

PROCEDURE FOR IMPLEMENTATION OF THE SUPPLEMENTARY FEEDING PROGRAM

I. OFFICE OR DIVISON

PROTECTIVE SERVICES DIVISION – SUPPLEMENTARY FEEDING PROGRAM

II. SCHEDULE OF AVAILABILITY OF SERVICE

MONDAY – FRIDAY (8:00 AM – 5:00 PM)

III. WHO MAY AVAIL OF THE SERVICE

G2G – GOVERNMENT TO GOVERNMENT

WHAT ARE THE REQUIREMENTS	WHERE TO SECURE
Duly signed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)	Local Government Unit (Office of the Mayor/ C/MSWDO)
Certified True Copy of Sangguniang Bayan Resolution	Local Government Unit (Office of the Mayor)
Duly signed Project Proposal	Local Government Unit (Office of the Mayor/ C/MSWDO)
Weight Monitoring Report (Form 3.A)	C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)
Master list of Beneficiaries (Form 2.A)	C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)
Master list of Child Development Centers (Form 2.B)	Local Government Unit (C/MSWDO)

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IV. HOW TO AVAIL

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Social Preparation for the Implementation of SFP (LGU to Field Offices)			
1. LGU to submit the required documents for the program inclusion per Day Care Centers/ Supervised Neighborhood Play	None	43 days	DSWD Field Office SFP Focal Person Ma. Romilene C. Padilla
2. Comply with the necessary signatures /action needed for the processing of the documents.	None	100 days	
3. LGU to participate to the program orientation	None	1 day	
II. Creation of Cycle Menu and Supervision of Feeding Implementation			
4. Assist in the Conduct of Market Research	None	7days	Ma. Romilene C. Padilla DSWD Field Office SFP Focal Person

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IV. HOW TO AVAIL

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Participation in the creation of cycle menu	None	1 day	Ma. Romilene C. Padilla DSWD Field Office SFP Focal Person
6. Finalization of the Cycle menu	None	21 days	
7. Implement the approved cycle menu	None	20 days	
8. Receives and the food and assist in the delivery of foods to the beneficiaries based on distribution plan	None	123 days	
9. Submit the Accomplishment Report	None	7 days	

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IV. HOW TO AVAIL

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
III. Monitoring and Evaluation (Field Office to Local Government Unit)			
10. Coordinate with the Field Office for technical assistance	None	5 days and 4 hours	Ma. Romilene C. Padilla DSWD Field Office SFP Focal Person
11. Provide feedback, issues and concerns on the SFP implementation	None	3 days and 10 minutes	
12. Respond to Client Satisfaction Survey Form	None		

V. PROCESSING TIME

357 days, 12 hours and 10 minutes

VI. FEEDBACK AND COMPLAINTS MECHANISM

LANDLINE NUMBER: 231-2172 local 17104

EMAIL ADDRESS: sfp.fo7@dswd.gov.ph