

# MANUAL OF PROCEDURES

KARINDERIA PARA SA KALUSUGAN NI CHIKITING AT BUNTIS (KKC)



JANUARY 2020



# **MESSAGE FROM THE MAYOR**

The Manual of Procedures for the *Karinderia para sa Kalusugan ni Chikiting at Buntis (KKC)* is written as a documentation of our best practices in implementing KKC, together with the lessons we learned when we first implemented the KKC program in 2018. Since then, KKC has evolved into a sustainable feeding program that has been recognized by the National Nutrition Council.

This Manual aims to give not only Malabonians, but other communities in the country, a comprehensive reference on how to set up and organize a KKC Feeding Program in their respective communities. This Manual provides a detailed procedure on the program cycle, specifically on pre-program medical and nutritional requirements for both children and pregnant women, program budget computation, equipment and tools, and the overall reporting process. Further, annexes are included, providing templates and sample of forms and documents to be filled in to ensure that the whole KKC program in your community is well-documented and monitored.

As mentioned here, KKC has a different approach compared to traditional feeding programs. This is the first of its kind because it ensures program sustainability by considering both the providers—livelihood and income for small time *karinderias* in every Barangay; and the users—beneficiaries who are in dire need of nutritious and healthy food. KKC is a program which is a Malabonian concept, and we are proud to share our idea and practice to the rest of the country. We believe that this Manual of Procedures will be of great help to ensure that our program will be successfully replicated in every community, not only here in Malabon but in the whole Philippines.

Bastat sama-sama, tulong-tulong lahat Kaya Naten! Thank you! Mabuhay!

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Antolin A. Oreta III City Mayor

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# BACKGROUND



Dietary Supplementation Program is one of the remedies or immediate action provided in the community to manage or control increasing numbers of malnutrition incidences. Based on the Philippine Plan Action for Nutrition (PPAN); Dietary Supplementation is one of the recommended activities in addressing malnutrition in the provision of this program. *Quality Nutritious Meals* and meeting at least ¾ of daily caloric needs based on the Philippine Dietary Requirement Intake (PDRI) are still on top to consider.

There are certain criteria to consider before setting-up or in providing of feeding program; Specifically,

- The feeding program should run continuously at least a minimum of 90 days and maximum of 120 days (1 day feeding program is not considered as feeding program)
- Food provided should be hot meals and nutritionally densed food (following the standards of Pinggang Pinoy. Processed food such as hotdogs, longganisa, tocino, corned beef, etc are not allowed)
- The program does not encourage serving light meryendas/snacks as much as possible (Plain Lugaw, Macaroni Soup, Champorado, burger and sandwiches). Though snacks are being serve in Malabon for atleast once or twice a week, but the City Nutritionist assures that the snacks are still compact with calorie dense ingredients and;
- Schedule of feeding should be in snack time (9:00 am or 3:00 pm only).

Supplementary Feeding is an additional meal aside from major meals. This is to increase calorie intake of children to rehabilitate their Nutritional Status.

In Malabon City, feeding program are provided to control and reduce the prevalence of malnutrition. In 2015, Barangay Hulong Duhat initiated the 1st Barangay feeding program in the city which catered 60 undernourished children. As a result, 60 beneficiaries were successfully rehabilitated; thus, the feeding program were funded regularly every year from then on.

The First City funded feeding program launched in Barangay Catmon in the year 2016 where the Barangay Nutrition Scholars and caregivers are responsible in preparing meals for feeding beneficiaries, which catered to 102 children for 90 days. The program has only limited fund for operations so that the City Nutrition Action Officer (CNAO) started to write a letter asking for support from different private sectors, business establishments and individuals. Through this initiative, the program received different forms of donations such as food and non-food items, vitamins and other necessary materials needed for the feeding program.

The National Nutrition Council – National Capital Region (NNC-NCR) recognized this effort, thus, the City received "Best LGU in Resource Generation Award" in the year 2016. In the year 2017, the feeding program was expanded and funded two (2) batches of feeding program in all of the 21 Barangays of Malabon and it catered to a total of 1083 undernourished children. On the onset of the year 2018, the City Government of Malabon innovated existing programs and activities to meet the needs in the community. At this year, Karinderia para sa Kalusugan ni Chikiting (KKC) was formulated. Before KKC, the City is conducting traditional feeding wherein caregivers of feeding beneficiaries, volunteers and Barangay Nutrition Scholars (BNSs) are responsible in preparing, cooking and distribution of meals for the entire program duration of 90 days. This process, resulted to the BNSs' failure to create quality reports because most of their time were dedicated in preparation and execution of the feeding program; Furthermore, some of the beneficiaries caregivers are complaining due to the necessity to allocate much of their time in feeding preparation and sessions sacrificing their other obligations like their household chores. In addition, there is a large amount of drop-outs from the identified beneficiaries because their residences are quite far from the feeding site.

Through this concern, the City Nutrition Office brainstormed on how to facilitate the feeding without compromising time of both BNS and Caregivers. The Karinderia approach was the best idea concluded by the team and that's the main reason why Karinderia para sa Kalusugan ni Chikiting (KKC) was launched in year 2018.







KKC has a different approach compared to the traditional feeding program. This is a pilot of a new feeding strategy in the Philippines. It aims to reach out to the feeding beneficiaries in an easier manner and more accessible way anytime.

This project is a first of its kind program because it will not just rehabilitate nutritional status but it will also provide livelihood and a definite source of income for small time karinderias in every Barangay. The said program is a partnership between the City Government and existing karinderias in the community which supports and promotes livelihood and health programs in every Barangay of Malabon; thus being able to target two birds in one stone in the course of the program.

# PROGRAM OBJECTIVES

- To provide quality nutrient dense food for children aged 6-23 months (regardless of nutritional status), 24-59 months identified undernourished children and identified nutritionally at risk pregnant women
- To rehabilitate nutritional status of 24-59 months undernourished children and nutritionally at risk pregnant
- To prevent incidence of malnutrition in children aged 6-23 months



#### **ANTHROPOMETRIC MEASUREMENT (AM)**

Refers to Height and weight of children used to identify their nutritional status

#### **BEHAVIOURAL CHANGE COMMUNICATION (BBC)**

An interactive process in any intervention that promotes positive change in behaviour and practices in the community. It can be executed through developing and providing Information, Education and Communication (IEC) materials or awareness campaign

### **BARANGAY NUTRITION SCHOLARS (BNSS)**

Manpower who conducts Annual Operation Timbang Plus and monitors status in the community level

#### **CITY ENVIRONMENTAL AND NATURAL RESOURCES OFFICE (CENRO)**

Sector or Department in Local Government Unit who provides technical assistance pertaining to Urban/Rural Gardening and seeds/seedlings for food sustainability and security, and other environment concerns recommended as part of City Nutrition Committee.

CITY HEALTH OFFICE (CHO) Sector or Department in Local Government Unit who assures and maintain quality of different health services in the city.

#### **CITY NUTRITION ACTION OFFICER (CNAO)**

Appointed by the City Mayor; Assigned to oversee the implementation of Nutrition Program in the locality. He/She provides recommendation for the improvement of nutrition program and provides comprehensive report on programs being implemented.

#### **CITY NUTRITION COMMITTEE (CNC)**

Group or Core of personnel from different offices with connection to Nutrition Program. They are providing necessary activities that supports the strengthening of Nutrition Program Implementation in the City.

**CITY NUTRITION OFFICE (CNO)** Sector or Department in Local Government Unit who monitors the nutritional status of the City and is responsible in creation and implementation of Local Nutrition Action Plan

### CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDD)

Sector or Department in Local Government Unit who provides social services and protection for children and elderly in the community. Recommended as part of City Nutrition Committee

**DEPARTMENT OF EDUCATION (DEPED)** Office that provides good, quality, and above standard education in the locality. Responsible in monitoring of nutritional status in school level. Recommended as part of City Nutrition Committee

### DEPARTMENT OF INTERIOR AND LOCAL (DILG)

Government Sector or Department who are responsible in assuring safety and order, and strengthening Local Government Units

GOVERNMENT OFFICE (GO) Different offices in the Philippines who executes programs based on mandates and laws to address needs of Filipino Citizens to provide them better quality of living

#### KARINDERIA PARA SA KALUSUGAN NI CHIKITING (KKC)

Innovative feeding program strategy initiated by the City Government of Malabon wherein Karinderia stalls are tap to provide quality nutritious meals for children in addressing the problem of malnutrition in the city.

#### **KARINDERIA**

Food stalls typically located at market or road sides which provides "food to go" or easy access food for average Filipino in small portion at an affordable price.

#### SEVERELY/MODERATE ACUTE MALNOURISHED (S/MAM)

Defined as a weight-for-age below the median of the World Health Organizations (WHO) child growth standard

#### MID-UPPER ARM CIRCUMFERENCE (MUAC)

Tools used as reference in measuring muscle wasting of a child. Typically done by measuring the circumference of the left arm

#### NUTRITIONIST DIETITIAN (ND)

Trained personnel who can prescribe right amount of calorie to be consumed and what kind of diet is applicable to respective clients

#### NON-FOOD ITEMS (NFI)

Items that are not perishable and often used for households, offices and outdoor activities

# DEFINITION **OF TERMS**

### NON-GOVERNMENT ORGANIZATION (NGO)

Private Organizations with social responsibilities. They support government and other communities through provision of programs based on the identified needs

#### NATIONAL NUTRITION COUNCIL - NATIONAL CAPITAL REGION (NNC-NCR)

Policy making body of the Philippine who is focused on nutrition programs

### **OPERATION TIMBANG PLUS (OPT+)**

Activity that is conducted annually to monitor the prevalence of malnutrition in the locality; 0-59 months children are the beneficiaries for the program. This is used a reference of the City Government on what particular program are appropriate to be implemented in the community

#### **OSPITAL NG MALABON (OSMAL)**

Hospital facility in Malabon that provides quality and state of the art medical services

#### PHILIPPINE PLAN OF ACTION FOR NUTRITION (PPAN)

Serve as a blueprint of Nutrition Action Plan. It recommends what are the necessary programs that needs to be implemented to eradicate hunger and malnutrition

### PHILIPPINE DIETARY REQUIREMENT INTAKE (PDIR)

Philippine guide in terms of right calorie and amount of food an average Filipino should consume to meet their dietary needs

PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) Sector or Department in Local Government Unit who provides livelihood assistants to families especially those with malnourished children and citizens without source of income. They assure that jobless citizen will have the opportunity to have source of income to have food security

#### **PUBLIC INFORMATION OFFICE (PIO)**

Sector or Department in Local Government Unit who provides right information to be disseminated to the public. News and others reliable information are executed by PIO

### PUBLIC - PRIVATE - PARTNERSHIP (PPP)

Partnership communication and connection between public and private institution gearing towards improvement of programs and sharing of resources

SERVICE AGREEMENT (SA) Serve as a "black and white" agreement or contract between City Government and suppliers. This document legalizes all transactions and procedures

### SUPPLEMENTARY FEEDING PROGRAM (SFP)

A specialize program which provides additional calorie for pre-identified undernourished children. This program is being implemented for 120-days continuously including Saturdays, Sundays and holidays

STUNTED/SEVERELY STUNTED (ST/SST) Impaired growth and development that children experience from poor nutrition, repeated and inadequate psychosocial stimulation

#### SEVERELY UNDERWEIGHT (SUW)

A type of a person whose body weight is considered too low to be healthy

# **PROGRAM PROCEDURE**



This part of Manual of Procedures, contains the step-by-step process in setting-up and organizing the feeding program. This may serve as guidelines in implementing Karinderia para sa Kalusugan ni Chikiting (KKC) Feeding Program in your community.



# OPERATION TIMBANG PLUS (OPT+) AND IDENTIFYING NUTRITIONALLY AT RISK PREGNANT WOMEN

OPT+ is conducted every January to March and is usually extend until the month of May for vivid analysis and validation of data. Children aged 0-59 months are the target group for OPT+. On the other hand, pregnant women are weighed in health centers every "Araw ng Buntis" or Pregnant Day.

The first step in starting-up a feeding program is that the Local Government Unit (LGU) to identify the prevalence of malnutrition in their locality. The City Nutrition Office (CNO) should prepare all equipment for anthropometric measurement such as height boards, weighing scales and Mid-Upper Arm Circumference (MUAC) tape. BNSs are incharge in conducting OPT+ in their respective Barangays. To innovate and strategize the OPT+ Operation in Malabon, provision of healthy foods or boiled saging na saba were provided together with Vitamin A. Furthermore, Deworming Tablets and Micronutrient powders were also provided. Moreover, raffle tickets were given during weighing session (with grand raffle draw after the last weighing sessions) were also given to gather more children and encourage mothers to join weighing, thus ensuring more chances of success for the program.



Pregnant women are weighed at Health Centers using Detecto and Magbitang Table to identify if they are nutritionally at risk.

Why are pregnant women important to be included in the program? Based on the standards of Philippine Plan of Action for Nutrition (PPAN). pregnant women should be prioritized aside from children under 5 years old to follow the standards of first 1000 days. The life of a child starts at the womb of the mother during pregnancy; Thus, the health of a child will depend on how the pregnant mother takes care of herself. They need to be included in the program to prevent cases of stunting and other forms of malnutrition during pregnancy

# Materials and Equipment needed

- Height Board
- Weighing Scale
- Child Growth Standard
- OPT+ forms
- Saging na Saba (for innovative way of conducting OPT+)
- Vitamin A
- Deworming
- Micronutrient Powder

# PERSONNEL NEEDED FOR OPERATION TIMBANG



# RURAL HEALTH MIDWIFE AND PHYSICIAN

As an integral part of the team in conducting Operation Timbang Plus (OPT+), the Midwife and Physician are the team leaders in conducting anthropometrics in the community. Also, they are tasked to supervise the administration of Vitamin A and Deworming for children. Lastly, they are the reporting point of the BNS and BNP for any health concerns identified during the OPT.

# BARANGAY NUTRITION SCHOLARS (BNS) AND BARANGAY NUTRITION PATROLLERS (BNP)

They are responsible in gathering and consolidating the height and weight of children 0-59 months old, provision of saging na saba, administering Vitamin A, Deworming and MNP. They also conduct weighing of pregnant women during Araw ng Buntis at Health Centers to identify who are the nutritionally at risk in the community.





# OTHER MEMBERS OF THE TEAM

Barangay Health Workers are also part of the team. They assist the Barangay Nutrition Scholars in conducting anthropometrics for 0-59 months old children. Barangay Officials are one of the important member of the team because they can provide funds, security and other necessities specifically needed for conducting day-to-day operations.



# **TEACHER-IN-CHARGE**

Child Development Centers are one of the target groups of Operation Timbang. BNSs and team of OPT+ will coordinate with Child Development Teachers for scheduling and provisions of micronutrients.

### CITY HEALTH OFFICE, CITY NUTRITIONIST AND CITY NUTRITION ACTION OFFICER

They are responsible in setting schedules and coordination of Operation Timbang Plus in Barangay Level. They consolidate, analyse, report and formulate plans based on the results gathered with Operation Timbang Plus.



# PROCEDURES IN CONDUCTING OPERATION TIMBANG PLUS

- First thing to remember, the team should prepare all the necessary tools equipment and materials such as height board, weighing scale, child growth standards, Vitamin A, Deworming Tablets, Micronutrient Powders and OPT+ form
- Each Barangay must be informed on their targets before conducting weighing
- Tasking of manpower with specific obligations is necessary to have smooth implementation of OPT+
- The City Health Office, City Nutritionist and CNAO will coordinate with the Barangay Council for proper scheduling and to secure neccessary support for the activity, OPT+.
- The operation will be conducted from January up to March
- After setting of schedule and other needs, BNS, BNP and BHW will start to conduct Operation Timbang Plus. Provisions of Micronutrients and deworming tablets are included in the activity. Midwife and Physicians will monitor the progress of the operation
- After the conduct of OPT+, BNSs will encode the raw data and submit it to City Nutrition Office
- City Nutrition Office will analyse the Nutritional Status of the City based on the result of OPT+. Results will determine the malnutrition prevalence of the locality
- City Nutrition Office will report the accomplishment and analysis of data to City Nutrition Committee member for further discussion, recommendation of programs and formulation of plans for the City
- After discussion of OPT+ result, City Nutrition Office will report the OPT+ findings and accomplishment to National Nutrition Council

# ANALYSIS OF NUTRITIONAL STATUS, SETTING OF TARGETS AND LOCATION OF KARINDERIA

After conducting OPT+, data gathered during the operation will be analyzed and re-validated. The result will reveal the prevalence or percentage of undernutrition and overnutrition in the community. With this process, the City Nutrition Office can closely monitor the nutritional status of the locality. This will be the basis of Local the Government Unit for setting-up targets for the feeding program and what other possible nutrition programs is appropriate to be implemented. Identified undernourished children from the result of OPT+ data and identified nutritionally at risk pregnant women using magbitang table will undergo re-weighing to validate the accuracy of data. Once confirmed, they City Nutrition Office will include them in the feeding program.

For setting-up a Karinderia, the Barangay Nutrition Scholars should first identify in what area does the pocket of malnutrition exist based on the re-validated result of OPT+. Once identified, BNS will coordinate with all existing Karinderia owners in that certain area to indentify who are willing to join the KKC project. The willing karinderia owner will accomplish and submit an application form, Cedula, valid ID and 1x1 picture to the City Nutrition Office. There is a criteria in selecting karinderia partners such as;

- With existing Karinderia Stall and with sufficient funds to operate the program
- Can accommodate at least 10 or more beneficiaries
- Can serve healthy and nutritious meals for 120 days
- Physically healthy and with willingness to join the project
- Local or Native from Malabon

If they passed the initial and other criteria, they can proceed to next step of application.

# **Program Budget Allocation**

Funding is one of the important element to consider in implementing programs. You cannot implement programs without sufficient capital or source of fund. In *Karinderia para sa Kalusugan ni Chikiting*, this is quite economical compared with traditional feeding. Moreover, this is a time-saver program because you can allot ample time in preparing reports and monitoring wisely.

During Annual Investment Planning, the City should allot at least Twenty Five Pesos (P25.00) multiplied with your target and multiplied again for 120 days (sample: 25.00 x 1000 target x 120 days = 3,000,000.00).

The total of your computation will be inserted on your annual plan. Once approved, your budget is ready to implement Karinderia para sa Kalusugan ni Chikiting.



# MEDICAL CHECK-UP AND FEEDING ORIENTATION

### • For Feeding Beneficiaries

Once identified and confirmed that the child is undernourished and the pregnant woman is nutritionally at risk, they will be included in the feeding program. The City Nutrition Office will request the City Health Office to allow respective physicians per health center to conduct medical check-up for those children and pregnant woman who are identified as undernourished. This undertaking will then capacitate the City Nutrition Office to identify who are those projected recipient that will continue for feeding session and who are those targets that will undergo medications first. **\*note: feeding program will not be effective if the recipient has existing illness** 

After medical check-up, the City Nutrition Office will conduct feeding orientation to all KKC caregivers and pregnant women. This is to discuss the rules and regulations of the program. Attendance to this orientation is a must.

### • For Karinderia Owners

Karinderia owners are also considered as food handlers. If there are cases of mishandling of food or existing illness, they can transmit it to their customers through food and it may result to food-bourne illness. After passing the criteria of selection of Karinderias, the owners will undergo medical check-up (stool and X-ray) at Ospital ng Malabon (OsMal) to assure that they are in a good state of health and no respiratory and digestive tract issues. The result of their medical check-up will be submitted to City Health Office for issuance of Health ID and Medical Certificate. After the medical check-up, all karinderia owners will undergo orientation. Karinderia owners have more detailed orientation compared to caregivers of beneficiaries. Owners will be managing the program under supervision of BNS. Here are the rules and regulations for KKC Owners;





- Karinderia owners will be provided with attendance sheet coming from City Nutrition Office and caregivers are needed to sign before feeding session
- Every signature is important. This is their proof that the beneficiaries attended the feeding session and were able to consume nutritious food
- There will be a deduction in payment for the Karinderia owners if any beneficiary was not able to attend a feeding session.
- There are only 3 allowed absences per feeding beneficiary; however, if there are valid reasons, the feeding beneficiary is exempted
- Feeding beneficiaries are assisted and monitored by BNSs and other health workers
- Feeding session will start exactly 3:00 in the afternoon.
   Feeding are not allowed to start earlier or later than 3:00 pm
- Children will eat together (one at a time)
- Take out and sharing of food is not allowed
- Each Karinderia owner should have hand washing facility and they are required to teach handwashing before the start of feeding session
- Everyone should say a prayer before meal at the start of the session, right before eating their meals.
- Vitamins and Micronutrient powders should be provided during feeding session
- Broth cubes or any flavour enhancers are not allowed to be used during preparation of food for the feeding session.
- Food should not be too spicy, salty or sweet



# SIGNING OF SERVICE AGREEMENT BETWEEN LOCAL GOVERNMENT AND KARINDERIA OWNERS

To legalize the process and operation of Karinderia para sa Kalusugan ni Chikiting, the City Nutrition Office will create a Service Agreement which will be signed by karinderia owners as SECOND PARTY. After the signing of Karinderia owners, CNAO and Medical Nutrition Coordinator will sign as a witness while the City Mayor will sign the document as the FIRST PARTY. After signing of both parties, the said document will be sent to the legal office for Notarization. This is an important proceeding because the document will be used for liquidation and other proof of legal operations for Audit purposes.

## FEEDING SESSION

After selection, medical check-up and orientation, the KKC feeding session will start. As part of the process, Karinderia owners are responsible in preparing and cooking of the hot meals based on the cycle menu provided by City Nutrition Office. They will sprinkle a pinch of Micronutrient Powder before serving those meals (pregnant mothers will not be given micronutrient powder but are served double food portion). Karinderia owners and BNSs will teach children on how to do proper handwashing. Prayer before meals will be led by caregivers of KKC beneficiaries before the start of the feeding session.

All beneficiaries should eat together exactly 3:00 in the afternoon. BNSs and KKC owners will make sure that all beneficiaries were able to sign the attendance. Iron syrup will be provided before meal and multivitamins will be administer after feeding session.

# **RE-WEIGHING**

Before the start of the feeding, weighing of the recipients of the project will be conducted to have a baseline data on the progress of children and nutritionally at risk pregnant women before the official start of the feeding program. During the 120 days duration of the program, all recipients will be weighed every 2 weeks to monitor if the program is effective and has an impact in the nutritional status of the beneficiaries. Result of re-weighing will be reported to City Nutrition Office for comparative analysis of data.

With this, the City Nutrition Office can properly monitor the program and improvement of Nutritional Status of recipients enrolled in feeding program. Also, this is another way for City Nutrition Office to conceptualize other strategic management that can be provided to improve and innovate the existing feeding program being implemented.



# MOTHER'S CLASSES AND NUTRITION EDUCATION

Karinderia para sa Kalusugan ni Chikiting is not just a feeding activity alone. The program is also comprised of mother's classes, Health and Nutrition Information Drive, and awareness raising activity to increase knowledge and understanding of caregivers regarding nutrition.

Topics that can be discussed are listed below:

- First 1000 Days of Life
- Pinggang Pinoy
- Breastfeeding/Infant and Young Child Feeding
- Overweight and Obesity Management
- Pabasa sa Nutrisyon

Children should also undergo activities such as sessions in coloring, reading, singing and dancing to support their intellectual and emotional skills enhancement and stimulation.

The session may be conducted atleast once or twice a week before the start the of feeding session.

# **GRADUATION OF KKC BENEFICIARIES**

After 120 days of the feeding program session, graduation will be conducted to acknowledge the efforts of each beneficiaries and to give award to those children who gained enough weight to reach the normal nutritional status. It can be conducted a week after the end of the feeding program so that the graduation committee can have sufficient time to arrange all logistics needed for the event.

In Malabon City, the CNAO conducts resource generation through writing a request letter to business establishments and private organizations for support of the graduation. There are some donors who gives canned goods and other food items which would then will be distributed during graduation day to the graduates of the program.

Gifts and other awards are given to those who completed their attendance for 120-days and to those children who gained highest weight among other recipients. Certificate of recognition and grocery packs will also be given to the graduates on their graduation ceremony.

Karinderia partners will also receive certificate of appreciation for their outmost efforts and there is also a special gift to those Karinderia who catered the children with highest increase in weight and nutritional status.



Malabon City Nutrition Office October 2019



# **FLOW AND CYCLE OF KKC OPERATIONS**

City Nutritionist/s
Barangay Nutrition Scholars
City Health Department Sanitation Office

DESIGNATION	ROLES AND RESPONSIBILITIES
City Mayor	- 1 <sup>st</sup> party to sign in Service Agreement Between LGU and Karinderia Owners/Service Provider
	-Final signatory of payroll
City Nutrition Action Officer (CNAO)	-Responsible in overseeing the progress of nutrition activities and providing recommendations for the program
City Nutritionist/s	-Responsible in creating proposal for the program and processing of payments of service provider
	-in-charge of monitoring and documentation of KKC implementation
Barangay Nutrition Scholars and Patrollers	-They are the Monitoring team who oversee KKC daily operations
	-Prepare narrative reports and attendances for liquidation
	-For any issues and concerns, they are the one who connects with City Nutrition Office
City Health Department Sanitation Office	-Responsible in providing technical assistance regarding food safety for Karinderia Owners before start of feeding session
	-in-charge of issuance of medical certificate for Karinderia Owners
	-Point person in connecting with Health Center Physicians for medical Check-up of KKC beneficiaries
Ospital ng Malabon/Chief or Director	-Referral point for medical check-up of Karinderia Owners
Accounting, Budget and Treasury Office	-Responsible in processing and releasing of payments of Service Providers

# BUDGET COMPUTATION FOR KKC



City of Malabon is allotting TWENTY FIVE PESOS (Php25) per KKC beneficiaries (6-23 months, identified undernourished children and nutritionally at risk pregnant women). Payment will be given every after 10 days of operations.

**Sample computation: (For March - July 2019: Brgy. Hulong Duhat)** Target 40 malnourished children + 10 pregnant women = 50 beneficiaries

50 beneficiaries' x Php25= Php 1,250.00 Php1250 x 10 days= Php 12,500 Php 12,500 will be given to the karinderia owners every after 10 days

### ESTIMATED COST:

1000 children (March – July target) x 25.00/day = 25,000.00 25,000.00 x 120 days = **3,000,000.00** 

3,000,000 will be the needed fund for the feeding program from March to July 2019.



# PROCESS OF PAYMENT

As stated in the service agreement, Karinderia owners will be paid every after 10 days of feeding operations. Price of meals will depend on the approved proposal. In Malabon, the City invests 25 pesos per child per day for their food for 120-days. Karinderia owners will assure that each attendance are completely signed by feeding beneficiaries (no signature, no payment policy). Owners will sign every attendance (as prepared by) and attach photocopy of Cedula and ID before submitting to BNSs. BNSs will sign the attendance (as witness) submitted by Karinderia owners and attach a narrative report which contains stating all the activities conducted every 10 days, this may include but not limited to many children were fed and what meals were served.

BNSs will submit the attendance to City Nutritionist for review of their attendances and reports. The City Nutritionist will prepare a consolidated narrative, payroll documents signed by Department head and City Mayor, copy of Service Agreement, copy of Proposal, Certification of Service Rendered and Transmittal. After completing all documents, focal person of KKC Feeding Program will submit all pertinent documents to the Budget Office for processing of the payroll and Accounting Office for auditing of attendances. Please note that the process will depend on Budget, Accounting and Treasury Office as they are responsible for all payables.

If process is already completed, all Karinderia Owners will be advised to claim their payments at the Treasury Office.

# DURATION AND SCHEDULING OF KKC

Based on usual scheduling, the City of Malabon conducts twice (2x) a year feeding sessions. 1st set of feeding program is conducted in between March to June and 2nd batch is around August to December. 500 beneficiaries are enrolled per batches.

Morever the feeding schedule can also be conducted once a year from June to October but it will enrol 1000 children. The feeding program will run for 120-days straight including weekends and holidays.

Feeding time should be 9:00 in the morning or 3:00 in the afternoon. Don't set feeding time after or near major meals, but must be scheduled during snack time only.

# LINKAGES

Other organizations (public and private) can also be linkages for the feeding program. Perhaps, this may strengthen Public – Private – Partnership (PPP) which can be a strong connection for programs in the locality. They can provide necessary materials such as food and non-food items which can be utilize during the process of the feeding program.

In Malabon City, there are Public and Private partners who are supporting the Nutrition Programs, namely;

ORGANIZATION	PURPOSE		
PUBLIC – CITY NUTRITION COMMITTEE – MALABON LGU			
Public Employment Service Office	Referral point for livelihood program for feeding beneficiaries. Providing Malabonians with soft skills and hard skills training		
City Environmental and Natural Resources Office	Providing seeds and technical assistance for feeding beneficiaries regarding urban gardening		
Department of Education – Malabon	Responsible for implementation of program and monitoring of Nutritional Status of school children		
City Social Welfare and Development Office	Responsible for providing social services and child protection for children		
city social wentre and bevelopment office	They usually tap the Karinderia Owners when emergency arises		
City Health Office – Sanitation	Monitoring of iodized salt compliance of Karinderia owners and sari-sari store in the community		
	Provider of food safety and sanitation for Karideria owners before medical check-up		
City Planning Office	Monitors consistency and sustainability of projects/programs of nutrition yearly		
City Budget Office	Monitors budget allocation, spending and remaining resources for nutrition program		
Department of Interior and Local Government Unit	As mandated by PPAN, DILG required to collect report of Nutrition Program which will be reported to the National Level.		
IYCF Coordinator	Promote breastfeeding and IYCF practices for beneficiaries of feeding program and pregnant and lactating women in the community		
Disaster Risk Reduction Management Office	Responsible in providing responses when emergency arise		

Public Information Office	For information dissemination and documentation of good practices		
City Treasury Office	Process payment of Karinderia Owners		
General Service Office/BAC Office	Process request and other necessary supplies and materials for nutrition office		
City Mayors Office	For logistics, financial and other necessary support		
City Counsellors	Serve as initiators for ordinances needed for nutrition programs (for program sustainability)		
PRIVATE ORGANIZATION			
Save the Children	NGOs that provides technical assistance such		
World Vision	as capacity buildings, other trainings and supplies and materials needed for nutrition		
	program		
Landbank of the Philippines	program Providing rice as donations for feeding program		
Landbank of the Philippines Rotary Club	Providing rice as donations for feeding		
	Providing rice as donations for feeding program Donors of Food, Non-Food Items and		
Rotary Club	Providing rice as donations for feeding program		
Rotary Club Lions Club	Providing rice as donations for feeding program Donors of Food, Non-Food Items and vitamins supplements which was given		

# MONITORING AND EVALUATION

Monitoring and evaluation is important to observe and measure the progress and efficiency of the program being implemented. The City Nutrition Committee should be responsible in monitoring of such programs in the community. Implementation of feeding program, provision of micronutrients, 1st 1000 days program and provision of Infant and Young Child Feeding must be monitored by CNC at least once every quarter. Once a certain program was already monitored by CNC, the result should be discussed during Quarterly City Nutrition Committee Meeting. Each member would share their insights and provide recommendation as needed and if possible. (Sample monitoring sheet was attached at annexes)

# **REPORTING PROCESS**

In case, some concerns arises, this portion will clearly be able to discuss the reporting process. The responsible person who will take action in troubleshooting issues and concern and who will be providing specific recommendations would clearly be discussed.

# 1. If there are heavy rains and flooding

Karinderia owners will inform BNSs that there is heavy rains and flooding in their area. The Barangay Nutrition Scholars will inform the City Nutritionist to decide on the matter. In this case, meals are usually delivered house to house and caregivers will sign at the attendances.

# 2. Absenteeism and Drop-outs

Usually, there are beneficiaries who are always missing during feeding session. Karinderia owners and BNSs will conduct house to house visits to validate the reason of their absence. In case that the child is ill, they need to present medical prescription to exempt them in feeding session (food will still provide)





In case that the child is still missing during feeding without acceptable reason, the Karinderia owners will report it to the BNSs for further action (final decision will be coming from City Nutritionists)

# 3. Karinderia Issues

If Karinderia decided to back-out from the program, BNSs will inform the City Nutrition Office for any actions to be provided. Usually, Karinderia owner will be replaced by another existing Karinderia immediately for continuity of program implementation.



# EQUIPMENT AND TOOLS OF KKC OPERATIONS

In operations, completeness of equipment, materials and tools are necessary to implement programs. In this portion, necessary tools will be discussed to guide in preparation of Karinderia Feeding Program

Equipment	Function		
Office and Field Operations			
Monitoring Tool	This will be used during area visitation to monitor and observe compliance of Karinderia Owners. There are sets of questions in the monitoring tools. The monitoring team will answer those questions. Results of monitoring will be discussed by the team after visiting and will open conclusion during CNC meeting		
Camera and other means of documentation	Photos are necessary to served as evidences that there is an on-going program operation in the community. Notes are also needed to document agreements and other important conversations		
Printer and scanner	All information gathered will be consolidated and converted in to comprehensive report and will be analyzed by City Nutrition Office. Result will be printed out and scanned for documentation purposes. Copy of documentation will be distributed during CNC meeting		
Proposals and Service Agreements	Most important papers are Proposals and Service agreement. Proposal serves as the system of the activity while Service Agreement will legalize the process. This will be attached for liquidation.		
Payroll	Amount of payment will be disclosed in this document. This will be the basis of accounting, budget and treasury department in processing of payment		
Certificate of service render	Attachment for liquidation		
Write-up reports			
FOR KARIND	ERIA OWNER		
Kitchen Equipment and cooking materials Wok, knife, chopping boards, sauce pan, frying pan, pots, gas range and good set of preparation area	Equipment in cooking materials is necessary in the preparation of food for the feeding program. It should be complete, clean, and in good condition		
Tables and Chair	As required, karinderia should have tables and chairs and can accommodate a minimum of 10 children per feeding session		
Tarpaulin	Karinderia Feeding program is also a livelihood program. City Government of Malabon has a partnership with Karinderia owners. With this, they are provided with tarpaulin as a sign that they are affiliated with the program		
Eating utensils	Children are not required to bring their plate, glass and other eating materials. Karinderia Owners are required to provide eating utensils for the program		

# **GUIDELINES ON DIETARY SUPPLEMENTATION**

Based on the guidelines released by the National Nutrition Council, there are certain criteria to be followed before setting-up a Dietary Supplementation in the locality. In this portion, the City Government of Malabon adopted the guidelines and included to this Manual of Procedure to serve as basis in operating the Dietary Supplementation in the community.

As the findings released by National Nutrition Council, there are specific issues identified which are needed to addressed;

- 1. Hunger and malnutrition are still prevalent
- 2. Supplementary feeding an important strategy to address hunger and malnutrition
- 3. LGUs and NGOs have been implementing supplementary feeding programs

### But:

- Not implemented for 120 days
- Not 1/3 of recommendation for energy and protein
- Often done when children are already malnourished

### Gap in Intake

Age Group	Mean one-day intake (Kcal)	Estimated mean one- day requirements (Kcal)	Gap Intake (Kcal)
Infants 6-11 months	457	675	218
Children 1-5 years old	868	1,135	267
School children 6-12 y/o	1,338	1,780	442
Teenage Girl 13-19 y/o	1,735	2,225	490
Pregnant women			
19-29	1,623	2,230	607
30-49	1,623	2,170	547
Lactating Women			
19-29	1,632	2,430	798
30-49	1,632	2,370	738
Older person (60y/o & over)	1,361	1,815	454

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

# **PREVENTIVE APPROACH**

### **Objective of Preventive Approach**

For the Prevention of Low Birth Weight	For the prevention of stunting		
1. To provide sufficient and quality supplementary food among the targeted individuals			
2. To maintain the normal nutritional status of the targeted individuals			
3. To teach the value of utilization of Local/indigenous foods in the community			
4. To provide complementary activities to maximize the effect of dietary supplementation			
5. To attain optimum growth and	To provide nutrition counselling on		
development of fetus	breastfeeding and proper complementary		
	feeding of their children		

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

### **Preventive Approach**

	To prevent Low Birth Weight	To prevent stunting	
Areas			
•	High subsistence level (PSA and local data) With poor complementary feeding practices (NNS and local data)		
•	Pregnant women from poorest households	Infant and young children (6-23 months old) from poorest households	
		<ul> <li>Lactating women from poorest households</li> </ul>	

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

### Preventive Approach/Duration and Level of Supplementation

Category	Duration	Level of supplementation
Prevent low birth weight	At least last trimester of pregnancy; better if earlier	300 – 500 kcal 15-20g protein MNP
Prevent Stunting	Preferably one year starting 6 months; or AT LEAST for six months	100 – 200 kcal 5 – 10 grams MNP

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

• Time of feeding should not compromise regular feeding time; nor encourage substitution/replacement of meals. It is recommended to implement meal time by 9:00 am or 3:00 pm

# **Complementary Activities**

- Assessment of Nutritional status
- Nutrition education/counselling
- Breastfeeding promotion, including kangaroo mother care
- Complementary feeding promotion
- Immunization
- Vitamin A, iron-folic acid supplements
- Growth monitoring and promotion  $\cdot$

- Management of Childhood illnesses
- WASH promotion
- Deworming (not pregnant women in 1st trimester)  $\cdot$
- Prevention/cure of parasitism and malaria  $\cdot$
- Opportunities for better income

# CURATIVE APPROACH

In curative approach, we are rehabilitating nutrition status of undernourished children to become normal through provision of Dietary Supplementation.

### **OBJECTIVE:**

To rehabilitate the undernourished individual to the next higher or normal nutritional status

	veight-for-age hildren	Underweight-for-age pregnant and lactating women	Underweight-for- age-older persons	Acutely malnourished children	
1. Te	1. To provide sufficient and quality dietary supplements among the targeted individuals				
2. T	2. To improve nutritional status of the recipients by at least 1SD				
3. To	o provide comple	ementary activities to maximize the	e effect of DSP		
4. T	o teach the value	e of utilization of indigenous foods i	in the community		
5. To close or narrow down the energy and nutrient gap by 5-%-100%					
6. T	o provide				
n	utrition				
co	ounselling				
a	mong the				
re	ecipients in the				
р	roper feeding				
0	f their children				

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

# **BASIC GUIDELINE**

• Use wasting or weight-for-height for admission in program, use guidelines on management of severe or moderate acute malnutrition

# **IF USE UNDERWEIGHT FOR AGE:**

### **Prioritize areas**

- Highest subsistence incidence
- Highest magnitude of poverty
- Large gap in energy and nutrient intake
- Highest proportion of food insecure households with children
- With poor complementary feeding practices
- High level of underweight-for-age

## ADMISSION CRITERION: <-2SD FOR CHILDREN UNDER-FIVE

- 1. Children 6-23 months old
- 2. Pregnant women
- 3. Lactating women
- 4. Preschool children 3-5 years old
- 5. School children 6-12 years old
- 6. Teenage girls 13-18 years old
- 7. Older person
- Individuals with the most aggravated nutritional status
- 9. Those coming from poorest households

# CURATIVE/ SUPPLEMENTAL LEVEL

Age Group	Level of supplementation
6-23 months old, weight-for-age <-2SD	200-300 kcal
	4-5 grams protein
2-5 years old, weight-for-age <-2SD	400-450 kcal
	5-10 grams protein
6-12 years old	300-500 kcal
	8-12 grams protein
Pregnant/Lactating women, nutritionally at risk	400-500 kcal
	15-20 grams protein
Older person, BMI <18.5	300-500 kcal
	10-15 grams protein

\*adopted to KKC MOP based on the guidelines released from National Nutrition Council

# KIND OF SUPPLEMENTATION

- Consider food preferences of targets
- Food should be energy –and nutrient-dense (could add cooking oil, sugar, skimmed milk powder to increase calorie content)
- MNP may be used to increased micronutrient content

# **ENSURING SUSTAINABILITY**

- Better if have legislative cover for budget needed. Malabon City passed the KKC ordinance last February 2020 to provide sustainability for the program
- Involve the community
- Integration with initiatives for local food production as source of food commodities

# ANNEXES

# 



### OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD HELD ON THE 17<sup>th</sup> OF FEBRUARY, 2020 AT 10:05 IN THE MORNING AT THE SESSION HALL OF THE CITY GOVERNMENT OF MALABON, METRO MANILA.

#### PRESENT:

Hon. BERNARD C. DELA CRUZ

- City Vice Mayor/ Presiding Officer

#### DISTRICT ONE

Hon. JOHN ANTHONY P. GARCIA	- City Councilor
Hon. MARIA ANNA LIZZA G. YAMBAO	- City Councilor
Hon. EDWIN GREGORIO L. DIMAGIBA	- City Councilor
Hon. PAULO D. ORETA	<ul> <li>City Councilor</li> </ul>
Hon. DANILO V. DUMALAOG	<ul> <li>City Councilor</li> </ul>
Hon. PAYAPA V. ONA	<ul> <li>City Councilor</li> </ul>

#### DISTRICT TWO

Hon. JOSE LORENZO A. ORETA	<ul> <li>City Councilor</li> </ul>
Hon. NADJA MARIE O. VICENCIO	- City Councilor
Hon. SOFRONIA B. LIM	- City Councilor
Hon PROSPERO ALEONSO R MAÑALAC	- City Councilor

#### SECTORAL REPRESENTATIVE

Hon. JASPER KEVIN D. CRUZ

#### ABSENT:

Hon. DIOSDADO A. CUNANAN Hon. EDWARD C. NOLASCO Hon. EJERCITO B. AQUINO City Councilor City Councilor Liga ng mga Barangay President

- SK Federation President

EXCERPTS REAM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSCO DOF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

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#### AUTHORED BY

# Hon. JOSE LORENZO A. ORETA

#### CO-SPONSORS

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HON. COUNCILOR JOHN ANTHONY P. GARCIA HON. COUNCILOR MARIA ANNA LIZZA G. YAMBAO HON. COUNCILOR EDWIN GREGORIO L. DIMAGIBA HON. COUNCILOR PAULO D. ORETA HON. COUNCILOR DANILO V. DUMALAOG HON. COUNCILOR JASPER KEVIN D. CRUZ HON. COUNCILOR SOFRONIA B. LIM HON. COUNCILOR DIOSDADO A. CUNANAN HON. COUNCILOR PROSPERO ALFONSO R. MAÑALAC HON. COUNCILOR EJERCITO B. AQUINO

WHEREAS, Sec. 16 of the Local Government Code provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, improve public morals, maintain peace and order, and preserve the comfort and convenience of their inhabitants.

WHEREAS. Section 17(b) (4) in relation to Sec 17(b) (2) (iv) of the Local Government Code further provides that the City Government shall exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provisions of basic services and facilities, social welfare services, nutrition services. livelihood and other pro-poor services.

WHEREAS, the City Government has been at the forefront of innovative nutrition programs such as the Karinderia para sa Kalusugan ni Chikiting at Buntis or KKC. The program was launched by the City Nutrition Office in 2018 to promote the proper nutrition of malnourished children of Malabon City and to contribute to the livelihood of karinderia owners in the City;

WHEREAS, providing a strong institutional support mechanism for this program will redound to the benefit of Malabonians, as the

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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

06-2020

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two-pronged approach instill the importance of both nutrition and livelihood..

BE IT ORDAINED AS IT IS HEREBY ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MALABON and duly seconded Hon. John Anthony P. Garcia, Hon. Maria Anna Lizza G. Yambao, Hon. Paulo Oreta, Hon. Edwin Gregorio L. Dimagiba, Hon. Danilo V. Dumalaog, Hon. Jose Lorenzo A. Oreta, Hon. Nadja Marie O. Vicencio, Hon. Payapa V. Ona, Hon. Sofronia B. Lim, Hon. Prospero Alfonso R. Mañalac, and Hon. Jasper Kevin D. Cruz THAT -

# CITY ORDINANCE No. 06-2020

AN ORDINANCE STRENGTHENING THE KARINDERIA PARA SA KALUSUGAN NI CHIKITING AT BUNTIS IN THE CITY OF MALABON, INSTITUTIONALIZING ITS OPERATING MECHANISMS AND FOR OTHER PURPOSES.

- SECTION 1. Short Title This Ordinance shall be known as the "Karinderia para sa Kalusugan ni Chikiting at Buntis Ordinance of the City Government of Malabon."
- SECTION 2. Declaration of Policy It is hereby declared the policy of the City of Malabon to improve the nutritional status of children and pregnant women in Malabon while simultaneously promote the livelihood partnership among its constituents.
- SECTION 3. Karinderia para sa Kalusugan ni Chikiting at Buntis ("KKC") A holistic nutrition program aimed at rehabililitating the nutritional status of beneficiaries and providing livelihood for small-time karinderias in every Barangay, is hereby institutionalized. The said program involves the following procedures:
  - a. Identification of Beneficiaries;
  - b. Analysis of Nutritional Status;
  - c. Setting of Targets;
  - d. Selection of Service Provider;
  - e. Medical Check-up of Beneficiaries and Service Providers;
  - f. Orientation:
  - g. Actual Feeding Program;

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

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h. Evaluation of Feeding Program;

i. Graduation of Beneficiaries.

- SECTION 4. Beneficiaries KKC shall be for the benefit of children between the ages of six (6) months to twenty-three (23) months regardless of nutritional status, twenty four months (24) to fifty nine months (59) identified undernourished children and nutritionally at risk pregnant women; provided that the program may be expanded to cover minors if the budget permits.
- SECTION 5. Service Providers Livelihood assistance will be provided to accredited karinderia owners who are given priority in providing nutrition services to beneficiaries. Karinderia owners may be accredited as service providers if they meet the following minimum requirements:
  - a. Application duly filed with the Nutrition Office;
  - b. At least one (1) year of operation as a karinderia stall;
  - c. Sufficient funds to operate the program;
  - d. Sufficient manpower to accommodate at least ten (10) beneficiaries;
  - e. Sanitation Permit;
  - f. Business Permit
  - g. Medical Certificates of karinderia personnel;
  - h. Completion of training seminar for the KKC;
  - i. Other requirements as may be provided by the City Nutrition Office, in line with the health, safety, and security needs of the program.

Should the accredited kariderias be insufficient for the needs of the KKC program, the City Government may resort to other means of providing the services; including but not limited to resorting to Public-Private Partnerships or procurement under Republic Act 9184;

- SECTION 6. Incentives for Karinderia Owners Accredited karinderia owners shall enjoy the benefit of paying One Thousand Pesos Only (Php1,000.00) for business permit fees for as long they are KKC program accredited service providers by the City Nutrition.
- SECTION 7. Monitoring and Evaluation The City Nutrition Office shall regularly monitor the development of participating beneficiaries. For this purpose, it shall conduct Operation Timbang Plus for the monitoring and evaluation, which shall be reported to the Office of the Mayor.

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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

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- SECTION 8. Other Programs The City Government may implement supplemental programs, training's, and seminars in support of the KKC Program.
- SECTION 9. Implementing Authorities The following officials, departments, offices and personnel shall have the following duties and responsibilities:
  - The City Mayor shall be responsible for the over-all implementation of the ordinance; the signing of the Service Agreement on behalf of the City Government to the karinderia owners/service providers; and the signing of the payroll;
  - b. The City Nutrition Action Officer shall be responsible in overseeing the progress of the nutrition activities and providing recommendations for the program;
  - c. The City Nutritionists shall be responsible in creating proposals for the program; processing payments to the service providers; and supervisory monitoring and documentation of the KKC;
  - d. The Barangay Nutrition Scholars and Patrollers shall be responsible for monitoring the day-to-day KKC operations; preparing narrative reports and attendances for liquidation, and reporting any issues and concerns to the City Nutrition Office;
  - e. The City Health Department and Sanitation Office shall be responsible in providing technical assistance regarding food safety of Karinderia Owners before the start of the feeding session; issuing medical certificates for karinderia owners; and connecting with Health Center Physicians for medical check-ups for KKC Beneficiaries;
  - f. The Ospital ng Malabon shall act as the referral point for medical check-ups of karinderia owners and reassessment of beneficiaries with severe acute malnutrition;
  - g. The Business Permits and Licensing Office shall give priority to accredited karinderia owners in processing their business permits.
- SECTION 10. Linkages The City Nutrition Action Officer, upon approval of the City Mayor, may call on any local department or office for assistance in the implementation of this Ordinance in the form of personnel, facilities and resources as the needs arises.
- SECTION 11. Manual of Procedure Within sixty (60) days upon the approval of this ordinance, the City Nutrition Office shall cause issuance of the City Nutrition Office shall cause the issuance of a Manual of Procedure as may be necessary for the effective implementation of this Ordinance.
- SECTION 12. Appropriations There shall be an allocation appropriated under the General Fund for the implementation of this Ordinance.

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

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- SECTION 13. Separability Clause Should any section or provision of this ordinance is declared invalid or unsconstitutional, the provision thereof not affected by such declaration shall remain in full force and effect.
- SECTION 14. Repealing Clause The provisions of all local ordinances, resolutions, memoranda, circulars and other issuances that are inconsistent with this Ordinance are hereby repealed or modified accordingly.
- SECTION 15. Effectivity This Ordinance shall take effect after fifteen (15) days following its complete publication in a newspaper of general circulation.

APPROVED: FEBRUARY 17, 2020

We hereby attest to the truthfulness of the foregoing ordinance.

Hon. JOHN ANTHONY P. GARCIA City Co (MMA)

Hon. MARIA ANNA LIZZA G. YAMBAO City Councilor

Hon. EDWIN GREGORIO L. DIMAGIBA City Councilor

Hon. PAULO D. ORETA City Councilor

M. BERNARDO ROMME retary City Council Sec

Hon. JOSE LORENZO A. ORETA City Councilor

(Absent) Hon. DIOSDADO A. CUNANAN City Councilor

(Absent) Hon. EDWARD C. NOLASCO City Councilor

Hon. NADJA MARIE O. VICENCIO City Councilo

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MALABON FEBRUARY 17, 2020 CITY ORDINANCE No. 06-2020

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Hon. DANILO V. DUMALAOG City Councilor

Hon. PAYAPA V. ONA City Councilor

Sim Hon. SOFRÓNIA B. LIM City Councilor

ONSO R. MAÑALAC Hon. PROSPER City Councilor

2

(Absent) Hon. EJERCITO B. AQUINO Liga ng mga Barangay President

Hon. JASPER KEVIN D. CRUZ SK Federation President

ATTESTED BY Hon. BERNARD C. NELA CRUZ City Vice Maypr Presiding Officer

APPROVED BY

0

Hon. ANTOLIN A. OBETA III City Mayor

Y.D.D. 02.20.202
SAMPLE PROPOSAL



CITY OF MALABON Republic of the Philippines METROPOLITAN MANILA CITY HEALTH DEPARTMENT



## PROJECT PROPOSAL (AIP CODE: 3000-002-2-1-13-008-000 3000-002-2-1-13-008-000-0010)

Title: KKC Phase II (Karinderia para sa Kalusugan ni Chikiting) Part 2 I. (Batch 1)

Project Target: Identified under 5 years old undernourished Children and Nutritionally at-risk pregnant women.

#### П. Rationale

Malabon City is conducting feeding program every year since 2016 to improve food intake of underweight children identified through operation timbang plus (OPT+). Through the success and innovation of feeding program in Malabon City, the prevalence of malnutrition (Stunting, Wasting, Underweight, Overweight and Obesity) is continuously decreasing.

Last March 2018, the "Karinderia para sa Kalusugan ni Chikiting" or KKC was Last Match 2016, the Kalmeria para se Raissign in Crinking Of KRC was launched and it catered 514 undernourshed children and 2 nutritionally at risk pregnant women. Phase II of KKC was launched last August 2018 and it served 500 beneficiaries. A total of 1016 beneficiaries were catered for the year 2018 and all of them improved their Nutritional Status. Majority of the children completed their attendance due to meals are more palatable and appetizing.

This is the very 1<sup>st</sup> karinderia feeding program in the Philippines and this is a first project of its kind implemented in Malabon City. The KKC feeding program is like hitting two birds in one stone because it is both dietary supplementation and livelihood project. There are 59 Karinderia owners who are affiliated in the feeding program and they are now registered to the Cooperative Development Authority (CDA).

Feeding program is not a standalone activity in addressing malnutrition. The City Nutrition Office and Barangay Nutrition Scholars conducted series of Pabasa sa Nutrisyon to guide caregivers on how to take care of their family with regards to health and nutrition. In addition, mother's classes that focuses with different issues such as Infant and Young Child Feeding, Proper Hand washing, 1<sup>st</sup> 1000 days of life, Pinggang Pinoy and Basic Nutrition were discussed to complete the package of health and nutrition information.

Caregivers of KKC beneficiaries are encouraged to enroll to the "Angking Galing" and some of the Ricky Reyes Project to have source of livelihood in the future. Furthermore, BNS monitors the feeding process once a week or as needed and they have sufficient time to create quality reports for nutrition program.

- fits The Barangay Nutrition Scholars will now have more time in making more detailed reports and accurate documentation; they will not be in a rush to cook-call the beneficiaries and then summarize reports The Barangay Nutrition Scholar will have enough time to conduct Health and Nutrition Awareness raising all throughout the feeding program. Also, BNS can conduct quality evaluation of the program. Through the weekly prescribed menu of the City Nutrition Office, we educate the "karinderia" on how to prepare Nutritious meals; this will not only benefit the beneficiaries of the supplemental feeding program but the whole community as well community as well.

#### Mechanics

- After the first quarter of the year, the City Nutrition Office will conduct their annual OPERATION TIMBANG. From this, the list of undernourished children are identified and summarized per barangay.
   The City Nutrition Office shall declare a target per barangay and coordinate with all the health centers. This is to gather referral of undernourished children and nutritionally at-risk women from each health centers.
   From the target per Barangay, "Karinderias" will be identified whose location is near the beneficiaries or within the vicinity with pockets of undernourished children
   Because of limited space, there will be 2 feeding times in 1 day- 9:00am and

- 4. ause of limited space, there will be 2 feeding times in 1 day- 9:00am and
- 4. Because of limited space, there will be a second by a second

Sample computation: Bgy Hulong Duhat target 40 malnourished children + 10 pregnant mothers= 50 beneficiaries

50 beneficiaries' x Php25= Php 1,250.00

Php1250 x 5 days= Php6,250 Php6,250 will be given to the karidneria owners every Friday.

Estimated Cost: 1000 children (March – July 2019 target) x 25.00/day = 25,000.00 25,000.00 x 120 days = 3,000,000.00 3,000,000 will be the needed fund for the feeding program from March to July 2019.

Each BNS will monitor their beneficiaries by re-weighing every 2 weeks, and this will give us an assurance that the right children/pregnant women are being brought to the accredited "karinderia

The Barangay Nutrition Scholars (BNS) and Barangay Nutrition Patrollers will monitor, document and report all measurements of the program to the City Health Department – Nutrition Office. All consolidated reports and final reports of feeding program will be presented to the City Nutrition Committee and City Government of Malabon.

III. Goal: Ensure Healthy Lives and Promote Well-being for all at all ages

#### IV. Objective:

- To provide nutrition specific intervention for children under 5 years old through Dietary Supplementation Feeding Program for 120 days
- To increase participation and promote adequate knowledge among To increase participation and promote adequate knowledge anong parents and caregivers regarding importance of proper nutrition and health through;
   Health and Nutrition Awareness Raising Session
  - Active participation of parents in weight and height monitoring of SFP beneficiaries
  - Promotion of breastfeeding for the beneficiaries
  - Physical and mental development among children through learning session (reading, storytelling and playing).
- Source of Fund : General Fund
- VI. Implementation Date: 1st Batch (March - July 2019) VII
- Venue: 60 selected Karinderias in 21 Barangays in Malabon City Beneficiaries: identified undernourished 6-59 months old children and nutritionally at risk pregnant women VIII.

#### Concept

Studying all the challenges faced by the City Government through its Barangay Nutrition Scholars, we are proposing an easier way to continue your Supplemental Feeding Program in a more convenient manner and hassle-free.

The budget that was allotted for the Nutrition Feeding Program will be converted into a livelihood program for Karinderya owners wherein they will be mentored by the BNS to prepare nutritious meals for children. The malnourished children as measured during the Operation Timbang, will be the beneficiaries of the Karinderya mentorship program. The progress on weight gain and height gain of these children will be the measure of the success of this program.

The City Nutrition Office shall prescribe a weekly menu to be cooked by the "Karinderia" that contains all the proper nutrients for the undernourished children and nutritionally at risk pregnant women.

Requirements for Accredited Karinderia:

- Must attend a 2-hour orientation about Nutrition conducted by the City Nutrition Action Officer and City Nutritionist His/Her Karinderia can accommodate at least minimum of 10 persons Willing to display the KKC Tarpaulin

- Lead: Nutrition Office Linkages: Mayors Office, CNAO, City Health Office and Barangay Council

#### Prepared bv:

### FIDEL BALTAZAR P. DELA CRUZ, RND Nutritionist-Dietitian II

#### Noted By:

#### MITZI A. TANCHOCO, MD Medical Nutrition Coordinator

Recommending Approval:

ROBERTO R. ROMERO, M.D. City Health Officer

Reviewed as per City Development Plan 2017-2020 and Annual Investment Program of the year 2019:

Appropriation/Allotment available for

CYNTHIA P. RAMOS

City Budget Officer

purpose as indicated:

#### MARIA LINA D. PUNZALAN

City Planning and Development Officer

Approved by:

ANTOLIN A. ORETA III City Mayor

# SAMPLE SERVICE AGREEMENT

#### SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

#### THIS AGREEMENT MADE AND ENTERED INTO BY AND BETWEEN:

THE CITY GOVERNMENT OF MALABON represented by ANTOLIN A. ORETA, III, CITY MAYOR, with business address at F. Sevilla Blvd. San Agustin. Malabon City, referred as FIRST PARTY,

- and -	
<b>KARINDERIA OWNERS</b> , represented by the following business addresses, hereinafter referred to as the	

Proprietor Name	Name of Karinderia	Business Address
Virginia G. Baula	Virgie Carinderia	150 Sisa St., Brgy. Acacia, Malabon City
Medy T. Novesteras	Medy's Carinderia	13 Consuelo St. Brgy. Acacia, Malabon City
Chinita M. Rivera	Chinita's Carinderia	20 B. Talabahan, Ilang- ilang, Brgy. Baritan, Malabon City
Erlinda L. Pinto	Erlinda's Carinderia	221 Javier II St. Baritan, Malabon City
Arlene L. Perito	Arlene's Carinderia	164 Celia II, Bayan- bayanan, Malabon City
Marivic K. Dela Cruz	Marivic's Carinderia	38 Liwayway St, Brgy. Bayan-Bayanan, Malabon City
Chona P. Caňete	Chona's Carinderia	221 Sanciangco St. Int. Catmon, Malabon City
Nora P. Morado	Nora's Carinderia	382 Sanapu HOA Sitio 6, Brgy. Catmon, Malabon City
Juvy O. Andes	Juvy's Carinderia	24 Gulayan, Brgy. Concepcion, Malabon City
Marissa M. Caliputoc	Marissa's Carinderia	59 Sitio Sto. Nino, Concepcion, Malabon
Juvy L. Nuňez	Juvy's Carinderia	1 Damson St. Brgy. Dampalit, Malabon City
Gerlie B. Tablan	Gerlie's Carinderia	55 M. Sioson St. Dampalit, Malabon City
Jessica O. Odal	Jessica's Caribderia	37 B-1 Esguerra St. Brgy. Flores, Malabon City
Cristina C. Alcantara	Cristina's Carinderia	53 Don Basilio Bautista St. Hulong Duhat, Malabon City
Luisa Amor C. Legaspi	Luisa's Carinderia	37 Int. Don Basilio Bautista Blvd. Hulong Duhat, Malabon City
Jennifer S. Pajarillo	Jen's Carinderia	49 A. Gervacio St. Hulong

		Duhat, Malabon City
Christine B. Matias	Christine's Carinderia	117 Don Basilio Bautista
		Blvd. Hulong Duhat,
		Malabon City
Araceli S. Tampol	Ara's Carinderia	37 Gov. Gabriel Subd. 1,
		Hulong Duhat, Malabon
		City
Alma T. De Guzman	Alma's Carinderia	59 Jacinto St. Brgy.
		Ibaba, Malabon City
Teresita G. Ostos	Tersita's Carinderia	Blk 46, Lot 37 Pampano
Terebild of Oblob	Terbita o Garmaeria	St, Brgy. Longos, Malabon
		City
Susan B. Reyes	Susan's Carinderia	Blk 10, Lot 31, PII AII,
busan D. Reyes	Susan's carmucha	Brgy. Longos, Malabon
		City
Lanie Rose M. Te	Materia Cardada	
Lanie Rose M. Te	Mutya's Carinderia	4 Azucena St. Longos,
D1 1 D 1		Malabon City
Pilar L. Rodriguez	Pilar's Carinderia	21 Remigio St. Brgy.
· · · ·		Maysilo, Malabon City
Irene P. Lapada	Irene's Carinderia	97 Yanga St. Maysilo,
		Malabon City
Esperanza L. Juance	Espe's Carinderia	6 Kasarinlan St. Muzon,
		Malabon City
Gemma C. Batacan	Gemma's Carinderia	12 Dr. Viola St. Niugan,
		Malabon City
Mark Dexter B. Israel	Dexter's Eatery	Blk 16 Lot 2 Karisma Vill.,
		Brgy. Panghulo, Malabon
Lorena B. Valiente	Lorena's Carinderia	8 Chico Rd. Potrero,
		Malabon City
Rosita O. De Guzman	Rosita's Carinderia	7 Camachile Rd, Brgy,
		Potrero, Malabon City
Alona C. Jose	Alona's Carinderia	5 Dona Juana St. Potrero,
		Malabon City
Marissa DJ. Taoingan	Teresa's Carinderia	34 Inda Maria, Brgy.
		Potrero, Malabon City
Marites L. Calompong	Marites Carinderia	27 Lanzones Rd. Potrero.
indiffee b. editinpolig	Mariteo carmacina	Malabon City
Irish R. Angeles	Irish Carinderia	143 University Ave.
mon ic migeles	inion connidenta	Potrero, Malabon City
Maribel P. Fidelino	Maribel's Carinderia	B20 L5-7 Magsaysay Ext.
Mariber F. Flueinio	Mariber's Carindena	San Agustin, Malabon
		City San Agustin, Malabon
B 1 B B I	D 11 C 1 L 1	
Emily D. Brucelo	Emily's Carinderia	
		San Agustin, Malabon
		City
Eleonor A. Dela Cruz	Eleonor's Carinderia	1 E.Martin St. Santulan,
		Malabon City
Clarita C. Galang	Clarita's Carinderia	315 Custodio St.
		Santulan, Malabon City
Lucia A. Morales	Lucia's Carinderia	138 Reyes St. Santulan,
		Malabon City
Cristina B. Layson	Cristina's Carinderia	B4 L13 1st St. Taňong,
		Malabon City

Remedios A. Cochon	Remy's Carinderia	57 Adante St. Taňong, Malabon City
Mirasol B. Dalisay	Mirasol's Carinderia	4 Sevilla St. Tinajeros, Malabon City
Flordelisa DP Viola	Flor's Carinderia	163 Kaingin I, Tinajeros, Malabon City
Marilou DC Pacanas	Marilou's Carinderia	77 Arasity St. Brgy. Tinajeros, Malabon City
Virginia P. Bernados	Virgie's Carinderia	L107 Ph3 Gozon Compound Tonsuya, Malabon City
Belen G. Liston	Belen's Carinderia	L134 B4 Phase 1, Lupha Gozon, Tonsuya, Malabon City
Alejo S. Mantua	Alejo's Carinderia	Blk 7, Lot 13 Flordeliz Village HOA, Phae II, TOnsuya Letre, Malabon City
Marygen R. Hontiveros	Marygen's Carinderia	Blk 3, Kadima Court , Letre Rd. Tonsuya Proper, Malabon City
Ma. Luisa D. Revecencio	Luisa's Carinderia	49 Sitio Balut, Brgy. Tonsuya, Malabon
Joel A. Ramos	Joel's Carinderia	10 C Perez St. Tonsuya, Malabon City
Juanita S. Ringor	Juanita's Carinderia	61 D Asogue St. Tugatog, Malabon City
Liezel O. Placios	Liezel's Carinderia	5 C P Concepcion St. Tugatog, Malabon City

#### WITNESSETH

THE SECOND PARTY will provide and serve food (Hot Meals) for the Supplemental Feeding beneficiaries for 120 days from Monday to Sunday and including Holidays at the prescribed amount below with the total amount of THREE MILLION PESOS (PhP 3,000,000.00). Computation is stated below:

Name of Krinderia	Service Provided	# of	Amount	Payment	Total in 120
Owner		beneficiar	per day	every 10	days
		ies		days	
Virginia G. Baula	Hot Meals (rice and	18	25.00	4,500.00	54,000.00
	dish with water)				
Medy T. Novesteras	Hot Meals (rice and	12	25.00	3,000.00	36,000.00
-	dish with water)				
Chinita M. Rivera	Hot Meals (rice and	15	25.00	3,750.00	45,000.00
	dish with water)				
Erlinda L. Pinto	Hot Meals (rice and	15	25.00	3,750.00	45,000.00
	dish with water)				
Arlene L. Perito	Hot Meals (rice and	12	25.00	3,000.00	36,000.00
	dish with water)				
Marivic K. Dela Cruz	Hot Meals (rice and	13	25.00	3,250.00	39,000.00
	dish with water)				

Hot Meals (rice and dish with water)	30	25.00	7,500.00	90,000.00
Hot Meals (rice and dish with water)	30	25.00	7,500.00	90,000.00
Hot Meals (rice and dish with water)	29	25.00	7,250.00	87,000.00
Hot Meals (rice and dish with water)	21	25.00	5,250.00	63,000.00
dish with water)		25.00	3,750.00	45,000.00
dish with water)				45,000.00
dish with water)				30,000.00
dish with water)				36,000.00
dish with water)				36,000.00
Hot Meals (rice and dish with water)	12	25.00	3,000.00	36,000.00
Hot Meals (rice and dish with water)		25.00	3,000.00	36,000.00
dish with water)			-,	36,000.00
dish with water)				99,000.00
dish with water)		25.00	3,750.00	45,000.00
dish with water)		25.00	3,750.00	45,000.00
dish with water)		25.00	7,500.00	90,000.00
Hot Meals (rice and dish with water)	33	25.00	8,250.00	99,000.00
Hot Meals (rice and dish with water)	17	25.00	4,250.00	51,000.00
Hot Meals (rice and dish with water)	12	25.00	3,000.00	36,000.00
Hot Meals (rice and dish with water)	10	25.00	2,500.00	30,000.00
Hot Meals (rice and dish with water)	45	25.00	11,250.0 0	135,000.00
Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
dish with water)	25	25.00	6,250.00	75,000.00
Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
Hot Meals (rice and	25			75,000.00
	dish with water) Hot Meals (rice and dish with water)	dish with water)	dish with water)     30     25.00       Hot Meals (rice and dish with water)     29     25.00       Hot Meals (rice and dish with water)     21     25.00       Hot Meals (rice and dish with water)     21     25.00       Hot Meals (rice and dish with water)     15     25.00       Hot Meals (rice and dish with water)     15     25.00       Hot Meals (rice and dish with water)     15     25.00       Hot Meals (rice and dish with water)     10     25.00       Hot Meals (rice and dish with water)     12     25.00       Hot Meals (rice and dish with water)     15     25.00       Hot Meals (rice and dish with water)     15     25.00       Hot Meals (rice and dish with water)     11     25.00       Hot Meals (rice and dish with water)     11     25.00       Hot Meals (rice and dish with water)     11     25.00       Hot Meals (rice and dish with water)     10     25.00       Hot Meals (rice and dish with water)     11     25.00       Hot Meals (rice and dish with water) <td< td=""><td>dish with water)        </td></td<>	dish with water)

#### Malabon City Nutrition Office October 2019

Irish R. Angeles	Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
Maribel P. Fidelino	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Emily D. Brucelo	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Eleonor A. Dela Cruz	Hot Meals (rice and dish with water)	13	25.00	3,250.00	39,000.00
Clarita C. Galang	Hot Meals (rice and dish with water)	15	25.00	3,750.00	45,000.00
Lucia A. Morales	Hot Meals (rice and dish with water)	17	25.00	4,250.00	51,000.00
Cristina B. Layson	Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
Remedios A. Cochon	Hot Meals (rice and dish with water)	25	25.00	6,250.00	75,000.00
Mirasol B. Dalisay	Hot Meals (rice and dish with water)	15	25.00	3,750.00	45,000.00
Flordelisa DP. Viola	Hot Meals (rice and dish with water)	15	25.00	3,750.00	45,000.00
Marilou DC Pacanas	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Virginia P. Bernados	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Belen G. Liston	Hot Meals (rice and dish with water)	10	25.00	2,500.00	30,000.00
Alejo S. Mantua	Hot Meals (rice and dish with water)	30	25.00	7,500.00	90,000.00
Marygen R. Hontiveros	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Ma. Luisa D. Revecencio	dish with water)	20	25.00	5,000.00	60,000.00
Joel A. Ramos	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Juanita S. Ringor	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Liezel O. Placios	Hot Meals (rice and dish with water)	20	25.00	5,000.00	60,000.00
Total					3,000,000.00

THE FIRST PARTY agrees to pay the SECOND PARTY of the Contract price every 10 days based on the number of children that they will cater.

## **BERNARD C. DELA CRUZ** Acting City Mayor City Government of Malabon First Party

<b>LANIE ROSE M. TE</b>	<b>PILAR L. RODRIGUE</b>	Z IRENE P. LAPADA	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Longos	Brgy. Maysilo	Brgy. Maysilo	
Malabon City	Malabon City	Malabon City	
<b>ESPERANZA L. JUANCE</b>	GEMMA C. BATACAN	MARK DEXTER B. ISRAEL	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Muzon	Brgy. Niugan	Brgy. Panghulo	
Malabon City	Malabon City	Malabon City	
<b>LORENA B. VALIENTE</b>	<b>ROSITA O. DE GUZM</b>	<b>IAN ALONA C. JOSE</b>	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Potrero	Brgy. Potrero	Brgy. Potrero	
Malabon City	Malabon City	Malabon City	
<b>MARISSA DJ. TAOINGAN</b>	MARITES L. CALOMI	PONG IRISH R. ANGELES	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Potrero	Brgy. Potrero	Brgy. Potrero	
Malabon City	Malabon City	Malabon City	
MARIBEL P. FIDELINO	<b>EMILY D. BRUCELO</b>	ELEONOR R. DELA CRUZ	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. San Agustin	Brgy. San Agustin	Brgy. Santulan	
Malabon City	Malabon City	Malabon City	
<b>CLARITA C. GALANG</b>	<b>LUCIA A. MORALES</b>	<b>CRISTINA B. LAYSON</b>	:
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Santulan	Brgy. Santulan	Brgy. Tañong	
Malabon City	Malabon City	Malabon City	
REMEDIOS COCHON	MIRASOL DALISAY	FLORDELISA DP. VIOLA	
Karinderia Owner	Karinderia Owner	Karinderia Owner	
Brgy. Tañong	Brgy. Tinajeros	Brgy. Tinajeros	
Malabon City	Malabon City	Malabon City	

#### Second Party:

VIRGINIA G. BAULA Karinderia Owne Brgy. Acacia Malabon City

 MEDY T. NOVESTERAS
 CHINITA M. RIVERA

 Karinderia Owner
 Karinderia Owner

 Brgy. Acacia
 Brgy. Baritan

 Malabon City
 Malabon City

**NORA P. MORADO** Karinderia Owner Brgy. Catmon Malabon City

**JUVY L. NUŇEZ** Karinderia Owner Brgy. Dampalit Malabon City

ARLENE L. PERITO Karinderia Owner Brgy. Bayan-bayanan Malabon City ERLINDA L. PINTO Brgy. Baritan Malabon City

**CHONA CAŇETE** Karinderia Owner Brgy. Catmon Malabon City

MARISSA M. CALIPUTOC Karinderia Owner Brgy. Concepcion Malabon City

JESSICA O. ODAL CRISTINA C. ALCANTARA LUISA AMOR C. LEGASPI Karinderia Owner Karinderia Owner Karinderia Owner Brgy. Flores Brgy. Hulong Duhat Brgy. Hulong Duhat Malabon City Malabon City Malabon City

**GERLIE B. TABLAN** Karinderia Owner Brgy. Dampalit Malabon City

**JUVY O. ANDES** Karinderia Owner Brgy. Concepcion Malabon City

JENNIFER S. PAJARILLO CHRISTINE B. MATIAS ARACELI S. TAMPOL Karinderia Owner Karinderia Owner Brgy. Hulong Duhat Brgy. Hulong Duhat Brgy. Hulong Duhat Malabon City Malabon City

ALMA T. DE GUZMAN Karinderia Owner Brgy. Ibaba Malabon City

**TERESITA G. OSTOS** Karinderia Owner Brgy. Longos Malabon City SUSAN B. REYES Karinderia Ow Brgy. Longos Malabon City

ALEJO S. MANTUA	MARYGEN R. HONTIVEROS	MA. LUISA D. REVECENCIO
Karinderia Owner	Karinderia Owner	Karinderia Owner
Brgy. Tonsuya	Brgy. Tonsuya	Brgy. Tonsuya
Malabon City	Malabon City	Malabon City
<b>JOEL A. RAMOS</b>	<b>JUANITA S. RINGO</b>	R LIEZEL O. PLACIOS
Karinderia Owner	Karinderia Owner	Karinderia Owner
Brgy. Tonsuya	Brgy. Tugatog	Brgy. Tugatog
Malabon City	Malabon City	Malabon City

SIGNED IN THE PRESENCE OF:

 MITZI A. TANCHOCO, MD
 MELISSA SISON-ORETA

 Medical Nutrition Coordinator
 City Nutrition Action Officer

 City Government of Malabon
 City Government of Malabon

Republic of the Philippines) City of \_\_\_\_\_ ) S. S.

#### ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_\_ 2019, personally appeared the aforementioned persons with their respective identification cards appearing below their respective signatures, known to me and to me known to be the same person who acknowledged to me this foregoing instrument as their free voluntary act and deed.

This document consists of seven (7) pages including the acknowledgement herein.

 $witness \ MY \ Hand \ And \ seal$  on the date and place first above mentioned.

Doc. No. \_\_\_\_\_ Page No. \_\_\_\_\_ Book No. \_\_\_\_\_ Series of 2019

MARILOU DC PACANAS Karinderia Owner Brgy. Tinajeros Malabon City VIRGINIA P. BERNADOSBELEN G. LISTONKarinderia OwnerKarinderia OwnerBrgy. TonsuyaBrgy. TonsuyaMalabon CityMalabon City

Malabon City Nutrition Office October 2019

# SAMPLE CERTIFICATION OF SERVICE RENDERED



CITY OF MALABON Republic of the Philippines METROPOLITAN MANILA CITY HEALTH DEPARTMENT



#### **CERTIFICATION OF SERVICE RENDERED**

This is to certify that Karinderia Owners rendered 10-days service such as provision of hot meals (Rice, Dish, fruit and Water) for *Karinderia para sa Kalusugan ni Chikiting* Feeding Program Beneficiaries of Malabon City, Karinderia owners who rendered service are listed below:

Proprietor Name	Name of Karinderia	Business Address
Virginia G. Baula	Virgie Carinderia	150 Sisa St., Brgy. Acacia, Malabon City
Medy T. Novesteras	Medy's Carinderia	13 Consuelo St. Brgy. Acacia, Malabon City
Chinita M. Rivera	Chinita's Carinderia	20 B. Talabahan, Ilang-ilang, Brgy. Baritan, Malabon City
Arlene L. Perito	Arlene's Carinderia	164 Celia II, Bayan-bayanan, Malabon City
Marivic K. Dela Cruz	Marivic's Carinderia	38 Liwayway St, Brgy. Bayan-Bayanan, Malabon City
Chona P. Caňete	Chona's Carinderia	221 Sanciangco St. Int. Catmon, Malabon City
Nora P. Morado	Nora's Carinderia	382 Sanapu HOA Sitio 6, Brgy. Catmon, Malabon City
Juvy O. Andes	Juvy's Carinderia	24 Gulayan, Brgy. Concepcion, Malabon City
Marissa M. Caliputoc	Marissa's Carinderia	59 Sitio Sto. Nino, Concepcion, Malabon
Juvy L. Nuňez	Juvy's Carinderia	1 Damson St. Brgy. Dampalit, Malabon City
Gerlie B. Tablan	Gerlie's Carinderia	55 M. Sioson St. Dampalit, Malabon City
Jessica O. Odal	Jessica's Caribderia	37 B-1 Esguerra St. Brgy. Flores, Malabon City
Cristina C. Alcantara	Cristina's Carinderia	53 Don Basilio Bautista St. Hulong Duhat, Malabon City
Luisa Amor C. Legaspi	Luisa's Carinderia	37 Int. Don Basilio Bautista Blvd. Hulong Duhat, Malabon City
Jennifer S. Pajarillo	Jen's Carinderia	49 A. Gervacio St. Hulong Duhat, Malabon City
Christine B. Matias	Christine's Carinderia	117 Don Basilio Bautista Blvd. Hulong Duhat, Malabon City

Araceli S. Tampol	Ara's Carinderia	37 Gov. Gabriel Subd. 1, Hulong Duhat, Malabon City
Alma T. De Guzman	Alma's Carinderia	59 Jacinto St. Brgy. Ibaba, Malabon City
Teresita G. Ostos	Tersita's Carinderia	Blk 46, Lot 37 Pampano St, Brgy. Longos, Malabon City
Susan B. Reyes	Susan's Carinderia	Blk 10, Lot 31, PII AII, Brgy. Longos, Malabon City
Lanie Rose M. Te	Mutya's Carinderia	4 Azucena St. Longos, Malabon City
Pilar L. Rodriguez	Pilar's Carinderia	21 Remigio St. Brgy. Maysilo, Malabon City
Irene P. Lapada	Irene's Carinderia	97 Yanga St. Maysilo, Malabon City
Gemma C. Batacan	Gemma's Carinderia	12 Dr. Viola St. Niugan, Malabon City
Esperanza L. Juance	Espe's Carinderia	6 Kasarinlan St. Muzon, Malabon City
Mark Dexter B. Israel	Dexter's Eatery	Blk 16 Lot 2 Karisma Vill., Brgy. Panghulo, Malabon
Alona C. Jose	Alona's Carinderia	5 Dona Juana St. Potrero, Malabon City
Rosita O. De Guzman	Rosita's Carinderia	7 Camachile Rd, Brgy. Potrero, Malabon City
Irish R. Angeles	Irish Carinderia	143 University Ave. Potrero, Malabon City
Lorena B. Valiente	Lorena's Carinderia	8 Chico Rd. Potrero, Malabon City
Marissa DJ. Taoingan	Teresa's Carinderia	34 Inda Maria, Brgy. Potrero, Malabon City
Marites L. Calompong	Marites Carinderia	27 Lanzones Rd. Potrero, Malabon City
Maribel P. Fidelino	Maribel's Carinderia	B20 L5-7 Magsaysay Ext. San Agustin, Malabon City
Emily Brucelo	Emy's Carinderia	Int. Sacristia, Brgy. San Agustin, Malabon
Lucia A. Morales	Lucia's Carinderia	138 Reyes St. Santulan, Malabon City
Clarita C. Galang	Clarita's Carinderia	315 Custodio St. Santulan, Malabon City
Eleonor A. Dela Cruz	Eleonor's Carinderia	1 E.Martin St. Santulan, Malabon City
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Flordelisa Viola	Flor's Carinderia	163 Kaingin, Tinajeros, Malabon
Marygen R. Hontiveros	Marygen's Carinderia	Blk 3, Kadima Court , Letre Rd. Tonsuya Proper, Malabon City
Joel A. Ramos	Joel's Carinderia	10 C Perez St. Tonsuya, Malabon City
Ma. Luisa D. Revecencio	Luisa's Carinderia	49 Sitio Balut, Brgy. Tonsuya, Malabon
Alejo S. Mantua	Alejo's Carinderia	Blk 7, Lot 13 Flordeliz Village HOA, Phae II, Tonsuya Letre, Malabon City
Belen G. Liston	Belen's Carinderia	L134 B4 Phase 1, Lupha Gozon, Tonsuya, Malabon City
Virginia P. Bernados	Virgie's Carinderia	L107 Ph3 Gozon Compound Tonsuya, Malabon City

Juanita S. Ringor	Juanita's Carinderia	61 D Asogue St. Tugatog, Malabon City
Liezel O. Placios	Liezel's Carinderia	5 C P Concepcion St. Tugatog, Malabon City

Certified and given this 12<sup>th</sup> day of October 2019 in City Government of Malabon.

FIDEL BALTAZAR P. DELA CRUZ, RND Nutritionist – Dietitian II

# SAMPLE NARRATIVE REPORT AND PAYROLL

#### ACKNOWLEDGEMENT RECEIPT Oct-19

No.	Name	Requirements Needed	Signature of KKC
	Virginia G. Baula	ID and Stub with initial of Nutrition Staff	
1	Medy T. Novesteras	ID and Stub with initial of Nutrition Staff	
2	Chinita M. Rivera	ID and Stub with initial of Nutrition Staff	
3	Arlene L. Perito	ID and Stub with initial of Nutrition Staff	
4			
5	Marivic K. Dela Cruz	ID and Stub with initial of Nutrition Staff	
6	Chona P. Caňete	ID and Stub with initial of Nutrition Staff	
7	Nora P. Morado	ID and Stub with initial of Nutrition Staff	
8	Juvy O. Andes	ID and Stub with initial of Nutrition Staff	
9	Marissa M. Caliputoc	ID and Stub with initial of Nutrition Staff	
10	Juvy L. Nuňez	ID and Stub with initial of Nutrition Staff	
11	Gerlie B. Tablan	ID and Stub with initial of Nutrition Staff	
12	Jessica O. Odal	ID and Stub with initial of Nutrition Staff	
13	Cristina C. Alcantara	ID and Stub with initial of Nutrition Staff	
14	Luisa Amor C. Legaspi	ID and Stub with initial of Nutrition Staff	
15	Jennifer S. Pajarillo	ID and Stub with initial of Nutrition Staff	
16	Christine B. Matias	ID and Stub with initial of Nutrition Staff	
17	Araceli S. Tampol	ID and Stub with initial of Nutrition Staff	
18	Alma T. De Guzman	ID and Stub with initial of Nutrition Staff	
19	Teresita G. Ostos	ID and Stub with initial of Nutrition Staff	
20	Susan B. Reyes	ID and Stub with initial of Nutrition Staff	
21	Lanie Rose M. Te	ID and Stub with initial of Nutrition Staff	
22	Pilar L. Rodriguez	ID and Stub with initial of Nutrition Staff	
23	Irene P. Lapada	ID and Stub with initial of Nutrition Staff	
24	Esperanza L. Juance	ID and Stub with initial of Nutrition Staff	
25	Gemma C. Batacan	ID and Stub with initial of Nutrition Staff	
26	Mark Dexter B. Israel	ID and Stub with initial of Nutrition Staff	
27	Alona C. Jose	ID and Stub with initial of Nutrition Staff	
28	Rosita O. De Guzman	ID and Stub with initial of Nutrition Staff	
29	Irish R. Angeles	ID and Stub with initial of Nutrition Staff	
30	Lorena B. Valiente	ID and Stub with initial of Nutrition Staff	
31	Marissa DJ. Taoingan	ID and Stub with initial of Nutrition Staff	

32	Marites L. Calompong	ID and Stub with initial of Nutrition Staff	
33	Maribel P. Fidelino	ID and Stub with initial of Nutrition Staff	
34	Emily Brucelo	ID and Stub with initial of Nutrition Staff	
35	Lucia A. Morales	ID and Stub with initial of Nutrition Staff	
36	Clarita C. Galang	ID and Stub with initial of Nutrition Staff	
37	Eleonor A. Dela Cruz	ID and Stub with initial of Nutrition Staff	
38	Cristina B. Layson	ID and Stub with initial of Nutrition Staff	
39	Remedios A. Cochon	ID and Stub with initial of Nutrition Staff	
40	Mirasol B. Dalisay	ID and Stub with initial of Nutrition Staff	
41	Marilou DC Pacanas	ID and Stub with initial of Nutrition Staff	
42	Flordelisa Viola	ID and Stub with initial of Nutrition Staff	
43	Marygen R. Hontiveros	ID and Stub with initial of Nutrition Staff	
44	Joel A. Ramos	ID and Stub with initial of Nutrition Staff	
45	Ma. Luisa D. Revecencio	ID and Stub with initial of Nutrition Staff	
46	Alejo S. Mantua	ID and Stub with initial of Nutrition Staff	
47	Belen G. Liston	ID and Stub with initial of Nutrition Staff	
48	Virginia Bernados	ID and Stub with initial of Nutrition Staff	

48	Virginia Bernados	ID and Stub with initial of Nutrition Staff	
49	Juanita S. Ringor	ID and Stub with initial of Nutrition Staff	
50	Liezel O. Placios	ID and Stub with initial of Nutrition Staff	

**Certified By:** 

# PHOTO DOCUMENTATION

## FEEDING SESSION DURING KARINDERIA FEEDING



Malabon City Nutrition Office October 2019



# MICRONUTRIENT SUPPLEMENTATION FOR KKC BENEFICIARIES

## MOTHER'S CLASSES AND HANDWASHING





ORIENTATION ON FOOD SAFETY AND DIETARY SUPPLEMENTATION FOR KARINDERIA OWNERS

## MALABON CITY NUTRITION OFFICE ORGANIZATIONAL CHART

Hon. Antolin A. Oreta III Local Chief Executive

### Chef Melissa Sison-Oreta City Nutrition Action Officer

Roberto R. Romero, MD City Health Officer

**Mitzi A. Tanchoco, MD** *Medical Nutrition Coordinator* 

Soledad DG. Martinez, RND Nutrition Officer III

### Fidel Baltazar P. Dela Cruz, RND

District I - Nutritionist Dietitian II

### **Barangay Nutrition Scholar**

**Rebecca Busante - Baritan** Marlene Dollar - Bayan-Bayanan Nilda Bacani - Catmon **Rowena Aranjuez - Catmon Carmelita Unasco - Catmon** Nancy Tañala - Concepcion **Milagros Sioson - Dampalit** Marita Cruz - Flores Judy Cruz - Hulong Duhat Jasmin Dimapindan - Ibaba **Romalyn Diolola - Maysilo** Melrose Ancot - Muzon Liezl Casera - Niugan Marilyn Araño - Panghulo Melinda Empasis - Santulan Imelda Sison - San Agustin Elvira Reyes - Tañong

### Edna R. Divina, RND

District II - Nutirionist Dietitian II

#### **Barangay Nutrition Scholar**

Cresencia Habungan - Acacia Rosine Peñalosa - Longos Ma. Ley Borbon - Longos Agustina Gulang - Potrero Ma. Antonia Oliveros - Potrero Mariza Vicencio - Tonsuya Edelyn Cantelero - Tonsuya Denelyn Mariano - Tinajeros Tita Arzaga - Tugatog

Susan Bernardo Lactation Station

John Kenneth O. Mejillano Tech Support