistance in disaster-related funds management.
- Facilitate Cash Donations for Disaster response operations.

f. Procurement Management Division (PMD)

- Maintain an updated database of suppliers and service providers as reference for procurement of goods or services for disaster response operations.
- Facilitate procurement requests for requirements on disaster response operations.

- Provide technical assistance on using the "Framework or Pre-ordering Agreement" and preparing documentary requirements for the procurement of goods and services, as well as guidance on using different procurement methods.

g. Internal Audit Service (IAS)

Conduct regular risk assessments and spot-check audits on resource and logistics management processes, including, but not limited to, sourcing through procurement and donations, storage, repacking, releasing, and monitoring of FNIs.

h. Administrative Service (AS)

Provide logistical needs for mobilizing employees and volunteers assisting during disaster response operations.

i. Digital Media Service (DMS)

- Ensure proper information and publishing of disaster response and relief operations accomplishments and initiatives through various social media platforms.
- Provide technical assistance in the DSWD branding design on Food and Non-Food Items requirements.

j. Legal Service (LS)

- Provide technical assistance to DRMB/FO-DRMD in the context of Sec.19 and 20 of RA 10121.
- Assist DRMB/FO in complaints filing and attending court hearings of cases of violations of Sec 19 and 20 of RA 10121.

k. Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS)

- Provide a list of LGUs with a Memorandum of Agreement on Water Treatment Plants to DRMB/FO-DRMD, for utilization during disaster response operations.
- Assist DRMB in coordinating with LGUs with water treatment plants, during disaster response operations.

B. DSWD Field Office

a. DRMD

- Implement the policies on Prepositioning and Management of Food and Non-Food Items.
- Assess and validate requests for resource augmentation from LGUs.
- Provide Technical Assistance and Resource Augmentation (TARA) to Local Government Units (LGUs) on the Management of Stockpile and Prepositioning of Relief Resources for Disaster Response Augmentation.

- Prepare Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) for FOs procurement of mobile kitchen food items, mobile kitchen supplies, mobile kitchen equipment and utensils, and logistics for transporting welfare goods.
- Accept, account for, and allocate procured welfare goods and donations from International and Local sources, and ensure proper storage.
- Create a monetization/valuation committee for the local in kind donations.
- Submit the status of inventory and stand-by funds weekly report or as may be required.
- Manage volunteers assisting in the repacking of FFPs and other identified activities.
- Conduct monitoring of satellite warehouses or other storage hubs that may be established and assessed in compliance with operations standards.
- Facilitate disposition of goods not fit for human consumption.
- Ensure that DSWD personnel supervise relief distributions.
- Shall conduct monitoring of condition and expiration of Food Items intended for stockpiling on a weekly basis or as may be needed. Expiration dates shall be properly checked before the release/hauling/delivery of LGUs/receiving party.
- Assign Quality Inspector/s who will conduct a quality inspection of all FNIs upon receipt including service vehicle prior to hauling or delivery.
- Ensure that the quantity of returned defective items shall be the same as what is reported for proper reconciliation of relief resources.
- Shoulder the (reverse) logistics requirement of FNIs to be returned to the FO and NRLMB.
- Act on issues or complaints regarding the delivery of services, if any.
- Collaborate with DILG to ensure the compliance of LGUs on the following:
 - Submission of RDS to the DSWD fifteen (15) working days after receiving the requested relief items;
 - Distribution of FNIs augmented by the DSWD must be distributed within seven (7) days upon receipt;
 - Relief Prepositioning Agreement (RPA) stipulation on non-distribution, non-disbursing, non-disposing, and non-utilization of prepositioned relief items without the approval of DSWD;
 - Reiteration of the Prohibited Acts under RA 10121, s.2010; and,
 - Inclusion of drinking water in the composition of relief items distributed to disaster-affected families.
 - Reiteration of the DOH-DILG Joint Administrative Order No. 2022-0002 entitled "Guidelines on Establishing Local Drinking Water Quality Surveillance (LDWQS) Program

through the Creation of the Local Drinking Water Quality Monitoring Committee (LDWQMC) as Mandated by the Code on Sanitation (PD856)”

- Collaborate with OCD and as a member of the Logistics Cluster, to prioritize support to DSWD for transporting relief items during disasters.

b. Legal Unit

FO Legal Unit shall assist FO DRMD in providing technical assistance and as legal representative in the context of Sec.19 and 20 of RA 10121.

C. Local Government Unit

1. Concur with the stipulations of the Relief Prepositioning Agreement (RPA) that all distribution/utilization/disbursement of prepositioned DSWD relief goods shall be approved by DSWD.
2. Ensure that FNI provided by the DSWD as an augmentation must be distributed within seven (7) days.
3. Submit Relief Distribution Sheet (RDS) within fifteen (15) days from receipt of requested goods.
4. Recognize that unliquidated balances or non-submission of RDS from the previous distribution shall not qualify for additional assistance.
5. Submit necessary disaster reports to DSWD whenever applicable.
6. Ensure compliance with the prohibited acts stated in Section 19 of RA 10121.
7. Assist DSWD in grievance management whenever necessary.
8. Ensure compliance with DOH-DILG Joint Administrative Order No. 2022-0002 s. 2022 entitled Guidelines on Establishing Local Drinking Water Quality Surveillance (LDWQS) Program through the Creation of Local Drinking Quality Monitoring Committee (LDWQMC).

X. PROHIBITED ACTS

DRMB and the FO-DRMD shall monitor and act on reported incidents and activities stipulated under *Section 19. Prohibited Acts of RA 10121*.

XI. REPEALING AND TRANSITORY CLAUSE

Any provisions of DSWD AO 2, s. 2021, and other previous issuances inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

XII. EFFECTIVITY CLAUSE

This issuance shall take effect after fifteen (15) days from the date of publication in the Official Gazette or a newspaper of general circulation.

This MC will also be published on the DSWD Official Website, and three (3) copies will be deposited with the University of the Philippine Law Center.

Issued in Quezon City, Philippines, this ____ day of _____ 2024.


REX BATCHALIAN
Secretary
28 JUN 2024

Certified True Copy

MYRNA H. REYES 03 JUL 2024
Administrative Officer V
Records and Archives Mgt. Division



(OFFICE NAME)
 CLUSTER NAME / FIELD OFFICE ____
 DSWD-GF-004 | REV 03 | 22 SEP 2023

DRN: _____ (Arial font 8, bold)

MEMORANDUM

FOR : [NAME]
 Bureau Director
 Disaster Response Management Bureau (DRMB)

**ATTENTION/
 THROUGH** : [NAME]
 [Position/Designation, OBS/ FO]

FROM : **THE REGIONAL DIRECTOR**
 Field Office ____

SUBJECT : **REQUEST FOR REPLENISHMENT OF STANDBY FUNDS**

DATE : [XX XXX XXXX] (caps lock, bold, DAY MON YEAR)

We respectfully submit the utilization report in justification for the above subject for your information and reference.

Further, the Field Office respectfully requests the approval of sub-allotment and transfer of funds amounting to (amount in words) (amount in figures). This is intended for the replenishment of the Field Office standby funds with hereunder details:

Required Level of Standby Funds	Current Level	Date of Last Replenishment	Recommended Amount for Replenishment
PX,XXX,XXX.XX	-		P
Total:			P

Attached is the level of standby fund report for your information and reference.

For your consideration and approval.

Thank you.

 Signature (Regional Director)



Insert Program Logo (if applicable) intended for program or project logo of Central Office and Field Offices



(OFFICE NAME)
 CLUSTER NAME / FIELD OFFICE ___
 DSWD-GF-004 | REV 03 | 22 SEP 2023

DRN: _____ (Arial font 8, bold)

MEMORANDUM

FOR : [TITLE, NAME]
 Undersecretary
 Disaster Response Management Group (DRMG)

ATTENTION/ THROUGH : [TITLE, NAME]
 [Position/Designation, OBS/ FO]

FROM : THE REGIONAL DIRECTOR
 Field Office ___

SUBJECT : REQUEST FOR CHANGE PURPOSE OF FUNDS

DATE : [XX XXX XXXX] (caps lock, bold, DAY MON YEAR)

We would like to request for the change purpose of funds amounting to **Seven Hundred Thirty-Eight Thousand and Three Hundred Pesos (Php153,734.00)** under P/A/P **330100100001000 Current Appropriation**. The details are as follows:

SUB-ARO NO.	FROM			TO		
	Expenses/Purpose		Amount	Expenses/Purpose		Amount
	Object Title	Code		Object Title	Code	
	Total			Total		

JUSTIFICATION:

OBJECT OF EXPENDITURE	JUSTIFICATION

The requested object of expense will be used for (details and justification)

We have attached the following supporting documents:

- a. Certificate of actual deficiency and source of funds; and



b. Variance analysis.

It is understood that the disbursement of fund is subject to the existing budgeting, accounting and auditing rules and regulations.

For your consideration and approval.

REGIONAL DIRECTOR

Recommending Approval as to Purpose: Approved/Disapproved:

BUREAU DIRECTOR
Disaster Response Management Bureau

UNDERSECRETARY
Cluster Head,
Disaster Response Management Group

Certification as to Availability of Funds: Concurred by:

CHIEF
Chief, Budget Division

BUREAU DIRECTOR
Finance and Management Service

COMPOSITION OF FOOD AND NON-FOOD ITEMS

I. FOOD ITEMS

Note: The composition of Family Food Packs may change depending on the National Nutrition Council (NNC) recommendation in line with the daily Recommended Energy and Nutrient Intake (RENI) per individual.

A. Family Food Packs

COMPOSITION	QUANTITY
Rice	6 kilos
Canned Tuna Flakes, 155g	4 tins
Canned Corned Beef, 150g	4 tins
Canned Sardines, 155g	2 tins
3in1, Instant Coffee, 22g	5 sachets
Instant Choco Malt Drink, 22g	5 sachets
Multi-nutrient Growth Mix or Micronutrient Powder	10 sachets

II. NON-FOOD ITEMS

A. Sleeping Kit

COMPOSITION	QUANTITY
Blanket	2 pieces
Plastic Mat	1 piece
Mosquito Net	1 piece
Malong-like (wrap-around tube cloth)	2 pieces

B. Family Kit

COMPOSITION	QUANTITY
Bath Towel	5 pieces
Ladies' Panty	2 pieces
Men's Brief	2 pieces
Girl's Panty	3 pieces
Boy's Brief	3 pieces
Sando Bra (Adult)	2 pieces
Sando Bra (Child)	3 pieces
T-shirt (Adult)	4 pieces
T-shirt (Child)	6 pieces
Short Pants (Adult)	4 pieces
Short Pants (Child)	6 pieces

ANNEX B

COMPOSITION	QUANTITY
Slippers (Adult)	2 pieces
Slippers (Child)	3 pieces

C. Kitchen Kit

COMPOSITION	QUANTITY
Spoon	5 pieces
Fork	5 pieces
Drinking Glass	5 pieces
Plate	5 pieces
Frying Pan	1 piece
Cooking Pan	1 piece
Ladle	1 piece

D. Hygiene Kit

COMPOSITION	QUANTITY
Bucket, Pail	1 piece
Dipper	1 piece
Chamber Pot	1 piece
Toothbrush	5 pieces
Toothpaste	290g
Shampoo	150ml
Bath Soap	540g
Sanitary Napkin	32 pieces
Comb	1 piece
Disposable Plastic Shaving Razor	1 piece
Nail Cutter	1 piece
Adult Diapers	2 pieces
Baby Diapers (medium size)	4 pieces
Baby Diapers (extra-large size)	4 pieces

E. Women-Friendly Space Kit

COMPOSITION	QUANTITY
Curtains	10 pieces 60 in x 72 in
Floor Mat	10 pieces 72 in x 80 in
Whiteboard Markers	30 pieces per color (10 pieces per color Black, Blue, Red)
Permanent Markers	30 pieces per color (10 pieces per color Black, Blue, Red)
Whiteboard Eraser	2 pieces 45mm W x 19mm

ANNEX B

COMPOSITION	QUANTITY
Cartolina	140 (20 pieces per color; Light Blue, Orange, Yellow, Pink, Neon/Light Green, Lavender) 572mm x 724 mm
Multi-purpose Paper	5 reams of A4 size; 70 gsm
Ballpen	50 pieces
Pencil	84 pieces, No. 2
Colored Crayons	12 boxes (16 colors per Box)
Record Book	2 pieces; 500 pages, 214mm
Torch LED Flash Light	10 pieces 1000 lumens
Whistle	10 pieces
Emergency Light	1 piece 1,500 mAh
Isopropyl Alcohol	10 bottles 500mL
Surgical Face Mask	2 boxes, 50 pieces per box
Antibacterial Hand Soap	5 pieces
Poster Chart	4 pieces
Multi-Purpose Storage	4 pieces (70L)
Monoblock Table	2 pieces (35 in x 35 in)
Monoblock Chair	30 pieces
Whiteboard	1 piece 3 x 6 feet with roller stand

F. Child-Friendly Space Kit

COMPOSITION	QUANTITY
Floor Mat	10 pieces 72" x 80"
Permanent Marker	12 pieces (4 pieces per color; blue, black, red)
Crayons	36 pieces (16 colors)
Pencil	84 pieces No. 2
Multipurpose Paper	5 ream, 70 GSM
Art Paper	36 packs
Scissors	36 pieces
Glue	24 bottles
Stress Ball	30 pieces
Skipping Rope	5 pieces
Building Blocks	10 boxes
Puzzle	12 boxes
Children Flash Card	12 boxes assorted types
Board Games	12 boxes (chess, scrabble, checkers/dama, snake and ladders)
Flash Light	10 pieces
Whistle	10 pieces
Emergency Light	1 piece, 1,500 mAh
Isopropyl Alcohol	10 bottles, 500mL
Surgical Face mark	2 boxes (50 pieces per box)'
Antibacterial Hand Soap	5 pieces
Handwashing Poster Chart	4 pieces
Multi-purpose Storage	4 pieces, 70L

ANNEX B

COMPOSITION	QUANTITY
Small Story Book	5 pieces
Big Story Book	5 pieces

G. Camp Management Kit

COMPOSITION	QUANTITY
Multipurpose Paper	5 ream, 70 GSM
Permanent Marker	12 pieces (4 pieces per color; Blue, Black, Red)
Whiteboard Marker	30 pieces per color (10 pieces per color Black, Blue, Red)
Ballpen	50 pieces black or blue
Pencil	84 pieces
Cartolina	140 pieces (20 per piece per color; Light Blue, Orange, Pink, Yellow, Neon/Light Green, Lavender, 572mm x 724mm)
Masking Tape	2 pieces 38mm x 50M
Scotch Tape	2 pieces 125mm L x 45mm W x 19mmT
Record Book	2 pieces 500 Pages 214mm x 278mm
Stapler	1 piece, No.405 Stapler
Staple Wire	5 boxes Staple Wire No. 35
Torch LED Flash Light	10 pieces, 1000 Lumens
Megaphone	1 piece 30 Watts
Whistle	10 pieces
LED Emergency Light	1 piece, 1,500 mAh
Isopropyl Alcohol	10 Bottles, 500 mL
Surgical Face Mask	2 boxes, 50 pieces per box
Antibacterial Hand Soap	5 pieces
Handwashing Chart	4 pieces
Multipurpose Storage	4 pieces, 70L

H. Shelter Kit

COMPOSITION	QUANTITY
Tent Laminated Sack (8ft x 32ft)	1 unit
Tent Pegs	4 pieces
Tent Ropes	6 pieces

Recommended Energy Intakes per day

Life stage/ age group	Weight (kg)		Energy (kcal)	
	M	F	M	F
Infants, mo				
0–5	6.5	6.0	620	560
6–11	9.0	8.0	720	630
Children, y				
1–2	12.0	11.5	1,000	920
3–5	17.5	17.0	1,350	1,260
6–9	23.0	22.5	1,600	1,470
10–12	33.0	36.0	2,060	1,980
13–15	48.5	46.0	2,700	2,170
16–18	59.0	51.5	3,010	2,280
Adults, y				
19–29	60.5	52.5	2,530	1,930
30–49	60.5	52.5	2,420	1,870
50–59	60.5	52.5	2,420	1,870
60–69	60.5	52.5	2,140	1,610
≥ 70	60.5	52.5	1,960	1,540
Pregnant				+300*
Lactating				+500

Abbreviations: M–Male, F–Female, E–Energy

*For 2nd and 3rd trimesters only**Acceptable Macronutrient Distribution Ranges**

Lifestage/ age group	Range (% of Energy)		
	Protein	Total Fat	Carbohydrate*
Infants, mo			
0–5	5	40–60	35–55
6–11	8–15	30–40	45–62
Children, y			
1–2	6–15	25–35	50–69
3–18	6–15	15–30	55–79
Adults, y			
≥ 19	10–15	15–30	55–75

NOTE: *Acceptable Macronutrient Distribution Range (AMDR)* is the range of intakes for a particular energy source (carbohydrate, protein or fat) that is associated with reduced risk of chronic diseases while providing adequate intakes of essential nutrients, expressed as a percentage of total energy intake.

*The AMDR for carbohydrate is the percentage of total energy available after taking into account that consumed as protein and fat, hence the wide ranges.

Recommended Nutrient Intakes per day (Macronutrients)

Life stage/ age group	Weight (kg)		Energy (kcal)		Protein (g)		Essential Fatty Acids		Dietary Fiber (g)	Water (mL)	
	M	F	M	F	M	F	α -Linolenic Acid (%E)	Linoleic Acid (%E)		M	F
Infants, mo											
0–5	6.5	6.0	620	560	9	8	<i>0.5</i>	<i>4.5</i>	-	680	680
6–11	9.0	8.0	720	630	17	15	<i>0.5</i>	<i>4.5</i>	-	890	890
Children, y											
1–2	12.0	11.5	1,000	920	18	17	<i>0.5</i>	<i>3.0</i>	6–7	1,000	920
3–5	17.5	17.0	1,350	1,260	22	21	<i>0.5</i>	<i>2.0</i>	8–10	1,350	1,260
6–9	23.0	22.5	1,600	1,470	30	29	<i>0.5</i>	<i>2.0</i>	11–14	1,600	1,470
10–12	33.0	36.0	2,060	1,980	43	46	<i>0.5</i>	<i>2.0</i>	15–17	2,060	1,980
13–15	48.5	46.0	2,700	2,170	62	57	<i>0.5</i>	<i>2.0</i>	18–20	2,700	2,170
16–18	59.0	51.5	3,010	2,280	72	61	<i>0.5</i>	<i>2.0</i>	21–23	3,010	2,280
Adults, y											
19–29	60.5	52.5	2,530	1,930	71	62	<i>0.5</i>	<i>2.0</i>	20–25	2,530	1,930
30–49	60.5	52.5	2,420	1,870	71	62	<i>0.5</i>	<i>2.0</i>	20–25	2,420	1,870
50–59	60.5	52.5	2,420	1,870	71	62	<i>0.5</i>	<i>2.0</i>	20–25	2,420	1,870
60–69	60.5	52.5	2,140	1,610	71	62	<i>0.5</i>	<i>2.0</i>	20–25	2,140	1,610
≥ 70	60.5	52.5	1,960	1,540	71	62	<i>0.5</i>	<i>2.0</i>	20–25	1,960	1,540
Pregnant				+300*		+27					+300
Lactating				+500		+27					+700

NOTE: Recommended Nutrient Intakes (RNI) are in **bold font**, while Adequate Intakes (AI) are in *italics*.

*For 2nd and 3rd trimesters only

Recommended Nutrient Intakes per day (Vitamins)

Life stage/ age group	Weight (kg)		Vitamin A ^a (µgRE)		Vitamin D ^b (µg)		Vitamin E ^c (mg α-TE)		Vitamin K (µg)		Thiamin (mg)		Riboflavin (mg)		Niacin ^d (mgNE)		Vitamin B ₆ (mg)		Vitamin B ₁₂ (µg)		Folate ^e (µgDFE)		Vitamin C (mg)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Infants, mo																								
0–5	6.5	6.0	380	380	5	5	3	3	7	6	0.2	0.2	0.3	0.3	1	1	0.1	0.1	0.3	0.3	65	65	30	30
6–11	9.0	8.0	400	400	5	5	4	4	9	8	0.4	0.3	0.4	0.3	5	5	0.2	0.3	0.4	0.4	80	70	40	40
Children, y																								
1–2	12.0	11.5	400	400	5	5	4	4	12	12	0.5	0.4	0.5	0.4	6	6	0.5	0.5	0.9	1.0	150	150	45	45
3–5	17.5	17.0	400	400	5	5	5	5	18	17	0.5	0.5	0.6	0.5	7	7	0.6	0.7	1.1	1.2	200	200	45	45
6–9	23.0	22.5	400	400	5	5	6	6	23	23	0.7	0.7	0.7	0.7	9	9	0.7	0.8	1.3	1.5	300	300	45	45
10–12	33.0	36.0	500	500	5	5	7	9	33	36	0.9	0.9	1.0	0.9	11	12	1.0	1.1	1.8	2.1	300	300	45	45
13–15	48.5	46.0	700	500	5	5	10	9	49	46	1.2	1.0	1.3	1.0	15	13	1.3	1.2	2.3	2.2	400	400	60	55
16–18	59.0	51.5	800	600	5	5	11	10	59	52	1.4	1.1	1.5	1.1	18	14	1.5	1.3	2.7	2.4	400	400	70	60
Adults, y																								
19–29	60.5	52.5	700	600	5	5	10	10	61	53	1.2	1.1	1.3	1.1	16	14	1.3	1.3	2.4	2.4	400	400	70	60
30–49	60.5	52.5	700	600	5	5	10	10	61	53	1.2	1.1	1.3	1.1	16	14	1.3	1.3	2.4	2.4	400	400	70	60
50–59	60.5	52.5	700	600	10	10	10	10	61	53	1.2	1.1	1.3	1.1	16	14	1.7	1.6	2.4	2.4	400	400	70	60
60–69	60.5	52.5	700	600	15	15	10	10	61	53	1.2	1.1	1.3	1.1	16	14	1.7	1.6	2.4	2.4	400	400	70	60
≥ 70	60.5	52.5	700	600	15	15	10	10	61	53	1.2	1.1	1.3	1.1	16	14	1.7	1.6	2.4	2.4	400	400	70	60
Pregnant				+300		+0		+0		+0		+0.3		+0.7		+4		+0.6		+0.2		+200		+10
Lactating				+400		+0		+4		+0		+0.2		+0.6		+3		+0.7		+0.5		+150		+35

NOTE: Recommended Nutrient Intakes (RNI) are in **bold font**, while Adequate Intakes (AI) are in *italics*.

^a 1 retinol equivalent (RE) = 1 µg retinol = 12 µg β-carotene or 24 µg other provitamin A carotenoids; 1 µg RE = 3.33 IU vitamin A

^b In the absence of adequate exposure to sunlight, as calciferol; 1 µg calciferol = 40 IU vitamin D

^c 1 mg alpha-tocopherol equivalent (α-TE) = 1.49 IU natural form or 2.22 IU synthetic form

^d As niacin equivalent (NE)

^e 1 dietary folate equivalent (DFE) = 1 µg food folate = 0.6 µg folic acid from fortified foods or as supplement = 0.5 µg taken on an empty stomach

Recommended Nutrient Intakes per day (Minerals)

Life stage/ age group	Weight (kg)		Iron (mg)		Zinc (mg)		Selenium (µg)		Iodine (µg)		Calcium (mg)		Magnesium (mg)		Phosphorus (mg)		Fluoride (mg)		Electrolytes			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Sodium (mg)	Chloride (mg)	Potassium (mg)	
Infants, mo																						
0–5	6.5	6.0	<i>0.4</i>	<i>0.4</i>	<i>2.0</i>	<i>2.0</i>	7	6	90	90	<i>200</i>	<i>200</i>	<i>26</i>	<i>26</i>	<i>90</i>	<i>90</i>	<i>0.01</i>	<i>0.01</i>	<i>120</i>	<i>180</i>	<i>500</i>	
6–11	9.0	8.0	10	9	4.2	3.7	10	9	90	90	400	400	<i>50</i>	<i>50</i>	<i>275</i>	<i>275</i>	<i>0.5</i>	<i>0.4</i>	<i>200</i>	<i>300</i>	<i>700</i>	
Children, y																						
1–2	12.0	11.5	8	8	<i>4.1</i>	<i>4.0</i>	17	16	90	90	500	500	60	60	460	460	<i>0.6</i>	<i>0.6</i>	<i>225</i>	<i>350</i>	<i>1,000</i>	
3–5	17.5	17.0	9	9	<i>5.0</i>	<i>4.8</i>	20	20	90	90	550	550	70	70	500	500	<i>0.9</i>	<i>0.9</i>	<i>300</i>	<i>500</i>	<i>1,400</i>	
6–9	23.0	22.5	10	9	<i>5.1</i>	<i>5.0</i>	20	19	120	120	700	700	90	90	500	500	<i>1.2</i>	<i>1.1</i>	<i>400</i>	<i>600</i>	<i>1,600</i>	
10–12	33.0	36.0	12	20	<i>6.6</i>	<i>6.1</i>	21	23	120	120	1,000	1,000	150	160	1,250	1,250	<i>1.7</i>	<i>1.8</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
13–15	48.5	46.0	19	(28)	<i>9.2</i>	<i>7.4</i>	30	29	150	150	1,000	1,000	220	210	1,250	1,250	<i>2.4</i>	<i>2.3</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
16–18	59.0	51.5	14	(28)	<i>9.0</i>	<i>7.2</i>	37	32	150	150	1,000	1,000	265	230	1,250	1,250	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
Adults, y																						
19–29	60.5	52.5	12	(28)	<i>6.5</i>	<i>4.6</i>	38	33	150	150	750	750	240	210	700	700	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
30–49	60.5	52.5	12	(28)	<i>6.5</i>	<i>4.6</i>	38	33	150	150	750	750	240	210	700	700	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
50–59	60.5	52.5	12	10	<i>6.5</i>	<i>4.6</i>	38	33	150	150	750	800	240	210	700	700	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
60–69	60.5	52.5	12	10	<i>6.5</i>	<i>4.6</i>	38	33	150	150	800	800	240	210	700	700	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
≥ 70	60.5	52.5	12	10	<i>6.5</i>	<i>4.6</i>	38	33	150	150	800	800	240	210	700	700	<i>3.0</i>	<i>2.6</i>	<i>500</i>	<i>750</i>	<i>2,000</i>	
Pregnant				(+10)		+5.1		+4		+100		+50*		+0		+0		+0		-	-	-
Lactating				+2		+7.0		+9		+100		+0		+50		+0		+0		-	-	-

NOTE: Recommended Nutrient Intakes (RNI) are in **bold font**, while Adequate Intakes (AI) are in *italics*.

() Requirements cannot be met by usual diet alone. Intake of iron-rich and iron-fortified foods and the use of supplements are recommended, if necessary.

*The calcium recommendation for pregnant women is for 3rd trimester only.

Estimated Average Requirements per day

Life stage/ age group	Protein (g)		Vitamin A ^a (µgRE)		Thiamin (mg)		Riboflavin (mg)		Niacin ^b (mg NE)		Vitamin B ₆ (mg)		Vitamin B ₁₂ (µg)		Folate ^c (µgDFE)		Vitamin C (mg)		Iron (mg)		Zinc (mg)		Selenium (µg)		Iodine (µg)		Calcium (mg)		Phosphorus (mg)		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
Infants, mo																															
0–5	7	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.5	5.1	-	-	-	-	-	-
6–11	14	13	190	190	0.3	0.3	0.3	0.3	4	3	-	-	-	-	-	-	-	-	8.4	7.2	2.8	2.5	8.2	7.3	-	-	-	-	-	-	
Children, y																															
1–2	15	14	200	200	0.4	0.4	0.4	0.4	5	5	0.4	0.5	0.8	0.9	120	120	12	11	6.4	7.0	2.8	2.6	13.6	13.0	65	65	440	440	380	380	
3–5	18	17	226	214	0.5	0.4	0.5	0.4	5	5	0.5	0.5	0.9	1.0	160	160	17	17	7.5	7.4	3.3	3.2	16.1	15.6	65	65	440	440	405	405	
6–9	24	24	278	264	0.6	0.5	0.6	0.5	7	7	0.6	0.7	1.1	1.2	250	250	23	22	8.6	7.8	3.4	3.4	15.6	15.3	73	73	440	440	405	405	
10–12	35	38	364	375	0.7	0.8	0.8	0.8	9	10	0.8	1.0	1.5	1.7	250	250	33	36	10.2	16.5	4.4	4.1	16.5	18.0	73	73	440	440	1,055	1,055	
13–15	50	46	483	392	1.0	0.8	1.1	0.8	12	10	1.1	1.0	1.9	1.8	330	330	48	45	18.1	16.5	6.1	4.9	24.3	23.0	95	95	440	440	1,055	1,055	
16–18	59	49	563	427	1.1	0.9	1.2	0.9	14	11	1.2	1.1	2.3	2.0	330	330	58	51	12.1	16.2	6.0	4.8	29.5	25.8	95	95	440	440	1,055	1,055	
Adults, y																															
19–29	57	49	499	433	1.0	0.9	1.1	0.9	12	11	1.1	1.1	2.0	2.0	320	320	60	52	10.4	26.3	4.4	3.1	30.3	26.3	95	95	600	600	580	580	
30–49	57	49	499	433	1.0	0.9	1.1	0.9	12	11	1.1	1.1	2.0	2.0	320	320	60	52	10.4	26.3	4.4	3.1	30.3	26.3	95	95	600	600	580	580	
50–59	57	49	499	433	1.0	0.9	1.1	0.9	12	11	1.4	1.3	2.0	2.0	320	320	60	52	10.4	8.6	4.4	3.1	30.3	26.3	95	95	600	600	580	580	
60–69	57	49	499	433	1.0	0.9	1.1	0.9	12	11	1.4	1.3	2.0	2.0	320	320	60	52	10.4	8.6	4.4	3.1	30.3	26.3	95	95	600	600	580	580	
≥ 70	57	49	499	433	1.0	0.9	1.1	0.9	12	11	1.4	1.3	2.0	2.0	320	320	60	52	10.4	8.6	4.4	3.1	30.3	26.3	95	95	600	600	580	580	
Pregnant		72		-		1.2		1.4		14		1.6		2.2		520		-		31.7		-		30.3		160		-		580	
Lactating		72		-		1.1		1.3		13.4		1.7		2.4		450		-		28.2		-		35.3		209		-		580	

^a 1 retinol equivalent (RE) = 1 µg retinol = 12 µg β-carotene or 24 µg other provitamin A carotenoids; 1 µg RE = 3.33 IU vitamin A

^b As niacin equivalent (NE)

^c 1 dietary folate equivalent (DFE) = 1 µg food folate = 0.6 µg folic acid from fortified foods or as supplement = 0.5 µg taken on an empty stomach

Tolerable Upper Intake Levels or Upper Limits per day

Life stage/ age group	Vitamin A ^a (µgRE)	Vitamin D (µg)	Vitamin E ^b (mg α-TE)	Niacin ^b (mgNE)	Vitamin B ₆ (mg)	Folate ^b (µgDFE)	Vitamin C (mg)	Iron (mg)	Zinc (mg)	Selenium (µg)	Iodine (µg)	Calcium ^b (mg)	Magnesium ^b (mg)	Phosphorus (mg)	Fluoride (mg)
Infants, mo															
0–5	600	25	c	c	c	c	c	40	4	45	c	1,000	c	c	0.7
6–11	600	25	c	c	c	c	c	40	5	60	c	1,500	c	c	0.9
Children, y															
1–2	600	50	200	10	30	300	400	40	7	90	200	2,500	65	3,000	1.3
3	600	50	200	10	30	300	400	40	7	90	200	2,500	65	3,000	1.3
4–5	900	50	300	15	40	400	650	40	12	150	300	2,500	110	3,000	2.2
6–8	900	50	300	15	40	400	650	40	12	150	300	2,500	110	3,000	2.2
9	1,700	50	600	20	60	600	1200	40	23	280	600	3,000	350	4,000	10.0
10–12	1,700	50	600	20	60	600	1200	40	23	280	600	3,000	350	4,000	10.0
13	1,700	50	600	20	60	600	1200	40	23	280	600	3,000	350	4,000	10.0
14–15	2,800	50	800	30	80	800	1800	45	34	400	900	3,000	350	4,000	10.0
16–18	2,800	50	800	30	80	800	1800	45	34	400	900	3,000	350	4,000	10.0
Adults, y															
19–29	3,000	50	1,000 ^d	35	100	1,000	1000	45	45	400	1,100	3,000	350	4,000	10.0
30–49	3,000	50	1,000 ^d	35	100	1,000	1000	45	45	400	1,100	3,000	350	4,000	10.0
50–59	3,000	50	1,000 ^d	35	100	1,000	1000	45	45	400	1,100	3,000	350	4,000	10.0
60–70	3,000	50	1,000 ^d	35	100	1,000	1000	45	45	400	1,100	3,000	350	4,000	10.0
>70	3,000	50	1,000 ^d	35	100	1,000	1000	45	45	400	1,100	2,000	350	3,000	10.0
Pregnant/Lactating, y															
14–18	2,800	50	800	35	80	800	1800	45	34	400	900	3,000	350	^e	10.0
≥ 19	3,000	50	1,000 ^d	35	100	1,000	2000	45	40	400	1,100	2,500	350	^e	10.0

NOTE: Adapted from *WHO/FAO Guidelines on Food Fortification with Micronutrients* (WHO/FAO, 2006); however, WHO/FAO have only recommended ULs for vitamins A, niacin, B₆, C, D and E, calcium, selenium and zinc for adults. The remaining values are those recommended by IOM-FNB.

^a As preformed vitamin A only; 1 µg RE = 3.33 IU vitamin A

^b The ULs for vitamin E, niacin, folate and calcium apply to synthetic forms obtained from supplements and/or fortified foods; for magnesium, the UL applies to pharmacologic agent and does not include intake from food and water.

^c Not possible to establish due to lack of data of adverse effects in this age group; source of intake should be from food only to prevent high levels of intake.

^d More recent evidences suggested lower ULs: <1000 mg/d α-TE (Horwitt, 2001); 300 mg/d α-TE (NHMRC, 2005; EFSA, 2006).

^e UL for phosphorus for pregnant and lactating women 14-50 years were 3,500 and 4,000 mg, respectively.

Additional Recommendations

Dietary Component	Recommendation
Free sugars	Limit intake to <10% of total energy in children and adults ^a
Sodium	Limit intake to <2 g in adults ^{b,d}
Potassium	Increase intake to 3,510 mg in adults ^{c,d}

Sources:

^a WHO Guideline on Sugars Intake for Adults and Children (2015); free sugars refer to all monosaccharides and disaccharides added to foods and drinks by the manufacturer, cook or consumer, including sugars naturally present in honey, syrups, fruit juices and fruit concentrates

^b WHO Guideline on Sodium Intake for Adults and Children (2012)

^c WHO Guideline on Potassium Intake for Adults and Children (2012)

^d The recommendation for children is extrapolated from adults based on energy requirement:

$$\text{Recommendation for children} = \text{Recommendation for adults} \times \left(\frac{\text{Recommended Energy Intake}_{\text{children}}}{\text{Recommended Energy Intake}_{\text{adults}}} \right)$$

DEED OF DONATION AND ACCEPTANCE

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation and Acceptance was made and executed by the **Name of Donor's Company/Organization** represented by its **Position and Name** with office address at **Donor's address** herein referred to as the **DONOR**, in favor of the **DEPARTMENT OF SOCIAL WELFARE and DEVELOPMENT (DSWD)**, represented by its Secretary **NAME**, Filipino, of legal age and with office address at IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, herein referred to as the **DONEE**:

WITNESSETH

WHEREAS, that as an act of generosity and liberality, the **DONOR** hereby voluntarily gives, transfers, and conveys the ownership of the property described below, by way of donation, unto the **DONEE**, free from liens, encumbrances, and charges of whatever form the following:

QTY	ASSET DESCRIPTION	ACQUISITION COST
No. per OUM	Item	Total cost per donor's invoice

WHEREAS, The **DONOR** and **DONEE** agree as follows:

1. The herein described property, shall primarily be given to the clients and beneficiaries of DSWD.
2. The **DONEE** is providing full authority to the **DONOR** to determine the appropriate use and corresponding user of the donated property, provided that, it is for official use and will redound to the benefit of the Department.
3. Upon delivery and acceptance all risk of loss and/or damage passes to the **DONEE**;
4. The **DONEE** hereby indemnifies and shall keep indemnified the **DONOR**, its Directors, Officers, and Employees from and against any expenses, cost, claim, suit demand, loss, or injury arising out of **DONEE'S** ownership or possession; and
5. The **DONEE** will conduct an inspection and recording in the book of accounts the above-mentioned donations in compliance with the government auditing and accounting rules and regulations.

WHEREAS, the DSWD accepts with profound gratitude the donation of the above-mentioned properties from the **DONOR**.

ACCEPTANCE

NOW, THEREFORE, the DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), represented by Secretary NAME, as recipient of the donation, ACCEPTS and ACKNOWLEDGES complete receipt of the above-mentioned items.

IN WITNESS WHEREOF, the DONOR and the DONEE, through their respective representatives, have subscribed to this Deed of Donation and Acceptance on the date and place first above written.

Name of Donor's Representative
Position
Name of Company

[NAME]
Secretary of Department of Social Welfare
and Development (DSWD)

Witnesses:

From Donor's side
Position
Name of Company

[NAME]
Undersecretary for Disaster Response
Management Group (DRMG)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES) S.S.
)

BEFORE ME, this _____ in _____ personally appeared:

Name	Valid ID No.	Date/Place Issued
SECRETARY		
DONOR'S REPRESENTATIVE		

Known to be the same person who executed the foregoing Deed of Donation and Acceptance consisting of three (3) pages including this page. They acknowledged to me that the same is their free and voluntary act and Deed.

WITNESS MY HAND SEAL on the date and place above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2023



ACKNOWLEDGEMENT RECEIPT FOR IN-KIND DONATIONS FOR DISASTER RISK REDUCTION MANAGEMENT

RECEIPT DATE:	
DONOR'S NAME:	
AUTHORIZED REPRESENTATIVE:	
ADDRESS:	

QUANTITY	UNIT	ARTICLE(S)	ITEM DESCRIPTION	EXP. DATE	VALUE

PURPOSE OF DONATION:

Waiver

I/We give DSWD full responsibility in managing donations from receipt up to distribution to intended beneficiaries as approved.

I/We shall participate in the distribution of these donated items and shall cover for our board and lodging or travelling expenses, if any.

Printed Name and Signature of Donor/Representative

Received the donated articles for the purpose stated above:
DSWD-NRLMB, LMD Officer
DATE SIGNED:

INSPECTED BY:
DSWD-NRLMB, Quality Inspector
DATE SIGNED:



RELIEF PREPOSITIONING AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This agreement made and entered into this _____ **(Date)** at _____ **(Place)**, Philippines by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) Field Office** __, a government agency created pursuant to Republic Act 5416 dated May 25, 1968 with principal office and place of business at DSWD Field Office __, _____ **(insert address)** represented by its Regional Director **(Name of the Regional Director)**, herein referred to as DSWD,

and

The **Provincial Government** with principal Office and Place at _____ represented by its Provincial Governor, <Name of Governor> herein referred to as the _____

WITNESSETH,

WHEREAS, the DSWD through its Field Offices is mandated to provide technical and relief augmentation assistance to PG's affected by disaster beyond its capabilities;

WHEREAS, Section 15 of RA 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 provides that Local Government Units (LGUs) are first responders in the occurrence of natural and man-made disasters. Further, the Provincial Government shall lead the disaster response when two or more cities/municipalities are affected.

WHEREAS, the Provincial Government (PG) under RA 7160 shall provide relief services and assistance for the victims during and in the aftermath of disaster and their return to productive livelihood following the said event;

WHEREAS, the Provincial thru the PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (PSWDO), with its available DESIGNATED RELIEF WAREHOUSING FACILITY is willing to accommodate the prepositioned relief goods of the DSWD to be used exclusively during disasters;

NOW, THEREFORE, for and in consideration of the foregoing and of the conditions herein after set forth, the parties do hereby agree as follows:

I - OBLIGATIONS OF DSWD:

1. The DSWD shall preposition emergency Food and Non-Food relief items to PG

designated relief warehousing facility as emergency relief augmentation to the PG emergency response preparedness measure.

2. During disaster situations, upon the full utilization of the relief items of the PG, the PG may utilize the prepositioned emergency food and non-food relief items upon approval of the DSWD for the affected families.
3. The DSWD shall ensure that the PG has no pending balances for liquidation of either cash or food and non-food items to qualify for prepositioning.
4. The DSWD shall preposition goods based on the assessed absorptive capacity of the PG's warehouse. Twenty-Five percent (25%) utilization shall warrant replenishment.
5. The DSWD shall provide technical assistance to the PG on proper warehouse and inventory management, including but not limited to quality checking and inventory reporting.
6. The DSWD shall monitor the quantity, quality, and expiration of goods prepositioned at the PG warehouse.
7. The DSWD through SWAD in the respective provinces shall monitor compliance of the Provincial Social Welfare and Development Officers (PWDOs) to the standard operational protocols and policies on Evacuation Centers and on the food and non-food items provided.
8. The DSWD shall monitor the distribution of the augmentation support and the submission of the Relief Distribution Sheets through DSWD SWAD Teams.
9. The DSWD, upon submission of the PG of the Food-For-Work proposal, shall evaluate and approve the proposal based on existing accounting policies and guidelines.
10. The DSWD may withdraw the prepositioned goods and deliver it to another disaster-affected PG.
11. The DSWD shall establish grievance system to ensure that issues and concerns related to prepositioning of goods are addressed.
12. The DSWD, shall approve disaster-related requests from the PGs in accordance with existing policies and guidelines .

II. OBLIGATIONS OF THE PROVINCIAL GOVERNMENT:

1. The PG, concurred by the DSWD, shall identify warehouse based on DSWD standards suitable for storage of prepositioned food and non-food items.
2. The PG shall designate an authorized representative as point of contact for related issues and concerns.

3. The PG through the P/M/CSWDO shall ensure proper management of prepositioned relief goods based on standards set during technical assistance.
4. The PG through the P/M/CSWDO shall submit a monthly report to the DSWD on the status of the prepositioned relief items/commodities including the liquidation documents for the release FNIs.
5. The PG shall ensure that the storage of the relief items shall adhere to the following:
 - a. The PG shall ensure that the ground and flooring around and within the warehouse is dry and clean at all times.
 - b. The PG shall cover its waste disposal system, including the maintenance and removal of visible litter or waste which may attract rodents, insects, and pests.
 - c. The PG shall maintain the cleanliness of walls and floors of the warehouse and prevent water dripping that may contaminate the prepositioned relief items.
 - d. The PG shall ensure adequate ventilation (installation of exhaust fan, wall fan, and the like) and lighting in the warehouse.
6. The PG shall conduct a regular bi-monthly general housekeeping, sanitation, and inspection on storage area should be conducted:
 - a. The PG shall conduct regular cleaning operations to eradicate, if not minimize food and non-food item stockpile contamination;
 - b. The PG shall ensure maintenance and preventive measures to eliminate rodents, insects, pests, and the like in the warehouse. Use of pesticides, under precautions and restrictions to prevent contamination of food stockpiles;
 - c. The PG shall facilitate the installation of baits and traps based on their assessment; and
 - d. The PG shall adhere to the minimum standards set by DSWD during technical assistance to PG for storing of food and non-food items to ensure orderly and properly storing of relief items.
7. The PG shall ensure adherence to the First-in-First-out (FIFO) or First-Expiry-First-Out (FEFO) policy in the release of FNIs.
8. In case the prepositioned relief food commodities were not utilized within the period of three (3) months prior to its expiration, the PG shall submit a request for Food for Work on disaster preparedness and mitigation-related activities.
9. The PG shall submit and comply with the requirements of DSWD in submitting Relief Distribution Sheet (RDS) with photo documentation within fifteen working (15) days after every distribution of FNIs. RDS shall contain information on the name, address, items received, and signature or thumb mark of the beneficiary duly certified by the PGSWDO or DSWD representative.
10. The PG shall grant the DSWD with full access and control to monitor the quality of relief goods stored at the facility at any given time.

11. The PG shall seek approval from DSWD on the distribution or disposal of prepositioned goods. In no case shall the PG distribute, disburse, or dispose prepositioned relief items without approval from the DSWD.

III. CONFIDENTIALITY CLAUSE

Both parties acknowledge that certain confidential data and documents as well as technical information proprietary to both parties have been or will be disclosed to each other pursuant to the terms of this agreement.

Both parties agree not to use or allow the use of the confidential information for its own or any other purposes except in the performance of its obligations under this agreement. Both parties further agree that it will not disclose or allow others to disclose confidential information to any persons and agree to take and protect secrecy of and to avoid disclosure or use of the confidential information in order to prevent it from falling into public domain or into possession of persons not bound to maintain the confidentiality of confidential information.

IV. TERM and TERMINATION

This agreement shall be effective from ___ and shall be binding for a period of _____ unless sooner terminated by the parties for violation of the Terms and Conditions herein and provided a thirty day (30) prior notice given to the other party.

Any party who violated any of the aforementioned provisions including the penalty clause shall mean the immediate termination of this agreement. Thus, DSWD shall retrieve all FNIs accordingly.

V. DISPUTE RESOLUTION

In case of conflict in the implementation of the provisions of this agreement, the parties shall exhaust remedies and settle the differences amicably.

VI. PENALTY CLAUSE

Any violation in the provisions of this agreement and Section 19 of RA 10121 shall be a ground for the pre-termination. In case of fraudulent act causing disadvantage to any of the parties, the disadvantaged party shall be remunerated equivalent to damaged incurred.

RA 10121. Section 19. Prohibited Acts

- a. Dereliction of duties which leads to destruction, loss of lives, critical damage of facilities and misuse of funds;
- b. Preventing the entry and distribution of relief goods in disaster-stricken areas, including appropriate technology, tools, equipment, accessories, disaster teams/experts;

- c. Buying, for consumption or resale, from disaster relief agencies any relief goods, equipment or other and commodities which are intended for distribution to disaster affected communities;
- d. Buying, for consumption or resale, from the recipient disaster affected persons any relief goods, equipment or other aid commodities received by them;
- e. Selling of relief goods, equipment or other aid commodities which are intended for distribution to disaster victims;
- f. Forcibly seizing relief goods, equipment or other aid commodities intended for or consigned to a specific group of victims or relief agency;
- g. Diverting or misdelivery of relief goods, equipment or other aid commodities to persons other than the rightful recipient or consignee;
- h. Accepting, possessing, using or disposing relief goods, equipment or other aid commodities not intended for nor consigned to him/her;
- i. Misrepresenting the source of relief goods, equipment or other aid commodities by:
 - a. Either covering, replacing or defacing the labels of the containers to make it appear that the goods, equipment or other aid commodities came from another agency or persons;
 - b. Repacking the goods, equipment or other aid commodities into containers with different markings to make it appear that the goods came from another agency or persons or was released upon the instance of a particular agency or persons;
 - c. Making false verbal claim that the goods, equipment or other and commodity in its untampered original containers actually came from another agency or persons or was released upon the instance of a particular agency or persons;
- j. Substituting or replacing relief goods, equipment or other aid commodities with the same items or inferior/cheaper quality;
- k. Illegal solicitations by persons or organizations representing others as defined in the standards and guidelines set by the NDRRMC;
- l. Deliberate use of false or inflated data in support of the request for funding, relief goods, equipment or other aid commodities for emergency assistance or livelihood projects; and
- m. Tampering with or stealing hazard monitoring and disaster preparedness equipment and paraphernalia.

IN WITNESS, WHEREOF, the parties have hereto affixed their signatures on the date and place first above-written.

DSWD FIELD OFFICE BY:

PROVINCIAL GOVERNMENT BY:

Regional Director

Provincial Governor

Witnesses:

 (Designation)/ Head, PSU

 PSWDO

ACKNOWLEDGEMENT

Republic of the Philippines)
 _____) S.S.

BEFORE ME, a Notary Public for and in above jurisdiction, personally appeared the following:

Name	CTC	Date of Issue	Place of Issue

known to me and known to be the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed and that of the organizations they both represent.

This instrument consists of seven (7) pages including this page, wherein this Acknowledgement is written, and is signed by the parties and their instrumental witness on each and every page thereof.

WITNESS MY HAND and NOTARIAL SEAL, this ____ day of _____ 2022 at _____, Philippines.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 2022



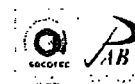
OFFICE NAME
FIELD OFFICE

DSWD-DRMG-GF-001 | REV 00 | 21 MAR 2022

DRN: _____

FNI ASSESSMENT AND DELIVERY FORM

RIS Number:				Date:			
Requesting LGU/s							
Purpose		Disaster		Type of Disaster		Prepositioning	
Date of Request							
DETAILS OF REQUEST				AVAILABILITY OF STOCKPILE			
Description		Quantity		Procured	Donated	Quantity	
1							
2							
3							
4							
5							
ASSESSMENT AND VALIDATION							
Date of Disaster Occurrence:							
Actual Affected Families:				No. of Families Served, if any:			
Source of Information:				Date of Information:			
PREVIOUS AUGMENTATION							
With previous augmentation?		YES		NO			
Details of previous augmentation (Indicate Month and Year), if any:							
UNIT		DESCRIPTION		QUANTITY		REMARKS	
DELIVERY / HAULING DETAILS <i>(use separate sheet if necessary)</i>							
Quantity		Date		If YES, indicate which vehicle will be used for hauling/pickup; If NO, put projected date of transportation asset availability			
				YES		NO	
Batch 1							
Batch 2							
Batch 3							
Batch 4							
Batch 5							
RECOMMENDATION							
Provide Augmentation?		YES		NO			
UNIT		DESCRIPTION		QUANTITY		REMARKS	
Prepared by:				Concurred by:			
[Name of Technical Staff] [Designation]				[Name of Division Chief] [Designation]			
Date / Time				Date / Time			
Other Remarks:							
Approved by:							
[Name of Assistant Regional Director for Operations] [Designation] [Date & Time]							





OFFICE NAME
CLUSTER / FIELD OFFICE
 DSWD-DRMG-GF-003 | REV 00 | 21 MAR 2022

DRN: _____

Appendix 63

REQUISITION AND ISSUANCE SLIP (RIS)

Office / Bureau:	Fund Cluster :
Division :	Responsibility Center Code
Address:	RIS No.:

Requisition				Stocks Available?			
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks

Delivery Site:	Returned / Cancelled Items:		
Delivery Date:	Date	Particular	Quantity
Contact Person:	Certified by:		
Contact Number:	Remarks:		
Purpose:			
	Requested by:	Approved by:	Issued by:
			Received by:
Signature :			
Printed Name :			
Designation :			
Date :			

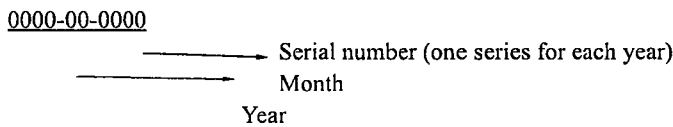


REQUISITION AND ISSUE SLIP (RIS)

INSTRUCTIONS

- A. The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the
- B. This form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – fund cluster name/code in accordance with the UACS
3. **Division/Office** – name of the requisitioning division/office
4. **Responsibility Center Code** – cost/responsibility center code of the requisitioning division/office
5. **RIS No.** – RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner:



6. **Requisition-Stock No.** – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
7. **Requisition-Unit** – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
8. **Requisition-Description** – description of the item being requisitioned
9. **Requisition-Quantity** – number/quantity of the stock being requisitioned
10. **Purpose** – brief explanation of purpose pertaining to the stock being requisitioned
11. **Requested by and date** – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request
12. **Approved by and date** – signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval after determining the reasonableness of the quantity and nature of item/s being requested and ensuring that the same does/do not exceed the planned usage for the period
13. **Stock Available? Yes or No** – A Purchase Request shall be prepared by the Requisitioning Office/Unit for item/s not available on stock.
14. **Issue-Quantity** – number of item/s issued
15. **Issue-Remarks** – additional information regarding the item/s issued
16. **Issued by and date** – signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s and date of issue
17. **Received by and date** – signature, name and designation of the person who received the item/s and date of receipt

- C. All item/s requested shall be based on the Project Procurement Management Plan.

- D. This form shall be prepared in three copies distributed as follows:

<i>Original</i>	–	Accounting Division/Unit (to be attached to the RSMI)
<i>Copy 2</i>	–	Requisitioning Division/Office's file
<i>Copy 3</i>	–	Supply and/or Property Division/Unit's file



OFFICE NAME
CLUSTER NAME / FIELD OFFICE
 DSWD-DRMG-GF-002 | REV 00 | 21 MAR 2022

DRN: _____

ISSUANCE FORM

Date : _____ Issuance Form No. _____

Recipient: _____

Address: _____

Quantity	UoM	Article	Description	Donor	Value
Delivery Site:		Returned / Cancelled Items:			
Delivery Date:		Date	Particulars	Quantity	Certified by:
Contact Person:					
Contact Number:		Remarks:			
Purpose:					

Requested by: _____

Approved by: _____

Date: _____

Date: _____

Issued by: _____

Received by: _____

Date: _____

Date: _____



Insert Insignia (IF APPLICABLE)
 (follow specifications as indicated in the
 DSWD Branding Guidelines)



OFFICE NAME
 CLUSTER NAME / FIELD OFFICE __

DSWD-NRLMB-GF-004 I REV 00 I 22 MAR 2024

DELIVERY RECEIPT

DATE:

RECIPIENT:

ADDRESS:

RIS NO:

MODE OF TRANSPORTATION:

DSWD-Owned:

Government Asset:

Service Provider:

Partner:

ISSUED

RECEIVED

QTY	UNIT	ITEMS DESCRIPTION	UNIT COST	QTY	UNIT	ITEM(S)	REMARKS

PURPOSE:

ISSUANCE APPROVED BY:

RELEASED BY:

RECEIVED BY:

SIGNATURE:

NAME:

POSITION:

OFFICE/ UNIT/
SECTION:

DATE SIGNED:

DRIVER:

CONTACT NO.:

PLATE NO.:

RECIPIENT'S INFORMATION

NAME OF CONTACT PERSON:

CONTACT NUMBER:

REMARKS:





Insert insignia (IF APPLICABLE)
 (follow specifications as indicated in the
 DSWD Branding Guide/ies)



OFFICE NAME
CLUSTER NAME / FIELD OFFICE _____

DSWD-NRLMB-GF-005 I REV 00 I 22 MAR 2024

ISSUANCE RECEIPT

DATE:			
RECIPIENT:			
ADDRESS:			
RIS NO:			
MODE OF TRANSPORTATION:	DSWD-Owned:		Government Asset:
	Service Provider:		Partner:

ISSUED				RECEIVED			
QTY	UNIT	ITEMS DESCRIPTION	UNIT COST	QTY	UNIT	ITEM(S)	REMARKS

PURPOSE:	
-----------------	--

	ISSUANCE APPROVED BY:	RELEASED BY:	TRANSPORTED BY:	RECEIVED BY:
SIGNATURE:				
NAME:			DRIVER:	
POSITION:			CONTACT NO.:	
OFFICE/ UNIT/ SECTION:			PLATE NO.:	
DATE SIGNED:				

RECIPIENT'S INFORMATION	
NAME OF CONTACT PERSON:	
CONTACT NUMBER:	
REMARKS:	

PAGE 1 of 1



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					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Submitted by:

Certified True & Correct:

**RETURN/REPLACEMENT OF DEFECTIVE OR MISSING FNI
ACCEPTABLE CONDITIONS**

TYPE OF FNI	CATEGORY: QUANTITY (QNT) QUALITY (QLTY)	POSSIBLE CONDITIONS FOR REPLACEMENT OF RETURNED DEFECTIVE OR MISSING FNI
All FNIs	QNTY	The quantity of the item/s delivered is not equal to the total quantity of the item/s stated in the delivery receipt
All FNIs	QNTY	The components of the items are not complete
All FNIs	QLTY	Damaged packaging of kits
FFP and FFP Raw Materials	QLTY	The delivered items are different from the items stated in the delivery receipts
FFP and FFP Raw Materials	QLTY	The shelf life of canned goods inside the pack or as raw material as indicated on the item is one (1) month or less from the date of delivery.
FFP and FFP Raw Materials	QLTY	The shelf life of coffee and powdered cereal/Choco malt inside the pack or as raw material as indicated on the item is one (1) month or less from the date of delivery.
FFP and FFP Raw Materials	QLTY	Canned goods are rusty, dented, unlabeled, and produce an unpleasant smell due to spoilage.
FFP and FFP Raw Materials	QLTY	Coffee and powdered cereal/choco malt are open, unlabeled, and has hardened
FFP and FFP Raw Materials	QLTY	The rice pack is infested by rice weevils, mothballs and other contaminants

ANNEX I

FFP and FFP Raw Materials	QLTY	If 20% or more of the total items delivered become wet due to unexpected rain while on transit using the NRLMB delivery trucks or service providers.
FFP	QLTY	Rice packs are underweight: a. For a 3-kilo rice pack Less than 3 kilos (with -10% allowance) b. For a 6-kilo rice pack Less than 6 kilos with (-10% allowance)
Hygiene Kit	QLTY	The shelf life of Toothpaste and other components is one (1) month or less from the date of delivery.

REPORT ON THE PHYSICAL COUNT OF INVENTORIES
Welfare Goods, Supplies and Materials
 As of xx xxx xxxx

SUMMARY AND CERTIFICATION

Fund Cluster : _____

For which _____, Secretary, Department of Social Welfare and Development, is accountable, having assumed such accountability on _____.

ITEM	Balance Per Card	On Hand Per Count	(Shortage/ Overage)	Page No.
Inventory Held for Distribution				
Welfare Goods for Distribution (10402020)	PHP	PHP	-	1
Donated Items (10402020)	-	-	-	1-2
TOTAL	-	-	-	
Inventory Held for Consumption				
Other Supplies and Materials Inventory (10404130)	-	-	-	3
TOTAL	-	-	-	
Inventory Held But Yet Paid				
Welfare Goods for Distribution (10402020)	-	-	-	
TOTAL	-	-	-	

We hereby certify that this Report on the Physical Count of Inventories made as of xx xxx xxxx, which consists of ___ pages is true and correct as per physical count made by DSWD Inventory Committee for Central Office

[NAME]
 [Position/Designation]
 Chairperson

[NAME]
 Members, Inventory Committee for Central Office
 AS- Procurement Management Division

[NAME]
 Secretariat, Inventory Committee for Central Office
 AS- Supply and Asset Management Division

[NAME]
 [OBS]
 Members

[NAME]
 Members, Inventory Committee for Central Office
 [OBS]

[NAME]
 Members, Inventory Committee for Central Office
 [OBS]

Recommending Approval:

Approved by:

Verified by:

[NAME]
 [Position/Designation, OBS]

[NAME]
 [Position/Designation, OBS]

[NAME]
 [Position/Designation, OBS]

 (Signature over Printed Name)
 Representative, Commission on Audit

ANNEX K

Appendix 64

REPORT OF SUPPLIES AND MATERIALS ISSUED

Entity Name: _____

Serial No. : _____

Fund Cluster: _____

Date : _____

<i>To be filled up by the Supply and/or Property Division/Unit</i>						<i>To be filled up by the Accounting Division/Unit</i>			
RIS No.	Responsibility Center Code	Stock No.	Item	Unit	Quantity Issued	Unit Cost	Amount		
Recapitulation:				Recapitulation:					
Stock No.	Item			Quantity	Unit Cost			Total Cost	UACS Object Code
I hereby certify to the correctness of the above information.				Posted by:					
Signature over Printed Name of Supply and/or Property Custodian				Signature over Printed Name of Designated Accounting Staff		Date			

FIELD OFFICE _____

as of _____

Category	Item	Current Balance	Cost	Expiry Date
Family Food Packs				
Food Items				
Non_Food_Items				
Non_Food_Items				
Other_NFI				
Raw_Materials				

OTHER RELIEF ITEMS											
Children Friendly Kit											
Children Friendly Tent											
Women Friendly Kit											
Women Friendly Tent											
DAFAC Forms											
Total Cost of Other Relief Items											
Indirect Materials											
Regular Slotted Carton											
Vacuum Plastic Bag											
Sando Bag											
Packaging Tape											
Total Cost of Indirect Materials											
GRAND TOTAL											

FIELD OFFICE

as of _____

Category	Item	Current Balance	Cost	Expiry Date
Family_Food_Packs				
Food_Items				
Non_Food_Items				
Non_Food_Items				
Other_NFI				
Raw_Materials				

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

FNI AUGMENTATION AND DISTRIBUTION REPORT

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 submit the report	
Contact Number	The contact number(s) of the designated personnel in the FO who filled out the form and submitted the report.	
Email Address	The provided OFFICIAL DSWD email address of the designated person in the FO who filled out the form and submitted the report.	
Noted by	The Immediate Supervisor or the Regional Director of the designated person who filled out the form and submitted the report.	
DETAILS OF REQUEST AND DELIVERY		
Nature of Augmentation	Basis of FOs augmentation to the LGUs. This could be request of the LGU, Secretary/Regional Director's directive, third-party requests (legislators, senators, NGOs, Other govt agencies, CSOs)	
Date Request or Directive was Received	Date stated in the request letter or the directive was received. List down all LGU/thrid party requests, and directives from the Secretary or Regional Directors (written/verbal), for FNI augmentation by date received from earliest to latest.	
Date Request or Directive was Acted Upon	Date of response action, whether facilitation of request or response letter, after the receipt of request or directive.	
Province	Refers to the particular affected Province per Official Census File where the LGU requesting for FNI augmentation belongs	
City/Municipality	Refers to the particular affected City or Municipality List Base from the Official Census File. Name of LGU requesting for FNI augmentation.	
Particulars - Type of FNI	Type of FNI requested (e.g. Family Food Packs, rice sacks, hygiene kits, sleeping kits, malong, flexi mats, laminated sacks, etc.). List down all FNIs requested as stated in the request.	
Particulars - Specifications	FNI contents, size, weight, etc., as applicable (e.g. Type of FNI - Rice Sacks, Specification - 25kg/sack).	
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 received by the Field Office	
Date of Distribution	Date when the FNIs was actually distributed to the affected families as indicated in the RDS	
Area of Distribution	Area/location where the FNIs was distributed - Barangay Name and District.	
Particulars - Type of FNI	Type of FNI requested (e.g. Family Food Packs, rice sacks, hygiene kits, sleeping kits, malong, flexi mats, laminated sacks, etc.). List down all FNIs requested as stated in the request.	
Particulars - Specifications	FNI contents, size, weight, etc., as applicable (e.g. Type of FNI - Rice Sacks, Specification - 25kg/sack).	
Quantity	Number of FNIs distributed to affected families	
Number of Familles Served	Number of families who received the FNI. Note: - One family may receive two or more different types of FNIs, this shall be counted as one family only. - Same families may be given relief assistance on different waves of distribution. Put it in the remarks section.	
REMARKS	Any important information relative to the request/directive, delivery and distribution.	

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