

Department of Social Welfare and Development
National Capital Region
389 San Rafael Street Corner, Legarda, Manila

Regional Memorandum Order

No: 0043

Series of 2021

Guidelines on the Management of DSWD-NCR Mobile Kitchen during Deployment

I. Rationale:

The National Government is continuously providing augmentation to the Local Government Units in responding to individuals, families, and communities affected by disasters. During a disaster, residents of the affected areas tend to seek shelter in safer place. Often times, these evacuees only bring along with them their most essential items such as money and a few clothes. As they are received and registered at the evacuation center, it may be noted that they are wearisome, exhausted and hungry. As evacuation centers are being set-up and established, the items needed in the community kitchen particularly cooking wares and stove burner itself are amongst the last to be placed. With the deployment of a Mobile Kitchen, the availability of newly cooked/hot meals can be served on time as the cooking wares and stove burners are built-in the mobile kitchen.

Anchored with the RA 10121 of 2010 known as the Philippine Disaster Risk Reduction and Management Act, the Department of Social Welfare and Development (DSWD) acts as the Vice Chair for Disaster Response Cluster of the National Disaster Risk Reduction and Management Council (NDRRMC). DSWD as lead in the coordination, mobilization, and monitoring of all the disaster response operations efforts, also leads in Camp Coordination and Camp Management (CCCM), Food and Non-Food Items (F/NFI), and Internally Displaced Persons (IDPs) Protection Clusters. DSWD's task is no longer limited to the delivery of disaster response programs and services. As the head of the response pillar, the DSWD ensures that the response of government as a whole is well coordinated, follows national standards, and is clearly communicated to the public. This involves coordination with key agencies such as DILG, DOH, DND, and OCD. The Regional Offices take the lead in response when disasters occur in two or more provinces/cities in its region.

FO-NCR has been leading in convergence with the 17 LGUs during disaster response yet the demand to continually improve and live to the expectations of the "New Normal" has increased. Innovations on the policies and guidelines for disaster response are introduced for a more effective and humanitarian response to the disaster victims. One of the needed innovations, which is having a Regional Mobile Kitchen, can have a big impact to the evacuees within the Evacuation Centers in the event of a big disaster operation. Out of the 17 LGUs, 12 LGUs have their own Mobile Kitchen to use in the event of a disaster while the remaining 5 LGUs don't have their own Mobile Kitchen namely: Las Piñas; Mandaluyong; Manila; Marikina; and Pateros. An average of 4 fire incidents in a week is recorded based on the monitoring of fire

incidents in NCR. However, even the LGUs with 2 Mobile Kitchen cannot respond to the needs of their constituents in the event of a big fire incident especially if multiple evacuation centers are being opened to accommodate all the displaced families. Thus, a need to seek augmentation from the National agency to suffice the required hot meals to the evacuees.

This guideline is being used to utilize the Mobile Kitchen for disaster operations either for the activities conducted by DSWD-NCR or through the requests of the LGUs and/or nearby FOs.

II. Legal Bases:

A. International Laws

- RA 9729 - An Act Mainstreaming Climate Change into Government Policy Formulations, Establishing the Framework Strategy and Program on Climate Change, Creating for this Purpose the Climate Change Commission, and for other Purposes otherwise known as "Climate Change Act of 2009"
- Universal Declaration of Human Rights (UDHR) Article 25(1), states that "everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control".
- International Covenant on Economic, Social and Cultural Rights (ICESCR) Article 11 states that:
 1. The States Parties to the present Covenant recognize the right of everyone to an adequate standard of living for himself and his family, including adequate food, clothing and housing, and to the continuous improvement of living conditions. The States Parties will take appropriate steps to ensure the realization of this right, recognizing to this effect the essential importance of international co-operation based on free consent.
 2. The States Parties to the present Covenant, recognizing the fundamental right of everyone to be free from hunger, shall take, individually and through international co-operation, the measures, including specific programme, which are needed:
 - a) To improve methods of production, conservation and distribution of food by making full use of technical and scientific knowledge, by disseminating knowledge of the principles of nutrition and by developing or reforming agrarian systems in such a way as to achieve the most efficient development and utilization of natural resources;

- b) Taking into account the problems of both food-importing and food-exporting countries, to ensure an equitable distribution of world food supplies in relation to need.

B. National Laws

- Operations Plan (OPLAN) Metro Yakal Plus or the Metro Manila Earthquake Contingency Plan – Metro Manila Disaster Risk Reduction Management Council's (MMDRRMC) response tool based on the 7.2 Magnitude movement of the West Valley Fault (WVF) with Intensity 8 ground shaking
- RA 10611- An Act to strengthen the Food Safety Regulatory System in the country to protect consumer health and facilitate market access of local foods and food products, and for other purposes otherwise known as the "Food Safety Act of 2013"
- RA 10121 - An Act Strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds therefore and for other purposes.
- NDRRMC's National Disaster Response Plan for Hydro-met, Earthquake and Tsunami Hazard and the Consequence Management for Terrorism, Roles and Responsibilities of the Food and No-Food Item Cluster

C. DSWD Issuances

- Administrative Order No. 03 series of 2015 – Disaster Response Operations Guidelines. This guideline is intended to establish and operationalize a disaster response mechanism of DSWD and its attached agencies related to the provision of augmentation support to disaster affected areas, as well as the roles and functions of the EXECOM, ManCom, the Clusters, Bureaus, Office Services, and the DSWD attached agencies in disaster preparedness, response, and early recovery.

III. Objectives:

General Objective:

To provide a standard procedure in the deployment of the Mobile Kitchen of DSWD-NCR, as resource augmentation to LGUs and other FOs during disaster operations.

Specific Objectives:

1. To lay down protocols in the management of mobile kitchen and identify roles and responsibilities of concerned offices.

2. To provide immediate provision of hot meals to Internally Displaced Persons (IDPs) during disaster operations.
3. To determine funding source and requirements during deployment of the mobile kitchen.

IV. Definition of Terms:

- **Calamity**- refers to large-scale natural or human induced disasters; an event resulting in great loss. The key difference between calamity and disaster could be their severity; calamity is considered to be more and destructive than disaster ¹
- **Disaster**- refers to a serious disruption of the functioning of a community or a 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: the 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.²
- **Displaced Families**- refers to any families who have left their residence brought about by different types of disaster, natural or human-induced but not left the territory of their own country.³
- **Evacuation Centers** – refers to a temporary or provisional safe space that provides a basic shelter for people affected by a disaster.⁴
- **Evacuee** – refers to a person who has evacuated a hazardous location in response to the immediate threat or impact of a disaster, either through their own initiative and resources (self-evacuated) or through the direction and assistance of authorities and/or emergency responders ⁵
- **Food hygiene (hereinafter referred to as hygiene)** - refers to the measures and conditions necessary to control hazards that could lead to food-borne illnesses

¹ MC No. 20 series of 2019 – Disaster Response Operations Monitoring and Information Center (DROMIC) Reporting Guidelines

² RA 10121 - An Act Strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds therefore and for other purposes.

³ Ibid.

⁴ UNICEF.org - A Practical Guide for Constructing Disaster-Resilient Community Evacuation Centres in the Philippines

⁵ Migration, Environment and Climate Change: Evidence for Policy (MECLEP) GLOSSARY

and to ensure fitness for human consumption of a food of plant or animal origin taking into account its intended use⁶

- **Food safety** - refers to the assurance that food will not cause harm to the consumer when it is prepared or eaten according to its intended use.⁷
- **Internally Displaced Individuals (IDPs)** - refers to any person who has left their residence brought about by different types of disaster, natural or human-induced but not left the territory of their own country.⁸
- **Local Nutritionist** – refers to an expert in the field of food and nutrition⁹
- **Local Government Units** – refers to body politic and corporate endowed with powers to be exercised by it in conformity with law. As such, it shall exercise powers as a political subdivision of the national government and as a corporate entity representing the inhabitants of its territory.¹⁰
- **Mobile Kitchen** – refers to a modified vehicle with built-in cooking equipment, kitchen sinks intended for temporary food service in the evacuation centers during disaster operations¹¹
- **Quick Response Fund (QRF)**- refers to the appropriated fund that comes from the Government of the Philippines. It shall be used exclusively by the Department as standby funds to be utilized in connection with calamities that will occur during the year primarily for the aid, relief, rehabilitation, reconstruction and other works or services to calamity affected communities/areas¹²
- **Resource Augmentation** – refers to the provision by the DSWD of manpower, funding, facilities and supplies to LGUs, NGOs, POs, and other social welfare and development intermediaries to enable them to deliver basic social services devolved or transferred to them by virtue of devolution, divestment, localization and/or licensing accreditation or those which they developed requiring resources from the national DSWD¹³

⁶ RA 10611- An Act to strengthen the Food Safety Regulatory System in the country to protect consumer health and facilitate market access of local foods and food products, and for other purposes otherwise known as the "Food Safety Act of 2013"

⁷ Ibid.

⁸ Administrative Order No. 03 Series of 2015 or the Disaster Response Operations Guidelines

⁹ RA 10611- An Act to strengthen the Food Safety Regulatory System in the country to protect consumer health and facilitate market access of local foods and food products, and for other purposes otherwise known as the "Food Safety Act of 2013"

¹⁰ Local Government Code of 1991

¹¹ Mobile Kitchens for Disaster Relief-Retrieved from: <https://cottonculinary.com/blog/mobile-kitchens-for-disaster-relief>

¹² Administrative Order No. 64 Series of 2003, Implementing Guidelines in the Utilization of Quick Response Fund

¹³ Administrative Order No. 44 series of 2002 – Guidelines in the Provision of Technical Assistance and Resource Augmentation (TARA) to DSWD Intermediaries

V. Scope and Coverage:

This guideline shall apply to DSWD-NCR, 17 LGUs in Metro Manila, nearby Field Offices and agencies or offices as directed by the Secretary or authorized officials that are engaged in the management of said Mobile Kitchen.

VI. General Policies:

- Borrowers should enter into a Memorandum of Agreement (MOA) between DSWD-NCR and LGUs/FOs.
- DSWD-NCR through DRMD Mobile Kitchen shall augment the available resources of LGUs and nearby Field Offices by lending the mobile kitchen. The budgetary requirements shall be the counterpart of the requesting parties.
- The order of selection or prioritization of requests on the use of the mobile kitchen shall be on the following:
 - Directives from the Secretary or other authorized officials
 - Requesting LGUs
- In the event that two or more LGUs request for the use of the Mobile Kitchen, DRMD shall assess the request based on the magnitude/ impact of the disaster, needs and resources of the LGUs. The result of the assessment shall determine which LGU to be prioritized for the deployment of Mobile Kitchen.
- Borrowing of the mobile kitchen shall only be allowed in a maximum of 7 days and is strictly for disaster operations only. Said period maybe extended depending on the assessment on the need of the Internally Displaced Persons (IDPs) and upon the request from the LGUs or nearby FOs, or the directives from the Secretary or other authorized officials.
- In case of damage to the Mobile Kitchen due to the negligence/ fault of the user, said user shall be made accountable and responsible to its repair.
- Mobile Kitchen volunteers should be aware of risks on food contamination and other bacteria-caused illnesses. It is imperative to ensure high quality of hygiene, sanitation and safety should be maintained.
- Ensure that food is served through counters on self-service basis or using the grab and go method.
- Ensure provision of potable drinking water such as bottled water or water dispenser together with biodegradable cup and other utensils.
- Ensure availability of stockpile of food supplies, condiments, fuel for generator, and LPG refill as well as cleaning products.
- Aprons, hair covering (caps or bandanas) and mouth cover shall be required while working in the kitchen.
- Proper grooming and personal hygiene shall be observed at all times.
- Food temperature and on time preparation shall be observed in packing foods. The food should not be exposed to direct sunlight and other possible contaminants (such as flies, insects, etc.)
- Ensure that the preparation and cooking of food shall be on the same day it will be served. Strictly NO LEFTOVER and oversupply.
- Serving food shall be in accordance to schedules (such as breakfast, lunch, PM snack and/or dinner).

VII. Implementing Procedures (see Annex A for the Flow Chart)

1. DSWD-NCR shall augment to the readily available resources of the LGUs by lending the mobile kitchen. On the other hand, resources will be the counterpart of the requesting parties by providing nutritious hot meals.
2. Borrowers slip shall be prepared by GASSD in coordination with DRMD. The Borrowers slip to be filled by the requesting LGUs or nearby FOs every time the LGUs and FOs will borrow the mobile kitchen to established accountability among borrowers.
3. GASSD shall ensure road worthiness of the vehicle prior dispatching. The Mobile Kitchen shall be checked first on the status of the wheels, breaks and others for safety purposes.
4. DRMD in coordination with the LGU shall ensure road accessibility towards the destination of the mobile kitchen. The width of roads shall be passable by the Mobile Kitchen to reach the destination.
5. Facilitation for the approval of the distribution plan, stating the following:
 - Location of Activity
 - Date and Time (including number of days but not exceeding to 7 days)
 - Required food supplies with corresponding costs
6. The user/borrower in coordination with DRMD shall strategize the placement of the mobile kitchen to a sanitized, clean, accessible and secure place. Preferably the location has access to clean water and electricity.
7. Community leaders, camp managers, or responsible official must be present in the distribution site with a copy of a master list of beneficiaries.
8. Request presence of Law and order personnel within the premise to establish public safety and security in the area.
9. The user/borrower shall ensure an orderly line of beneficiaries during the distribution prioritizing the vulnerable sectors i.e. PWDs, elderly.
10. Restrict unauthorized persons inside the mobile kitchen.
11. Place signage stating "No Smoking, Eating and Drinking" inside the mobile kitchen.
12. The user/borrower shall ensure observance of safety precautions on using the LPG and have readily available and operational fire extinguisher.
13. The user/borrower shall ensure sanitation and proper disposal of waste material used during food preparation.
14. The user/borrower shall prepare food according to the approved menu that is nutritious, age appropriate, socially and culturally responsive to the affected population.
15. The user/borrower shall ensure that staff is following the Standard Operating Procedures in hygienic preparation and cooking of food i.e. proper hand washing, wearing clean garments, aprons and hairnets.
16. Organize volunteers from the community to help in the food distribution or any related activity involving the mobile kitchen.
17. Mobile Kitchen volunteers should be aware of risks on food contamination and other bacteria-caused illnesses. It is imperative to ensure high quality of hygiene, sanitation and safety should be maintained.

18. Food is served through counters on self-service basis or using the grab and go method.
19. Mobile kitchen should be disinfected at the end of every food distribution.
20. LGU in partnership with DRMD shall conduct assessment for the needs of extended feeding program and make recommendation.
21. GASSD shall conduct closing inventory for all the items in the kitchen including disposable items, tools, equipment, and food items. Prepare a spoilage report, if any.
22. Properly store all remaining food items based on its classifications.
23. The user/borrower shall ensure cleanliness of equipment and utensils inside the mobile kitchen.
24. GASSD shall conduct check and maintenance of the mobile kitchen including the equipment such as generator, refrigerator, etc. Submit After Duty Report to the Regional Director.
25. The user/borrower shall ensure proper waste segregation in accordance with Republic Act (RA) 9003 or the Ecological Solid Waste Act of 2000.
26. Fund Allocation Scheme assigned shall be strictly observed and followed:
 - a. FO-NCR initiated use of Mobile Kitchen, FO-NCR shall designate an SDO for the purchase of the required food resources and other kitchen utensils charged under QRF, if disaster related activities;
 - b. If Mobile Kitchen will be on loan by requesting parties, it shall be the requesting LGU/other Regional Offices who will shoulder expenses for operational needs such as purchase of food supplies, drinking water, condiments, ingredients, kitchen utensils including disposable cups, plates, fork, spoons, trash bags (for plastics, biodegradables, among others) fuel, LPG and generator.
27. For activities conducted by FO-NCR, the following are to be observed:
 1. Facilitation for the approval of the funding documents intended for the purchase of food supplies and cooking utensils; and Funds/cash advance for logistics such as fuel, toll fees, oil, and water
 2. Facilitation for the approval of the SO of the personnel, at least one (1) day prior to the deployment date
 3. Ensure all kitchen tools, equipment, surfaces and utensils are properly accounted, cleaned and sanitized
 4. Coordinate with CSWDO to organize volunteers from the community to help in the food distribution or any related activity involving the mobile kitchen.
28. If Requested by Partner Agencies/LGUs/Other FOs
 1. Ensure proper inventory of the mobile kitchen and its content before dispatching the mobile kitchen
 2. To conduct surveys/feedback from the beneficiaries/displaced families or individuals regarding the concluded feeding program

VIII. Budget Parameter

1. A ceiling cost of Php.360.00 per person (Php.40.00 per meal, inclusive of the rice, viand and drinking water) for three (3) days hot meal feeding or as may be identified by the Field Office shall be expended.
2. Iron-fortified rice shall be procured from the National Food Authority (NFA) or in its unavailability; well-milled rice will be the next option.
3. The Special Disbursement Officer (SDO) shall provide cash advance for operational needs such as purchase of food supplies, drinking water, condiments, ingredients, kitchen utensils including disposable cups, plates, fork, spoons, trash bags (for plastics, biodegradables, among others) and LPG and generator charged to Quick Response Fund.

The requesting LGUs/nearby FOs is recommended to follow the above-mentioned parameters. However, they may still use other parameters based on their assessment and guided by existing laws, policies, and rules.

IX. Monitoring and Evaluation Mechanisms

1. Daily updates on the number of population served shall be submitted by CSWDO for daily reporting. Report may be transmitted through SMS, mobile phone calls, radio communication or any available means of communication.
2. The submission of After Duty Report to the Regional Director and DRMB shall be within 5 days upon termination of the mobile kitchen deployment, to include the following reporting tools:
 - a. Annex C - Daily Meals and Number of Population Served
 - b. Annex D - Beginning Inventory of Resources, Purchases and Logistics Monitoring
 - c. Annex E - Closing Inventory of Resources
 - d. Annex F - Relief Distribution Sheets (RDS)
3. Conduct inventory of the Mobile Kitchen before and after use and ensure that all tools, machineries and motor vehicle are complete and are in good condition.
4. Regular review and updating of the policy guidelines, as deem necessary.

X. Institutional Arrangement:

A. Field Office

1. Prepares the Memorandum of Agreement and the Borrowers slip
2. In-charge of the inventory of logistics as to the beginning inventory as well as the closing inventory

3. Conduct check and maintenance of the mobile kitchen including the equipment such as generator, refrigerator, etc.
4. Ensure availability of Mobile Kitchen for deployment
5. Manage and coordinate the deployment of the Mobile Kitchen

B. Local Government Units/ Other requesting parties

1. Coordinate, monitor and shoulder all the expenses in the implementation of the feeding program.
2. Ensure submission of Feedback Report to FO-NCR.
3. Provide own cook, driver-mechanic, and focal person during the feeding program
4. Maintain the cleanliness of the Mobile Kitchen
5. Ensure to follow stated provisions in the guidelines.

XI. Effectivity:

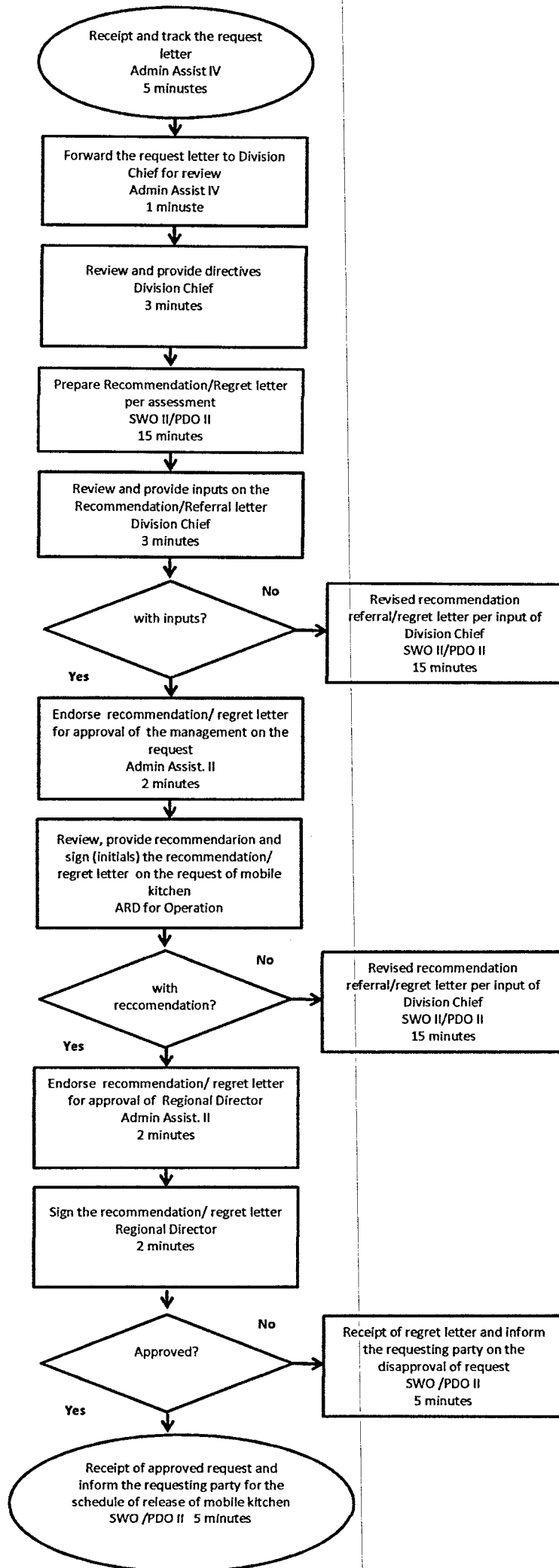
This policy/guidelines takes effect immediately upon its approval and issuance of authority by the Regional Director.

Issued in Manila this 4th day of June.

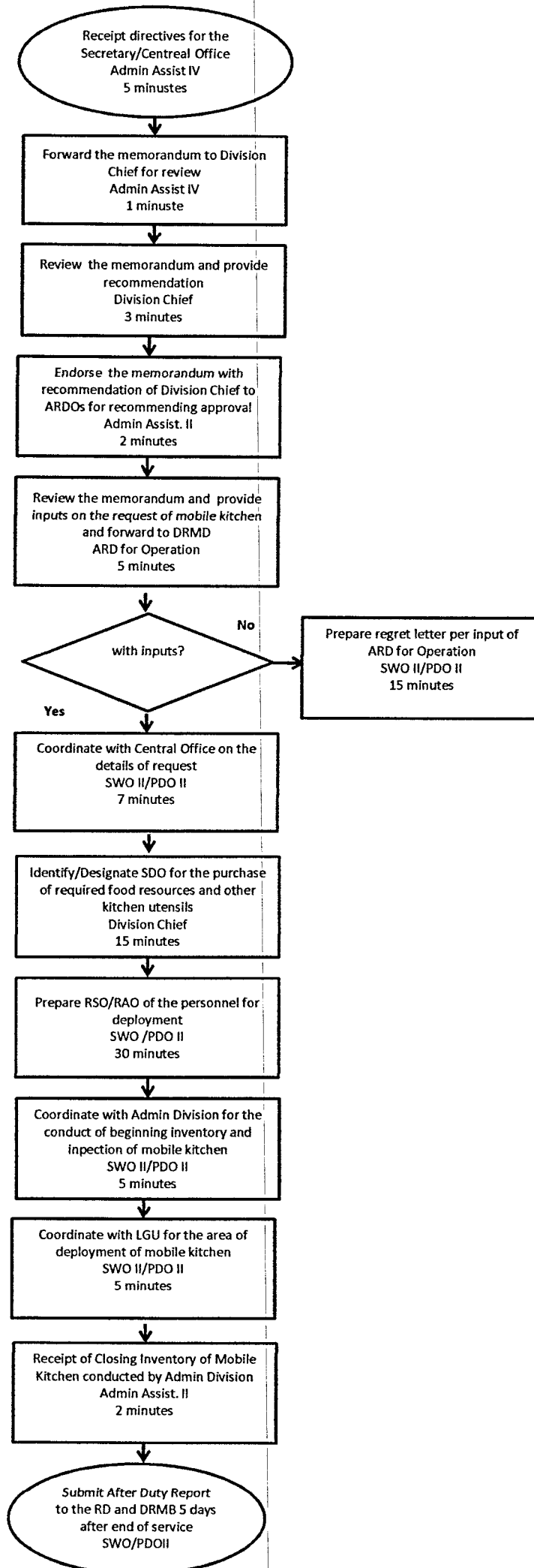


VICENTE GREGORIO B. TOMAS
Regional Director

ANNEX A.1: PROCESS FLOW CHART ON REQUEST FOR MOBILE KITCHEN



ANNEX A.2: PROCESS FLOW CHART ON CENTRAL OFFICE DIRECTIVES AND DEPLOYMENT OF MOBILE KITCHEN



Annex B

Department of Social Welfare and Development
National Capital Region
San Rafael Street corner Legarda St. Sampaloc, Manila

REQUEST FOR USE OF MOTOR VEHICLE

REQUESTING PARTY:
NAME: _____ DATE: _____
SECTION/UNIT : _____
DATE OF TRAVEL : _____
TIME OF TRAVEL : _____ PASSENGER NOS. _____
PLACE OF TRAVEL : _____
PURPOSE OF TRAVEL : _____

(PLEASE SPECIFY MATERIALS/EQUIPMENTS TO BE HAND CARRIED)

RECOMMENDING APPROVAL:

(DIVISION CHIEF)

APPROVED BY:

KHARL T. AMAN
Chief, Administrative Officer

Name of Driver Assigned: _____
Cellphone No. : _____
Vehicle Plate No. : _____
Date Received : _____
REMARKS : _____

Annex C

DAILY MEALS AND NUMBER OF POPULATION SERVED

Type of Disaster: _____

Place of Deployment/ Venue: _____

Date: _____

Date	No. of Persons Served	Type of Meal (Breakfast, Lunch, PM Snack, Dinner)	Menu	DSWD Resources	
				Used Items (Food Items/ Condiments/ Water/ Utensils)	Cost of Items

Prepared By: _____

Reviewed By: _____

Noted/ Recommended By: _____

Approved By: _____

Cook _____

Nutritionist _____

OIC-Division Chief _____

Regional Director _____

Annex D

Beginning Inventory of Resources, Purchases and Logistics Monitoring

Type of Disaster: _____

Place of Deployment/ Venue: _____

Date: _____

Date	DSWD Resources				Complimentary Items (LGUs/ NGOs)	
	Items (Food Items/ Condiments/ Water/ Utensils)	Logistics (Genset Fuel, LPG Refill, Toll Fee, etc.)	Cost of Items	Source of Items (DSWD Stockpile FFPs/ Kitchen Kits/Purchased Items/Donations)	Items	Cost

Prepared By: _____

Reviewed By: _____

Noted By: _____

Recommended By: _____

Approved By: _____

Cook

Admin. Warehouse

OIC- DRMD Chief

Admin. Chief

Regional Director

Annex E

CLOSING INVENTORY OF RESOURCES

Type of Disaster: _____

Place of Deployment/ Venue: _____

Date: _____

Date	DSWD Resources				Complimentary Items (LGUs/ NGOs)		Returned Items (Food and Non- food)
	Items (Food Items/ Condiments/ Water/ Utensils)	Logistics (Genset Fuel, LPG Refill, Toll Fee, etc.)	Cost of Items	Source of Items (DSWD Stockpile FFPs/ Kitchen Kits/Purchased Items/Donations)	Items	Cost	

Prepared By: _____ Reviewed By: _____ Noted By: _____ Recommended By: _____ Approved By: _____

Cook

Admin. Warehouse

OIC- DRMD Chief

Admin. Chief

Regional Director

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					

Submitted By:

Certified True and Correct:
