



**MEMORANDUM CIRCULAR**

No. 02  
Series of 2007

**SUBJECT: POLICIES AND PROCEDURES FOR THE IMPLEMENTATION OF  
THE DSWD SUPPLEMENTAL FEEDING PROGRAM FOR CY 2007**

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The following operating policies and procedures are hereby issued in connection with the implementation of the DSWD's Supplemental Feeding Program for CY 2007.

**I. BACKGROUND AND RATIONALE**

1. The 2003 FNRI Facts and Figures revealed that Protein Energy Malnutrition (PEM) affects the most vulnerable sector of the population – the pre-school children. At the national level, 27 in every 100 0-5 year-old children are underweight, 30 in every 100 are underheight and 5 in every 100 are thin. Aside from PEM, young children also suffer from deficiencies in iron, iodine, zinc and Vitamin A. Almost three (3) out of ten (10) 0-5 year-old children are anemic while four (4) out of ten (10) are vitamin A deficient. Poverty has been singled out as the root cause of the young children's poor health status.
2. On June 8, 2005, President Gloria Macapagal-Arroyo launched the "Dunong ng Bata, Yaman ng Bansa" also known as the National Supplemental Feeding Program (NSFP) for pre-schoolers, in partnership with the local government units, the business and private sectors. NSFP is a two-pronged pro-poor intervention, in response to the Philippine Millennium Development Goals (MDG) of halving the prevalence of underweight 0-5 years old children by 2015, and of reducing poverty through job creation and increasing income of Filipino dairy and coconut farmers and entrepreneurs. The NSFP was implemented by the Department of Education for Grade I pupils and pre-schoolers and the Department of Social Welfare and Development for the 3-5 year-old children attending day care sessions. The DSWD supplemental feeding program scheme provided for hot meals and hot milk with coco pandesal to children in day care centers 5 days a week for 60 days. Parents were involved in the actual feeding based on the prepared cycle menu for hot meals using locally available food ingredients. Children were weighed before and after a feeding cycle to determine any changes in the nutritional status of children.

3. The Social Weather Station (SWS) survey on hunger reported a rise from 15.1% during the 3<sup>rd</sup> Quarter of 2004 to 15.5% of the same period in 2005 or, an estimated 2.6 Million families going hungry at least once during the quarter. The Accelerated Hunger Mitigation Program (ACMP) is the government's response to the increasing hunger incidence in the country. This program calls for a two-pronged approach to mitigating hunger: 1) on the supply side, this involves measures at producing more food and ensuring efficient logistics and food delivery to whom and where it is needed; and 2) on the demand side, this includes measures at putting more money in people's pocket, diversifying their diet and managing population levels. One of the hunger mitigation measures under the supply side is the Food for School Program (FSP) that was piloted in selected municipalities in Mega Manila Area by the DSWD and DepEd in November 2004 and went full scale in identified target areas a year thereafter.
4. The Food for School rice distribution scheme (one kilogram of rice per day for each child) aims to mitigate hunger of poor families and improve children's attendance in (DSWD) day care centers and (DepEd) Grade I classes and pre-schools. Improved nutritional status of children is considered as an indirect program result since rice is also a source of calories and vitamins to the body. The DSWD Food for School rice distribution program or, "Bigas Para sa Mag-aaral at Pamilya" was implemented in three phases: Phase 1 and 2 covered the same number of target beneficiaries (74,261) in 11 regions plus NCR for the period November 2005 to March 2006 and April to June 2006 respectively, amounting to Ph 69,553,360.00 for Phase 1 and Ph 59,303,000 for Phase 2. Each child received an average of 58 kilograms rice and 40 kilograms rice in Phase 1 and 2 respectively. For Phase 3, the target soared to 289,877 covering 49 vulnerable provinces in 15 regions from November 2006 to January 2007 with each child receiving an average of 21 kilograms rice.
5. Following a Cabinet decision in November 2006 to streamline food distribution into one agency, the DSWD component of the Food for School Program was dropped with only the DepEd continuing on with the rice subsidy plus supplemental feeding this time for pupils in all grade levels, and for the DSWD to focus on milk and hot meal feeding for its day care pre-schoolers. In December 2006, new targets were set to give focus to priority food poor provinces. Priority One consists of ten provinces spread in 7 regions including the NCR; Priority Two has 20 provinces spread in 11 regions and Priority Three, 24 provinces in 15 regions, or a total of 54 provinces plus the NCR. Priority One provinces will receive full program support from the national government while Priority Two and Three are required to provide counterpart from their own resources. Implementation in these priority provinces to include that of the typhoon ravaged areas shall cover the period June to December 2007.

## II. PROJECT DESCRIPTION:

Supplemental Feeding program is the provision of food in addition to the regular meals, to children in the day care centers. For CY 2007, food supplementation will be in the form of milk and hot meals to be served either during breakfast or, before the afternoon session to preschoolers in day care centers five (5) days a week. The parents will manage the feeding program based on a prepared cycle menu using available indigenous food materials. The children will be weighed at the start of the feeding and a monthly weighing thereafter to determine improvement in their nutritional status.

## III. OBJECTIVES:

1. To provide supplementary feeding using indigenous foods and or locally processed foods equivalent to 1/3 of Recommended Energy and Nutrient Intakes (RENIs);
2. To improve knowledge, attitude and practices of parents and caregivers through intensified nutrition and health education;
3. To regularly monitor the nutritional status and growth of all beneficiaries;
4. To assess and manage any health and nutrition related problems.

## IV. COMPONENTS

1. **Social Preparation/Team Building** - This component shall include coordination/ consultation with the barangays to support the project, organization of Day Care Parents into different working committees, orientation on the roles and responsibilities of stakeholders and consultation/teambuilding of the agencies involved at the LGU level. As a result of these activities, baseline data of the beneficiaries will be established. The family and children beneficiaries shall be oriented about the program including their roles and responsibilities.
2. **Weighing and Deworming** – At the outset of the feeding cycle, all children shall be dewormed and their nutritional status determined using the weight-for-age measurement. The results shall serve as basis for further intervention and referral.
3. **Supplemental Feeding**– 5 days a week feeding program for the duration stated above to preschoolers, providing appropriate food supplement of at least one-third of the daily Recommended Energy and Nutrient Intake (RENI). Cycle menu as recommended by the Food and Nutrition Research Institute (FNRI) will be prepared using locally available food products and considering religious beliefs and practices. The venue of the feeding will be the day care center.

4. **Parent Effectiveness and Home Care Sessions** - Parents will be required to attend all the eight (8) sessions on self, family and parenting, health and nutrition, love of country and home and environment. The sessions will enhance parent's knowledge, attitude and skills to enable them to perform their roles as parents. As a form of "conditional" support, one of the parents, either husband or wife, is required to attend all the nine PES sessions/modules. Appropriate sanctions shall be imposed and agreed upon by the DCSPG themselves should they fail to attend the PES sessions.

## V. TARGET BENEFICIARIES

Beneficiaries of the program will be the 3-5 year old pre-schoolers in public day care centers in the National Nutrition Council Board - identified priority provinces.

## VI. IMPLEMENTING MECHANICS AND PROCEDURES:

### 1. Coverage and Target Areas

- 1.1 **March-April 2007.** Children listed as beneficiaries as of December 2006 are to be targeted for the 42-day supplemental feeding for this period to have continuity in the feeding program.
- 1.2 **April to May 2007.** Same number of children shall be targeted for the next 25 days covering the remainder of summer 2007.
- 1.3 **June to December 2007.** Focus of implementation shall be the identified priority provinces, based on a decision by the National Nutrition Council Board in December 2006.
  - Priority One: 10 provinces in Regions V, IX, X, XII, CAR, CARAGA, ARMM plus all the day care centers in NCR.
  - Priority Two: 20 provinces in Regions IV-B, V, VI, VII, VII, X, XI, XII, CAR, CARAGA, ARMM.
  - Included in this set of priority are the provinces ravaged by several typhoons that struck the country in 2006. These areas are either within the Priority Two or Three of the original list of targets.
- 1.4 All the targeted LGUs should sign a memo of agreement with DSWD indicating specific tasks and commitments.

### 2. Intake/Baseline Information

- 2.1 **The Day Care Worker shall accomplish intake form for each child.** If there is already existing intake information of the child, records should be updated. Such information may be gathered from the Barangay Nutrition Scholar, Barangay Health Workers

and other secondary sources. A home visit to the family is necessary to gather and validate information.

**2.2 Weighing of children** shall be done by Barangay Nutrition Scholar /Barangay Health Worker and trained Day Care Workers under the supervision of the Rural Health Midwife to determine nutritional status before the start of feeding using the weighing scale of the Rural Health Unit. Results of Operation Timbang (OPT) from the preceding quarter of the year of implementation can be used as the baseline data. Guided by the OPT manual, a monthly weighing shall be done during the feeding period. The day care worker should establish a permanent growth monitoring record for each child that contains the name, age, birthday, and the baseline and monthly weight record of the child. The data obtained at this stage shall be maintained in the FO's databank.

**2.3 Medical Screening/Evaluation or Deworming** – Children shall be referred to Rural Health Unit (RHU) for assessment of their health condition for medical intervention before start of feeding and as often as necessary. The Rural Health Midwife supervises the deworming of children. The RHU should be requested to look into the wasting and stunting cases among children to enable the SF program to respond properly.

**2.4** A Consent Agreement shall be signed by the parents to ensure participation in the program.

### **3. Organization of the Community and Parents**

The success of the program depends on the level of awareness, interest and participation of the community. Organizing the community is a pre-requisite in the implementation of the Supplemental Feeding and Food for School Program.

The following activities shall be undertaken by the MSWDO prior to the implementation of the services:

**3.1 Orientation of Local Officials and stakeholders** about the program and identification of areas for support.

**3.2 Conduct of Barangay Assemblies/Meetings** to get the support of the people in the barangay.

**3.3 Organization of Parents of Day Care Children.** Parents shall be organized and their support and commitment to the program shall be obtained. They shall be organized into working committees to involve all parents in various activities in the center. Regular meetings shall be held to discuss issues and problems affecting the implementation of the program. The organization shall be called

**Day Care Service Parents Group (DCSPG).** Family Access Cards will be used and distributed to the beneficiary families.

**3.4 Social preparation and team building sessions shall be conducted** to prepare parents to manage the project and to build them as a team based on the existing PES module. This will include activities that will strengthen their awareness of their role and responsibilities towards the project and as member of a team/organization. This will also develop the spirit of volunteerism and sharing. A template on the different sessions will be provided to guide the implementer.

#### **4. Conduct of Actual Feeding Sessions**

4.1 Feeding shall be provided to all the children in the day care center for five days a week for the duration as stated above. If there are two sessions (day care 3-4 years old and preschool for 5 years old), feeding shall be given to both. The supplemental feeding shall consist of:

a) **Daily Hot Meals.** The cycle menu as recommended by FNRI National Guidelines for Filipinos and the menu prepared by the Regional Senior Nutritionist shall be used in the preparation of hot meals, which are either served in the morning or afternoon session. The Day Care Service Parents Group and/or the Local Nutritionist may enhance the cycle menu depending on available nutritionally adequate food items in the community.

b) **Daily Dairy or Fresh Pasteurized Milk of 180-200 ml or acceptable substitute.** Locally produced fresh pasteurized milk from the farmers or its equivalent in powdered or liquid full cream milk from the National Dairy Authority (NDA) accredited supplier and local produce (i.e. vegetables, meat, poultry) shall be utilized for both schemes. Such food items shall be delivered to the day care center door-to door or in a mode of delivery agreed upon between the local day care service parents' group and supplier/s.

4.2 The Parent Committee on Food Preparation shall provide voluntary labor for the cooking/preparation of food and management of feeding sessions. The Day Care Worker and the President of the DCSPG shall prepare a monthly schedule of cooks.

4.3 Aside from feeding, children should be taught proper hygiene such as washing the hands before and after eating, table manners, and prayer before and after meals etc. and simple concepts on health care and nutrition and importance of nutrition for their health and development, among others.

## 5. Conduct of Learning/Value Formation Modules

The parents shall be encouraged to finish all the eight (8) Parent Effectiveness Sessions on **self, family, parent effectiveness, health and nutrition etc.** to improve/enhance their knowledge, attitude, skills and practices.

- 5.1 **Duration/Sequence of Sessions.** The sessions shall be held at least twice a week depending on the available time of parents. It shall be conducted following the order of importance established/agreed upon by the parents.
- 5.2 **Methodologies.** In the conduct of sessions, the methodologies should be evocative and should involve the maximum participation of the parents.
- 5.3 **The MSWDO shall facilitate the sessions.** Resource persons maybe invited to discuss specific topics.

## 6. Funds Flow

### 6.1 Fund Allocation and Releases

The approved 2006 Supplemental Budget amounting to P269.5 Million shall be used for 42 days milk and hot meal feeding for the period March to April 2007, to also include administrative and monitoring costs.

Funds shall be sourced out for the remaining days in summer of 2007 covering the same number of children in the same target areas covered previously.

The approved budget for CY 2007 amounting to PhP750 Million shall be used in Priority One, Two and Three Provinces for the period June to December 2007.

6.1.1 **The fund for supplemental feeding (milk and hot meal)** shall be sub-allotted to the DSWD Field Offices to be released in tranches to the Day Care Service Parents Group (DCSPG) account following the CIDSS scheme of fund disbursements. **A tripartite Memorandum of Agreement shall be signed among the Municipal LGU, the Day Care Service Parents Group, and DSWD-FO.** The MOA shall define the roles and responsibilities of each party and should highlight solidary obligation of the LGU and the DCSPG for its utilization and liquidation.

6.1.2 The Day Care Service Parents Group shall **open a savings account** with 3 signatories namely: **1) the President, 2) the**

**treasurer, and 3) the Municipal Social Welfare Development Officer (MSWDO).**

6.1.3 The Day Care Service Parent Group (DCSPG) shall be required to liquidate the funds released to them for transparency and accountability.

## **6.2 Procurement of Goods**

Field Office shall provide training or technical assistance on community procurement to MSWDOs and Day Care Service Parents Groups (DCSPG).

6.2.1 The Regional Field Offices of DSWD shall immediately enter into a Memorandum of Understanding (MOU) with the National Dairy Authority on the procurement and supply of milk. The MOA shall indicate specifically that the NDA or its accredited dairy cooperative be responsible for the regular supply and quality of the milk and for replacing the volume of damaged or spoiled milk. In areas where the NDA is unable to supply the milk, the Regional Field Office may enter into a MOA with the accredited milk supplier of the Department of Education as the first alternative. Procurement of milk from the commercial outlets shall only be allowed if and when the first alternative is unable to supply the milk, and in which case, must be accompanied by a written certification of the latter.

6.2.2 The Day Care Service Parents Group (DCSPG) should as far as practicable purchase the milk and food requirements from government-accredited suppliers.

## **VII. INSTITUTIONAL ARRANGEMENTS:**

### **1. National Level:**

#### **1.1 Program Management Bureau – DSWD Central Office**

- a) Act as the lead bureau in managing and coordinating the implementation of the Supplemental Feeding Program.
- b) In partnership with the National Offices of the agencies (NNC, DA, NDA, DOH, and DepEd) assist in the orientation of the Regional Social Development Committee and Provincial Governments, LGUs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the program.
- c) Monitor and submit reports on the implementation of the program for submission to the Department Secretary, Office of the President and the National Nutrition Council.



## **2. Regional Level**

### **2.1 DSWD Field Office**

- a) Manage and coordinate the regional implementation of the Supplemental Feeding.
- b) Designate a Focal Person for Supplemental feeding to provide guidance and technical assistance to the Social Welfare & Development Officers and Day Care Workers in the implementation of the Supplemental Feeding.
- c) In partnership with the Regional Offices of the lead agencies (NNC, DA, NDA, DOH and DepEd) assist in the orientation of the Municipal/City Social Development Committee and municipal/city Government and others on the objective, mechanics and their roles and responsibilities in the program.
- d) Monitor and be responsible for responding to urgent concerns of the LGUs.
- e) Consolidate LGU program data and submit summary progress report monthly to the Program Management Bureau and the Regional Sub-Committee on the Welfare of Children quarterly.

### **2.2 Local Government Units**

#### **2.2.1 Provincial Government**

- a) Oversee, coordinate and monitor the implementation of the SF program of the LGU in the province.
- b) Through the PNAO, organize an inter-department/inter-office (DA, IPHO, PPDC, DLGO) committee to be responsible for the orientation of the LGUs and other stakeholders on the objective, mechanics and roles and responsibilities in the program.
- c) Integrate SF in the provincial nutrition plan and strategy to solve the problem on hunger and malnutrition.
- d) Provide augmentation funds to the LGUs for SF program.
- e) Ensure regular submission of LGU report to the DSWD Field Office.

#### **2.2.2 City/Municipal Government**

- a) Supervise the implementation of the Supplemental Feeding Program in the day care centers.
- b) Designate the Municipality/City Nutrition Action Officer as Focal Person for the Supplemental Feeding with the task of providing guidance, technical assistance and support to the Day Care Workers and Parent's Groups.
- c) Organize an inter-department oversight committee, with the C/MNAO as the lead (C/MSWDO, DA, MHO, MPDC, BLGOO) to provide the following:

- Conduct orientation with the Barangay Council, parents, service providers and other stakeholders on the objective, mechanics and their roles and responsibilities in the program including nutrition education activities.
  - Submit project proposal to the DSWD-FO together with a master list of target children, to include the child's birthday, age and weight as baseline.
  - Formulate Nutrition Action Plan to address nutrition-related problem of the LGU
  - In coordination with the health office, ensure periodic weighing of children, before and during the feeding period and administer deworming of the said children before feeding.
  - Integrate Supplemental Feeding in the LGUs Local Investment Plan for sustainability.
- d) The Social Welfare and Development Officer shall be responsible for providing administrative and technical assistance in the operationalization of the SFP and overseeing the organization of Parent Committees in each DCC, including preparation of documents for the opening of bank accounts. In areas where banks are not available, money for the DCPSG shall be coursed through the account of the Federation of Day Care Workers at the municipal level. The MSWDO shall ensure that funds intended for the DCPSG shall be received for the latter's operation of the supplemental feeding in their respective day care centers.
- e) In coordination with the Accountant and General Service Officer, the Social Welfare Officer shall assist the Day Care Service Parents Group (DCSPG) in the establishment of a system on procurement of goods and financial management as well as the actual feeding of children.
- f) Monitor, consolidate and submit monthly report to DSWD Field Offices for consolidation, copy furnished the Provincial Office.

### **2.3 Day Care Service Parents Group (DCSPG)**

- a) Facilitate the organization and election of its officers.
- b) Open bank account in the name of the Day Care Service Parents Group (DCSPG).
- c) Manage and implement the daily supplemental feeding to the preschoolers at the day care center according to the guidelines and protocol of the program.
- d) Submit periodic liquidation report to the Field Office through the C/MSWDO.

## VIII. REPORTING SYSTEM

1. Report formats provided by the National Guidelines on Food Supplementation shall be followed.
2. The DCSPG through the Day Care Worker shall prepare and submit daily activity report on the SF to the C/MSWDO. In turn, the C/MSWDO shall consolidate and submit the LGU report on the progress of SF to the PNAO on a monthly basis.
3. The PNAO shall prepare and submit quarterly reports on the SF implementation to the Regional FO Nutritionist who, in turn shall consolidate these reports for submission to the Central Office.

## IX. MONITORING AND EVALUATION

1. The nutritional status of children shall be determined before the start of the SF program implementation to serve as benchmarks for evaluation later.
2. Monitoring shall be strictly observed at all levels to determine progress of the Supplemental Feeding Program.
3. The inter-agency/office group at the LGU level shall assess the progress of the program monthly.
4. Post feeding evaluation shall be conducted to determine the outcomes of the program.

## X. FUNDING

Funding for the SF program implementation for CY 2007 shall come from two sources: 1) 2006 Supplemental Budget amounting to PhP269.5 Million and, 2) 2007 Approved Budget for Priority 1, 2, & 3 Provinces amounting to PhP750 Million. Such funds shall be downloaded to the Field Offices to cover expenses for the food subsidy as well as for administrative, supplies & materials and monitoring purposes.

These guidelines shall take effect immediately.

  
ESPERANZA I. CABRAL, M.D.  
Secretary

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