

5. Implementation of the Supplementary Feeding Program

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

Office or Division:	Program Management Bureau – Sectoral Programs Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Memorandum of Agreement (MOA or Memorandum of Understanding (MOU)		Local Government Unit (Office of the Mayor/ C/MSWDO)		
2. Certified True Copy of Sangguniang Bayan resolution		Local Government Unit (Office of the Mayor/ C/MSWDO)		
3. Duly signed Proposal		C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)		
4. Masterlist of Beneficiaries (Form 2.A)		C/MSWDO (Child Development Center/ Child Development Worker)/ (Supervised Neighborhood Play/ Supervised Neighborhood Play Worker)		
5. Masterlist of Child Development Centers (Form 2.B)		Local Government Unit (C/MSWDO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
I. Social Preparation for the Implementation of SFP (LGU to Field Office				
1. LGU to submit the required documents for the program inclusion per Day Care Centers/Supevis ed Neighborhood Play	1.1 Receive and review the completeness of the documents submitted	None	3 days	(Ms. Caselyn B. Curay) DSWD Field Office Staff AA-II
	1.2 Process the submitted documents for inclusion in the	None	20 days	(Ms. Ma. Lea R. Alegarbes) DSWD Field Office

	program beneficiaries			* SFP Focal Person ND-II- Ms. Shaira Lou T. Pomicpic
	1.3 Consolidate all the submitted masterlist with nutritional status for submission of monthly report to Central Office	None	20 days	Ms. Shaira Lou T. Pomicpic DSWD Field Office ND-II-
	1.4 Keeps the document for data banking and comparison on the succeeding nutritional status/improvement of the children beneficiaries	None		(Ms. Caselyn B. Curay) DSWD Field Office Staff AA-II
2. Comply with the necessary signatures/actions needed for the processing of the documents.	2.A Facilitate signing and notarization of Memorandum of Understanding (MOU) between LGU and DSWD FO	None	20 days	Jessie Catherine B. Aranas DSWD Field Office PSD Chief Mari Flor A. Dollaga-Libang DSWD Field Office Regional Director
	2.A.1 Proceed with the processing of the procurement of commodities	None	20 days	Ma. Lea R. Alegarbes SFP Focal Person Jean Paul S. Parajes BAC Chairperson Dave C. Calo BAC Head Secretariat
	2.B If TOF is allowed, review eligibility of LGU based on previous performances in program implementation and timely and complete liquidation	None	20 days	Alfonso L. Pnimdim SFP AO-II
	2.B.1 If LGU is eligible, facilitate signing and notarization of Memorandum of Agreement (MOA) between LGU and	None	20 days	Ma. Lea R. Alegarbes SFP Focal Person Jessie Catherine B. Aranas PSD Chief

	DSWD FO			Gretchen F. Escala Regional accountant Jean Paul S. Parajes ARDO Atty Faizal A. Padate ARDA
	2.B.2 Facilitate Processing and Distribution of available Checs/ADA for LGU	None	20 days	Geneatte B. Marban Cash Disbursing Officer
3. LGU to participate to the program orientation	3.1 Conduct program orientation/updates and reiterates necessary documents , proper accomplishment, and signatories for submission to the Field Office	None	1 day/LGU/Province	Ma. Lea R. Alegarbes SFP Focal Person Ms. Shaira Lou T. Pomicpic ND-II Alfonso L. Pnimdim SFP AO-II
	Total	None	144 days	
II. Creation of Cycle Menu and Supervision of Feeding Implementation				
1. Assist in the Market Research	1.1 Conducts market research of the most common and available food items in the community	None	7 days	Melodie B. Gullarte PDO-I, ADN Nhor Aina S. Macaindig PDO-I, ADS Sheila Mae R.Obedencia PDO-I, SDN Gleana A. Capatoy PDO-I, PDI Nice E. Selpa ND/PDO-I, SDS Cluster 1 Jeneath A. Cinco PDO-I, SDS Cluster 2
Participation in the creation of the cycle menu	1 Solicit recommendation with LSWDOs/focal persons on the menu preference per province	None	1 day/province	Ma. Lea R. Alegarbes SFP Focal Person Ms. Shaira Lou T. Pomicpic

	<p>2.1a In times of covid-19 pandemic and other similar emergencies, virtual meetings with provinces with capacity on network connections/gadgets</p> <p>2.1b Drafts tw0-four-week cycle menu based on the market research conducted, budge and agreed Menu preference of the focal persons per province following 1/3 PDRI requirements of the children beneficiaries and/or DOST-FNRI Pinggang Pinoy Kids</p>			ND-II
3. Finalization of the Cycle Menu	<p>3.1 Submits the draft cycle menu for the approval of the SFP Focal None</p> <p>3.2 Approves the cycle menu for the allocation in the purchase request.</p> <p>3.3 Prepares the food distribution plan per municipality, provinces, as basis in the allocation in the purchase request</p>	None	<p>4 hours</p> <p>4 hours</p> <p>4 hours</p>	<p>Ma. Lea R. Alegarbes</p> <p>SFP Focal Person</p> <p>Ms. Shaira Lou T. Pomicpic</p> <p>ND-II</p>
4. Implement the approved cycle menu	4.1 Distributes copy of the menu to the LGU DFP Focal Person for reference and implementation	None	20 days	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae R.Obedencia</p> <p>PDO-I, SDN</p> <p>Gleana A. Capatoy</p> <p>PDO-I, PDI</p> <p>Nice E. Selpa</p> <p>ND/PDO-I, SDS Cluster 1</p> <p>Jeneath A. Cinco</p> <p>PDO-I, SDS Cluster 2</p>

5. Recieves the food and assist in the delivery of foods to the beneficiaries based on distribution plan	<p>5.1 Monitors the delivery of food commodities to the implementing LGU</p> <p>5.2 The FO shall monitor the feeding implementation of SFP by the LGUs based on the approved cycle menu, target beneficiaries and areas of implementation</p>	None	<p>3 days</p> <p>120 days</p>	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae R.Obedencia</p> <p>PDO-I, SDN</p> <p>Gleana A. Capatoy</p> <p>PDO-I, PDI</p> <p>Nice E. Selpa</p> <p>ND/PDO-I, SDS Cluster 1</p> <p>Jeneath A. Cinco</p> <p>PDO-I, SDS Cluster 2</p>
6.Submit the Accomplishment Report	6.1 The FO to acknowledge and analyze the submitted accomplishment reports of LGUs (e.g Physical, Narrative, Financial, Nutritional status reports) and provide technical assis	None	7 days	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae R.Obedencia</p> <p>PDO-I, SDN</p> <p>Gleana A. Capatoy</p> <p>PDO-I, PDI</p> <p>Nice E. Selpa</p> <p>ND/PDO-I, SDS Cluster 1</p> <p>Jeneath A. Cinco</p> <p>PDO-I, SDS Cluster 2</p>
	6.2 The FO will consolidate and evaluate the submitted reports of the LGUs for endorsement to Central Office	None	20 days	<p>Ma. Lea R. Alegarbes</p> <p>SFP Focal Person</p> <p>Ms. Shaira Lou T. Pomicpic</p> <p>ND-II</p> <p>Alfonso L. Pnimdim</p> <p>SFP AO-II</p>

III. Monitoring and Evaluation (Field Office to Local Government Unit)				
1.Coordinate with the Field Office for Technical assistance	<p>1.1 Prepare the monitoring and technical assistance plan for the implementation of the current SFP cycle based on the result of the program review submitted by the LGUs.</p> <p>1.1a FO may also conduct spot checks to assess and monitor the implementation</p> <p>1.1b Notifies the Local Government on the schedule of the visit and/or virtual provision of technical assistance</p> <p>1.1c Prepares the Travel Order and/or virtual link for the technical assistance</p>	None	<p>7 days</p> <p>3 days/LGU</p> <p>1 day</p> <p>1 day</p>	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae R.Obedencia</p> <p>PDO-I, SDN</p> <p>Gleana A. Capatoy</p> <p>PDO-I, PDI</p> <p>Nice E. Selpa</p> <p>ND/PDO-I, SDS Cluster 1</p> <p>Jeneath A. Cinco</p> <p>PDO-I, SDS Cluster 2</p>
	1.2.Provides technical assistancethrough either demo, actual observation of the procedure and/or virtual provision of technicalassistance ensuring LGUs compliance to EODB-ARTA requirements such as the SFP guidelines, among others	NONE	7 DAYS	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae R.Obedencia</p> <p>PDO-I, SDN</p> <p>Gleana A. Capatoy</p> <p>PDO-I, PDI</p> <p>Nice E. Selpa</p> <p>ND/PDO-I, SDS Cluster 1</p> <p>Jeneath A. Cinco</p> <p>PDO-I, SDS Cluster 2</p>
2.Provide feedback, issues and concerns on the SFP implementation	2.1 Discuss the salient findings and recommendations to the Local Chief Executive during the exit conference	None	1 day	<p>Melodie B. Gullarte</p> <p>PDO-I, ADN</p> <p>Nhor Aina S. Macaindig</p> <p>PDO-I, ADS</p> <p>Sheila Mae</p>

*** For procurement process, kindly refer to Citizen Charter Procurement management**

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	DSWD-Field Office send memo/email to DSWD-PMB
How feedbacks are processed	DSWD-PMB sends a reply letter/memo to the concerned Field Office
How to file a complaint	Complaints can be filed by sending letter or email to PMB-DSWD. The details of the complaint should be included in the information

Complainant using 8888	<p>SMS will receive the complaint and will be forwarded to PMB if the concern is:</p> <ul style="list-style-type: none">a. On the Programs and Services-PSD will be the one replying the complaintb. B. On Personnel and other outside matters- The Focal Person will be the one replying to the complaint
How complaints are processed	<p>-The concerned Office will conduct case conference/meeting to discuss the issue/concern. If necessary, to set a meeting with the complainant and discuss the concern.</p> <p>-Internal investigation shall be conducted within the Bureau, then provide recommendation and officially send reply letter/memo to the concerned DSWD-Field Office-For the devolved programs, the complaints received coursed through the Field Office to reach to he concerned LGU.</p>
	<p>ANTI-RED TAPE AUTHORITY (ARTA) complaints@arta.gov.ph 8-478-5093 Presidential Complaint Center (PCC) pcc@malacanang.gov.ph 8888 Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908-881-6565</p>

Office	Address	Contact Information
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - CARAGA	R. PALMA ST. CAPITOL DRIVE , BUTUAN CITY, AGUSAN DEL NORTE	<p>Hotline Number/s</p> <p>Telephone: (085) 342-5619 to 20</p> <p>(085) 815-9173</p> <p>Email: focrg@dswd.gov.ph</p>