



Republic of the Philippines
Department of Social Welfare and Development
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Administrative Order

No. 11
Series of 2005

Subject : **ADDENDUM TO OMNIBUS GUIDELINE IN THE
MANAGEMENT AND PROCESSING OF DONATIONS**

I. RATIONALE :

Commodity donations of all kinds pour in huge volume from all sources (foreign and local) during major calamities. In the desire of donors to help/ease the plight of various calamity victims at the shortest period of time, many of them are oblivious to expiration dates particularly of their food donation.

On certain occasions, foreign donation, specifically food commodities loaded on a sea vessel with travel time of 3 weeks to a month may also spoil and/or expire before its arrival at the port of entry.

Expired/ spoiled/ damaged commodities are not only wasted but may also cause inconvenience and hazards to the receiving agency. These goods congest the warehouse and yet cannot be immediately disposed without passing through the proper accounting procedure on disposal and be dropped from the book of accounts. To prevent this situation, the following guidelines should be strictly followed :

II. GENERAL GUIDELINES :

1. Local food donation with expiration date of less than a month at the time of delivery shall not be accepted. Donors shall be informed of the above policy by concerned/ receiving unit/ office.
2. Local donation of food commodity/ medicine which are to expire within six (6) months, must be allocated and distributed within a month from date of receipt.
3. Donors abroad who intend to send food commodity shall be informed that only food commodity with lifespan of at least a year will be accepted. Likewise, a certificate of fitness for consumption shall be required from the donors or subject samples for Bureau of Food and Drugs (BFAD) evaluation.
4. Highly perishable food, regardless of long shelf life, such as milk, flour and foodstuff in tetra, plastic or foil packages shall be inventoried and valued within three (3) working days upon receipt. Allocation of said goods shall be within three (3) working days after valuation and inventory is conducted.


5. Food Commodity/ medicines with deteriorating appearance regardless of its late expiration date, including commodities with no appropriate labels/ indicated expiration date, shall be subjected to BFAD testing, to ensure fitness for consumption.

Regional offices where BFAD is not accessible shall forward to the Central Office samples of commodities for submission to BFAD for testing.

6. Food commodity with deteriorating/ peculiar appearance upon delivery shall not be accepted for safety reasons.

III. EFFECTIVITY :

This order shall take/ effect immediately and revokes all previous Orders inconsistent thereto.


CORAZON JULIANO-SOLIMAN
Secretary 