

Implementation of Supplementary Feeding Program

The enactment of the Republic Act 11037 or the Masustansyang Pagkain Para sa Batang Pilipino Act institutionalized the implementation of the Supplementary Feeding Program which is the provision of food on top of the regular meals to children ages 2-4 years old enrolled in Supervised Neighborhood Playgroup (SNP), 3-4 years old children enrolled in the Child Development Centers (CDC) and 5-year-old children not enrolled in DepEd but is enrolled in the CDCs.

Office or Division:	Community Based Services Section – Protective Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)		Local Government Unit (Office of the Mayor/ C/MSWDO)		
Certified True Copy of Sangguniang Bayan Resolution		Local Government Unit (Office of the Mayor)		
Duly signed Project Proposal		Local Government Unit (Office of the Mayor/ C/MSWDO)		
Weight Monitoring Report (Form 3.A)		C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)		
Masterlist of Beneficiaries (Form 2.A)		C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)		
Masterlist of Child Development Centers (Form 2.B)		Local Government Unit (C/MSWDO)		
<i>*These documentary requirements are presented to the DSWD Field Office personnel.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SOCIAL PREPARATION FOR THE IMPLEMENTATION OF SFP (LGU TO FIELD OFFICES)				
1. LGU to submit the required documents for the program inclusion per Day Care Centers/ Supervised Neighborhood Play	1.1 Receive and review the completeness of the documents submitted	None	3 days	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
	1.2 Process the submitted documents for inclusion in the Program beneficiaries		20 days	
	1.4 Consolidate all the submitted master list with		20 days	

	<p>nutritional status for submission of monthly report to the Central Office</p> <p>1.5 Keeps the document for data banking and comparison on the succeeding nutritional status/ improvement of the children's beneficiaries</p>			
<p>2. Comply with the necessary signatures /action needed for the processing of the documents.</p>	<p>2.1 Facilitate signing and Notarization of Memorandum of Understanding (MOU) between LGU and DSWD FO.</p>	<p>None</p>	<p>20 days</p>	<p><i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i></p>
	<p>2.2 Proceed with the processing of the procurement of commodities</p>		<p>20 days</p>	<p><i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i></p>
	<p>2.2.1 If TOF is allowed, review eligibility of LGU based on previous performances in program implementation and timely and complete liquidation.</p>		<p>20 days</p>	
	<p>2.2.2 If LGU is eligible, facilitate signing and Notarization of Memorandum of Agreement (MOA) between LGU and DSWD FO.</p>		<p>20 days</p>	
	<p>2.2.3 Facilitate processing and Distribution of available checks / ADA for the LGU.</p>		<p>20 days</p>	<p><i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i></p> <p><i>Cash Officer – Field Office NCR</i></p>

3. LGU to participate to the program orientation	3.1 Conduct program Orientation /updates and reiterates necessary documents, proper accomplishment, and signatories for submission to the Field Office.	None	1 day per LGU	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
TOTAL			144 days	
<i>Republic Act No. 9184 or Government Procurement Reform Act - Annex C (Recommended Earliest Possible Time and Maximum Period allowed for the Procurement of Goods and Services; Article 11, Section 37,38)</i>				
<i>RA 7160, 54a – “The veto shall be communicated by the local chief executive concerned to the sanggunian within fifteen (15) days in the case of a province, and ten (10) days in the case of a city or a municipality; otherwise, the ordinance shall be deemed approved as if he had signed it”</i>				
CREATION OF CYCLE MENU AND SUPERVISION OF FEEDING IMPLEMENTATION				
1. Assist in the Conduct of Market Research	1.1 Conducts market research of the most common and available food items in the community.	None	7 days	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
2. Participate in the creation of cycle menu	2.1 Solicit recommendation with LSWDOs/focal persons on Menu preference per LGU <i>In times of COVID-19 pandemic and other similar emergencies, conduct virtual meetings with provinces with capacity on network connection /gadgets</i>	None	1 day	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
	2.1.1 Drafts two-four-week cycle menu based on the market research conducted,			

	<p>budget and the agreed Menu preference of the focal persons per province following the 1/3 PDRI requirements of the children beneficiaries and/or DOST-FNRI Pinggang Pinoy for Kids.</p>			
3. Finalization of the Cycle menu	3.1 Submits the draft cycle menu for approval of the SFP Focal.	None	4 hours	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
	3.2 Approves the cycle menu for allocation in the purchase request.		4 hours	
	3.3 Prepares the Food Distribution Plan per Mun/City, Province, as basis in the allocation in the Purchase Request		20 days	
4. Implement the approved cycle menu	4.1 Distributes copy of the menu to the LGU SFP Focal Person for reference and implementation	None	20 days	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
5. Receive the delivery of food commodities and assist in the delivery of foods to the beneficiaries based on distribution plan	5.1 Monitors the delivery of food commodities to the implementing LGU	None	3 days	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
	5.2 The FO shall monitor the feeding implementation of SFP by the LGUs based on the approved cycle menu,		120 feeding days	

	target beneficiaries and areas of implementation			
6. Submit the Accomplishment Report	6.1 The FO shall acknowledge and analyze the submitted accomplishment reports of LGUs (e.g., Physical, Narrative, Financial, Nutritional status reports) and provide technical assistance as needed.	None	7 days	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
	6.2 The FO shall consolidate and evaluate the submitted reports of the LGUs for endorsement to the Central Office		20 days	
TOTAL			198 days, 8 hours	
RA 11037, Section 4a – "...that the program shall include the provision of at least one (1) fortified meal for hundred twenty (120) days in a year.				
MONITORING AND EVALUATION (FIELD OFFICE TO LOCAL GOVERNMENT UNIT)				
1. Coordinate with the Field Office for technical assistance	1.1 Prepare monitoring and technical assistance plan for the implementation of the current SFP cycle based on the result of the program review submitted by the LGUs.	None	4 hours	Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section
	1.1.1 Field Office may conduct spot checks to assess and monitor the implementation (delivery /feeding /weighing, quality and quantity etc.).		3 days per LGU	
	1.1.2 Notify the Local Government on the schedule of		1 day	

	<p>the actual visit and/ or virtual provision of technical assistance</p> <p>1.1.3 Prepares the Travel Order and/or Virtual Link for the TA</p> <p>1.2 Provides technical assistance through either demo, actual observation of the procedure and/or virtual provision of technical assistance ensuring LGUs compliance to EODB-ARTA requirements such as the SFP guidelines among others</p>		<p>1 day</p> <p>7 days</p>	
<p>2. Provide feedback, issues and concerns on the SFP implementation</p>	<p>2.1 Discuss the salient findings and recommendation to the Local Chief Executive during the Exit Conference</p> <p>2.2 Prepare the feedback report and confirmation report to the LGU monitored</p> <p>2.2 Approve the feedback report and confirmation report. The Focal Person shall be responsible for any revisions and other instructions in the feedback report and confirmation report</p>	<p>None</p>	<p>1 day</p> <p>2 days, 10 minutes</p>	<p><i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i></p>

	2.3 Log the document number of the confirmation report in the DTS			
	2.4 Endorse to Records Section			
3. Respond to client satisfaction survey form	3.1 Transmits the approved confirmation report to the LGU and request the LGU counterpart to respond to the Client Satisfaction Survey relative to the TA through a Google form	None	1 day	<i>Ms. Lael B. Gasco SWO II – OIC - Community Based Services Section</i>
TOTAL			15 days, 4 hours, 10 minutes	
TOTAL		NONE	213 days, 12 hours, 20 minutes	