



## MEMORANDUM CIRCULAR

No. 12  
Series of 2020

### **GUIDELINES IN THE IMPLEMENTATION OF THE SUPPLEMENTARY FEEDING PROGRAM DURING THE COMMUNITY QUARANTINE PERIOD OR OTHER SIMILAR EMERGENCIES**

#### **I. RATIONALE**

The Supplementary Feeding Program (SFP) is the provision of food in addition to the regular meals to target children ages 3-4 years old enrolled in Child Development Centers (CDC) and 2-4 years old children in Supervised Neighborhood Play (SNP). The program is part of the Department's contribution to the Early Childhood Care and Development and was strengthened by the enactment of the Republic Act 11037 or the "Masustansyang Pagkain Para Sa Batang Pilipino Act", signed on June 20, 2018. The Department, together with the Department of Education are the lead agencies in the implementation of the said law.

Due to the national crisis brought about by the COVID-19 Pandemic, the President issued Proclamation No. 922, Series of 2020 declaring a State of Public Health Emergency throughout the Philippines. To enable the efficient and effective government response, Republic Act No. 11469 otherwise known as the "Bayanihan to Heal As One Act" was enacted to direct unified interventions from the whole-of-government so safety nets may be provided to curtail the impact of health and economic emergencies to all vulnerable sectors which include children of formative years.

The DSWD Memorandum Circular No. 04, Series of 2020, as amended, mandated the implementation of the Social Amelioration Measures by the DSWD, pursuant to RA 11469 and the continued implementation of programs, as the Supplementary Feeding, as it is deemed most needed by its beneficiaries during the community quarantine period. The Supplementary Feeding Program is seen to address the issue of hunger and food security among Filipino children thus, prevent regression of the current nutritional status of the beneficiaries.

Subject to the recent regulations and protocols of community quarantine, these guidelines shall amend the existing DSWD Memorandum Circular 03, Series of 2019 and lay down the implementing procedures of the Supplementary Feeding Program during the community quarantine period or any similar occurrence in the future.

#### **II. Objectives**

This guidelines specifically intend to:

1. Address the issue of the disrupted implementation of the feeding in CDCs and SNPs relative to the cancellation of classes;
2. Prevent the degradation of the nutritional status of the nutritionally compromised beneficiaries such as but not limited to, Severely Underweight and Underweight children, that might be caused by the limited access to food due to the imposed community quarantine;
3. Identify equally nutrient-dense food alternatives as replacement of hot meals;
4. Provide other options on the immediate procurement of food commodities and distribution scheme that is compliant with the existing protocols of community quarantine;
5. Delineate the roles of the human resources involved in the implementation of the program which include barangay, local/municipal, provincial, national and other partner stakeholders.

### III. Legal Bases

1. **Republic Act No. 6972 otherwise known as the Barangay Total Development and Protection of Children Act, November 23, 1990-** Filipino children up to six years of age deserve the best care and attention at the family and community levels. Towards this end, there is hereby established a day care center in every barangay with a total development and protection of children program as provided in this Act instituted in every barangay day care center.
2. **Republic Act 9184 Government Procurement Reform Act otherwise known as An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes Section 41 (c) Reservation Clause:**

**Section 41. Reservation Clause** The HoPE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations: a) If there is prima facie evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition; b) If the BAC is found to have failed in following the prescribed bidding procedures; or c) **For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GoP, as follows: (i) if the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE; (ii) if the project is no longer necessary as determined by the HoPE; or (iii) if the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.**

3. **RA 11321 otherwise known as "Sagip Saka Act", Section 11-** Direct Purchase by National and Local Government Agencies - shall directly purchase agricultural and fishery products from accredited farmers and fisherfolk cooperatives
4. **Republic Act 11469 otherwise known as the "Bayanihan to Heal As One Act" – Section 4 (v),** Notwithstanding any law to the contrary, direct discontinuance of appropriated programs, projects or activities (P/A/P) of any agency of the Executive Department, including Government-Owned or -Controlled Corporations (GOCCs), in the FYs 2019 and 2020 General Appropriations Act (GAA), whether released or unreleased, the allotments for which remain unobligated, and utilize the savings generated therefrom to augment the allocation for any item directly related to support operations and response measures, which are necessary or beneficial in order to address the COVID-19 emergency , consistent with the herein declared national policy: *Provided, however,* that the following items in the budget shall be prioritized for augmentation:
  - (8) under various Department of Social Welfare and Development programs, such as but not limited to Assistance to Individuals in Crisis Situations (AICS), distribution of food and non-food items, livelihood assistance grants, and supplemental feeding program for day care children
5. **Presidential Proclamation No. 922,** Declaring A State of Public Health Emergency Throughout the Philippines;
6. **Office of the President, Memorandum from the Executive Secretary dated 15 March 2020,** Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation;
7. **Administrative Order No.04 Series of 2016, Amended Omnibus Guidelines in the Implementation of Supplementary Feeding Program**
8. **DOH AO 2010-0010 – Revised policy on Micronutrient Supplementation to Support Achievement of 2015 MDG Targets to Reduce Under-Five and Maternal Deaths and Address Micronutrient Needs of Other Population Groups, April 19, 2010-** aims to ensure appropriate provision of MS and provide guidance to health workers in administering MS to identified population groups and to encourage the adherence and support of DOH Offices, the private sector, and other stakeholders to the revised policy
9. **DOH-AO 2015-0055 National Guidelines on the Management of Acute Malnutrition for Children under 5 years, December 18, 2015.**— the order generally aims to provide, policy, strategy and standards to health, nutrition, and social service providers, including government partners, civil society

organizations, and donors involved in the effective and efficient implementation of the Philippine Integrated Management of Acute Malnutrition;

10. **Administrative Order No.07, Series of 2017: Amendments in the Administrative Order No.3 otherwise known as Supplemental Guidelines for the Twice a Day Feeding** - to widen the coverage and target beneficiaries of the twice-a-day feeding covering more LGUs which are outside the 36 identified provinces indicated in the previously approved supplemental guidelines and to reach indigenous people who need additional dietary supplementation.
11. **Joint Memorandum Circular No.1, Series of 2020 of Government Procurement Policy Board and Commission On Audit, Section 3.1 - Emergency Procurement by the Government During a State of Public Health Emergency Arising from the Corona Virus Disease (2019)** - to further support the government's efforts to mitigate, if not contain the transmission of COVID 19 in the country, the GPPB issued Resolution Nos. 03-2020' and 05-2020 to simplify and streamline the Rules on Negotiated Procurement (Emergency Cases) modality embodied in Section 53 (b) of RA 9184 and Section 53.2 of its 2016 IRR, as an exemption to Public Bidding under RA 9184 and enable Procuring Entities to efficiently and expediently undertake procurement during a State of Public Health Emergency
12. **Memorandum Circular No. 03 Series of 2019 Revised Procedures on the Implementation of the Supplementary Feeding Program based on Amended Administrative Order No.04 series of 2016**
13. **Section 53.12 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 or the Government Procurement Reform Act –**
  1. provides for negotiated procurement which involves Community Participation;
  2. **Annex I, B. Termination for Convenience** - The Procuring Entity may terminate the Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
14. **Other issuances of local government units relating to localized imposition of community quarantine.**

#### **IV. Coverage**

This guidelines shall cover the continued implementation of the SFP during the community quarantine period and within the areas thereof, for the completion of the current cycle (9th Cycle) CY 2019. Provided that, the conduct of the 10th (CY 2020), until the completion of the required 120 feeding days, and/or succeeding cycles, shall be covered should the period of the community quarantine be extended longer than the original schedule and the circumstances would justify that this guidelines be employed. Provided that, this guidelines shall likewise be applicable in the event of occurrence of a similar emergency that would render the normal implementation scheme of the Program infeasible.

#### **V. General Policies**

1. The Field Offices may collaborate with the LGU and EPAHP partners or other government agencies if applicable as Procuring Entities for the current cycle (9<sup>th</sup> cycle). It shall proceed to implement the remaining number of feeding days based on the approved alternative modalities for a period of three (3) months, or until after the declaration of the State of Public Health Emergency is lifted, or unless extended by the national authority. After the emergency, said collaborating LGU and EPAHP partners or government agencies shall be allowed to continue on the agreements for the procurement of goods which were initiated during the declaration of State of Public Health Emergency.
2. The funds may be downloaded to the Local Government Units or collaborating EPAHP partners or government agencies if available and applicable, for the remaining cycle (9<sup>th</sup> cycle) as well as in the succeeding cycles and may utilize Community Participation Procurement modality in the procuring of goods. The collaborating LGU and available EPAHP partner or government agency shall tap organized groups such as Sustainable Livelihood Program Association (SLPAs) and Agrarian Reform Beneficiary Organization (ARBOs), local community cooperatives or farmers/fisher folk associations as partner/service providers. The LGU shall collaborate with the concerned government agency or partners under the EPAHP Convergence Program to ensure proper coordination with said farmer and fisher folk associations on the implementation of the SFP. The distribution of the procured food items to its intended children beneficiaries should be led by the concerned LGU.
3. In case funds will be downloaded to the LGUs and EPAHP partners, such as NDA and PCC for milk feeding, the same shall be in accordance with the Commission on Audit (COA) Circular Nos. 94-013 dated December 13, 1994 and 2012-001 dated June 14, 2020, as amended by COA Circular 2016-002 dated May 13, 2016, and relevant provisions of the General Appropriations Act (GAA).

4. Field Offices with available funds and/or remaining balances (9th Cycle) may conduct twice-a-day feeding implementation for those nutritionally compromised beneficiaries (Severely Underweight and Underweight) or those with recorded high prevalence of malnutrition in their areas, to ensure that the nutritional status of these beneficiaries will not regress and also for the FO to fully utilize their fund.

## **VI. Fund Allocation**

The amount of PhP15.00 per child per day is allocated for a maximum of 120 feeding days for the continuation of the 9th cycle (CY 2019) and the 10th cycle (CY 2020). For the 9th Cycle Feeding implementation, the FOs with remaining balance for the 2019 continuing fund shall re-allocate the budget to conduct a twice-a-day feeding for Severely Underweight and underweight. Computation will be as follows:

$$\text{Allotment for twice-a-day feeding} = \text{beneficiaries} \times \text{PhP } 15.00 \times 60 \text{ days} \\ (\text{including Saturday, Sundays and holidays})$$

The LGUs, donors and other partner stakeholders may augment the existing fund for any additions in the quantity of the items, either food or non-food or any administrative cost that the program may require. The fund for milk is only for identified areas, (on applicable cycle only) in partnership with National Dairy Authority and Philippine Carabao Center.

The CDC/SNP worker as one of the program implementers, may be allowed to reimburse travelling expenses, subject to the assessment and only upon the availability of funds of the FO, following items 1.2.4.1 of the COA circular No. 2012-001 dated June 14, 2012.

## **VII. Termination of Contract**

The Field Offices, as the current procuring entity for the 9th Cycle, may request the contracted supplier to deliver the goods directly to the implementing LGUs. For instances that the supplier will not be able to deliver for any reason thereof, FO may pre-terminate the contract in whole or in part, at any time for its convenience as stated in the Annex I, B, of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 or the Government Procurement Reform Act. The FO may now have the option to transfer the funds to the implementing LGU provided that they are still compliant to the approved modalities provided in this guidelines.

## **VIII. Implementation**

### **A. Organizing**

The LGU through the Child Development Workers (CDWs) and Supervised Neighborhood Play (SNP) workers in coordination with the Barangay Nutrition Council/Scholars (BNC/BNS), will identify and monitor the beneficiaries' nutritional status and the remaining unutilized feeding days. The workers (CDW/SNP Workers/BNC/BNS) shall refer to their existing masterlist to determine the pre-quarantine nutritional status of the beneficiaries, as baseline.

The workers shall distribute the food items based on the preferred modality. A distribution list will be prepared to be signed by the SFP beneficiaries' parents, guardians or authorized representatives.

## **B. Food Commodity Schemes on Nutrition in Emergency of SFP**

Below are the alternative meals/food commodity options and schemes that the FO and/or LGU may adopt, whichever is applicable in their area, for the SFP Implementation while the community quarantine is in effect:

### **a. Distribution Nutrient-Dense Food Commodities**

i. **Nutripack** - composed of nutritionally-dense food items which may include preserved goods or easily cooked foods carefully selected for safe consumption. It has computed energy and nutrient requirements per child per day and has a guide for the combination of the commodities. Another option is the distribution of ready to eat supplementary and therapeutic foods (e.g. RIMO – rice monggo blend, or the Ready to Eat Supplementary Foods or RUSF approved by DOST-FNRI, DOH-NNC), to be given particularly to those SUW and UW children.

ii. **Nutribun, partnered with fresh (pasteurized/sterilized) milk products** - this is another set of food items to be used as options (milk may either be sterilized or pasteurized) procured from the local dairy farmers under cooperatives which is registered/regulated under the National Dairy Authority. The Nutripack and Nutribun are both produced by the Nutrition Center of the Philippines. (Attached Annex B "List of Cooperatives regulated by NDA/PCC").

In the absence of Nutribun, other equally nutritious alternatives may be used such as but not limited to Pandesal with Malunggay and similar bread products.

iii. **Easy to cook/prepare alternative meals** - This modality will use the distribution of food commodities that are either raw or preserved. Use of preserved/processed food items shall be

limited to twice per week. Food commodities shall meet the 1/3 Philippine Daily Requirement and Intake of the beneficiary while considering the per capita budget of P 15.00 per child multiplied by the number of feeding days. Delivery will be on a weekly basis or 2 weeks interval.

This modality can be combined with the addition of the **MICRONUTRIENT POWDER**, which contains essential nutrients for growth and development. On top of the chosen modality, the Department may allot a budget of P2.00 per sachet plus P1.00 admin cost (total of P3.00) per child to augment the source of necessary nutrition that the children beneficiary need, subject to the availability of funds.

The following are some examples of ingredients good for 5 days consumption:

**Sample 1:** 500 grams of uncooked rice + 5 pcs. chicken eggs good for 5-day consumption (1 kg of rice is allotted for the consumption of 10 children, hence 100grams/child/day)

**Sample 2:** 375 grams of ready to cook pasta + 150 grams of Tuna flakes in Water/Oil (1 flat can)

**Sample 3:** 455 grams sweet camote + 5 small individually wrapped cheese (50 grams/slice)

The FO may use the samples above but may modify the menu prioritizing the available indigenous foods in their area.

## **IX. Nutritional Status Impact**

For the continued 9<sup>th</sup> cycle implementation, the conduct of post-implementation activities (e.g. weigh-in) will require close physical contact with the children beneficiaries which may expose them to health risks. For this purpose thus, the nutritional status prior to the implementation of the community quarantine will be used both as baseline and end line accomplishment.

For the purpose of the CQ implementation, measure of accomplishments will be adjusted for the incoming 10<sup>th</sup> cycle as well as succeeding cycles. In cases that the national situation still poses imminent danger, accomplishments will be limited to the number of children served/provided with grants. Thus, measures of nutritional status will be temporarily waived.

## **X. Institutional Arrangement**

### **A. Program Management Bureau- DSWD Central Office**

- a. Act as the lead Bureau in managing and coordinating the implementation of the Supplementary Feeding Program.
- b. Allocate and release of funds to DSWD-BARMM
- c. Assess and recommend the request for modification of SF Funds for FOs pursuant to existing accounting rules and regulations
- d. Monitor and provide technical assistance on program operation and administrative concerns to the FOs in the implementation of the program.
- e. Submit reports on the implementation of the program to the Department Secretary, and Office of the President.

### **B. Finance and Management Service- DSWD Central Office**

- a. Provide technical assistance to PMB and FOs on budgetary, financial and cash management matter of the program
- b. Facilitate sub-allotment, transfer of funds and modification of funds based on request

### **C. DSWD Field Offices**

- a. Facilitate the procurement of goods and services for the implementation of the Supplementary Feeding Program
- b. Engage the ARBOs, cooperatives and the LGUs in a partnership through a Memorandum of Understanding (MOU)
- c. Engage the SLPA following the existing procedures /guidelines in the provision of goods/services.

### **D. Local Government Units**

In the MOA of the FO with the LGUs, the following provisions shall be contained and adhered to:

#### **a. Social Preparation**

- i. Identification of beneficiaries and location based on the masterlist
- ii. identification of the volunteers within the barangay level
- iii. – Orientation of parents/guardians and CDW/SNP Workers/barangay volunteers on the changes in the implementation scheme
- iv. Ensures provision of basic Personal Protective Equipment (PPE), such as but not limited to, masks and gloves to the CDW/SNP Workers/Volunteers, before the distribution of food items to the beneficiaries, based on the chosen modality of the FO.

- v. May facilitate the procurement of goods and services in accordance with RA 9184 compliant with pertinent COA rules and regulations

**b. Implementation**

- i. Implement the actual conduct of feeding/administration and provision of goods and services to the households of the beneficiaries
- ii. Assist the FOs in all aspects of the program implementation, including logistics among others
- iii. Record the height and weight of the children beneficiaries by CDW/SNP Worker/barangay workers
- iv. Submit nutritional status reports to the FOs.

**XI. Provisional Guidance for the Implementation of Succeeding Cycles**

During the previous implementation, the target beneficiaries were identified through the number of children enrolled in the CDC/SNP areas. For the purpose of the community quarantine period, should it be extended during school year 2020-2021, and/or succeeding cycles, the target beneficiaries will be identified as those children living within the barangay with age range of 2-5 years old, as provided for in the General Appropriations Act. The FO/LGU may use the 2019 Operations Timbang Results or the children ages 2.1-4.11 years old listed in the Social Amelioration Card (SAC) as basis both for the identification of the beneficiaries' age, as well as the FO's funding requirements for the implementing LGUs.

**XII. Monitoring and Evaluation**

The monitoring of the physical and financial status of the implementation will be done every 15 days to minimize physical contact and exposure to risk of contacting the COVID-19 disease. The records of the delivery, receipt of the food /items/commodities and copy of payroll shall be submitted including the signature of the recipients for validation. The information of the post-evaluation may be encrypted using the ECCD Information System (ECCD-IS).

**XIII. Reporting System**

The ECCD-IS reporting system shall be used in the recording and consolidation of the effectiveness of the program. If a problem may arise on the availability of software, then the manual records may be used as reference in the evaluation of the program. The measure on the effect of the program will be recorded for assessment and evaluation.

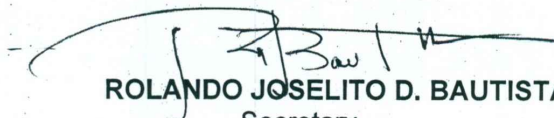
#### **XIV. Effectivity**

This guidelines shall take effect immediately upon approval and shall remain in full force and effect until June 24, 2020 or until after the declaration of the State of Public Health Emergency is lifted, unless extended by the national authority.

All SFP Administrative orders and other provisions inconsistent with this guidelines in relation to the current national state of emergency requirement is hereby superseded as suspended.

In the event of occurrence of a similar emergency in the future, this guidelines shall take effect automatically upon the declaration of the State of Public Health Emergency and shall remain in full force and effect until it is lifted, without prejudice to amendment/s, if warranted.

Issued in Quezon City this 29<sup>th</sup> day of April 2020.

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:

  
ATTY. KARINA ANTONETTE A. AGUDO  
OFFICER-IN-CHARGE  
ADMINISTRATIVE SERVICE

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