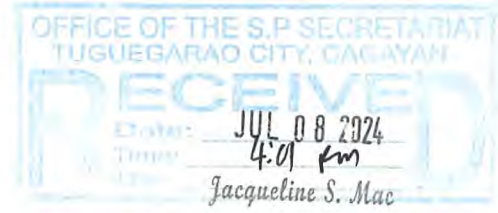


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Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR

08 July 2024

THE PRESIDING OFFICER AND MEMBERS
Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Department of Social Welfare and Development and the Tuguegarao City Government relative to the 14th cycle implementation of the Supplementary Feeding Program, for your information and appropriate action.

This matter is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160 or the Local Government Code of 1991.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *Department of Social Welfare and Development*
- *CSWDO (c/o Mr. Melvin Perez, RSW)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*



Republic of the Philippines
 Province of Cagayan
 Tuguegarao City



CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

July 08, 2024

HON. MAILA ROSARIO S. TING-QUE
City Mayor
 Carig Sur, Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR
RECEIVED
 JUL 08 2024
 Date: _____
 Time: 3:20 PM
 By: _____

Dear Mayor Ting- Que,

Greeting of good health!

Respectfully forwarding herewith the Memorandum of Agreement for 14th Cycle implementation of the Supplementary Feeding Program for School Year 2024- 2025.

Thank you and God bless.

Respectfully yours,



MELVIN T. PEREZ, RSW, MSSW
CSWD Officer

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into this _____ day of _____ 2024 at **Tuguegarao City, Cagayan**, between and among:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national government agency created pursuant to Republic Act No. 5416, through its **FIELD OFFICE 02**, with the office address at #3 Dalan na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 3500, and represented by its **REGIONAL DIRECTOR, LUCIA SUYU ALAN, RSW** (hereinafter referred to as the "DSWD");

and

The **TUGUEGARAO CITY GOVERNMENT** with address at Tuguegarao City, Cagayan herein represented by its **LOCAL CHIEF EXECUTIVE, MAILA ROSARIO S. TING-QUE**, by virtue of Sangguniang Bayan Resolution No. ____ series of 2024 (hereinafter referred to as the "LGU");

WITNESSETH

WHEREAS, the Supplementary Feeding Program (SFP) is the provision of food in addition to the regular meals to target children ages 2-5 years old enrolled in the Child Development Center (CDCs) and Supervised Neighborhood Play (SNPs) as part of the DSWD's contribution to the early childhood care and development (ECCD) program of the government;

WHEREAS, the Department of Education (DepEd) and the Department of Social Welfare and Development (DSWD), in consultation with other National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), and development partners, are mandated by Republic Act (RA) No. 11037 also known as "Masustansyang Pagkain Para sa Batang Pilipino", to promulgate their respective rules and regulations for the efficient and effective implementation of the National Feeding Program for Public Day Care Centers (PDCCs) or CDCs, public kindergarten and elementary schools, pursuant to Section 4 of the said law to address undernutrition among Filipino children;

WHEREAS, under the Section 4(a) of RA No. 11037, the DSWD, in coordination with the LGUs, has been tasked to implement a SFP for undernourished children with ages three (3) to five (5) years which shall include the provision of at least one (1) fortified meal for a period of not less than one hundred twenty (120) feeding days, specifically starting in July 2024 until December 2024 upon receipt of funds;

WHEREAS, the General Appropriation Act of 2024 stated that the target outcome indicator of SFP is 81% of malnourished children in CDCs and SNPs with improved nutritional status;

WHEREAS, given the limitation in the purchasing power of most families due to extended effect of the COVID-19 pandemic and inflation of food commodities, SFP implementation shall assist in addressing the issue of hunger and food security among Filipino children and prevent regression of the current nutritional status of the beneficiaries;

WHEREAS, Section 11 of RA No. 11321 otherwise known as the “Sagip Saka Act” states that the National and Local Government Agencies shall directly purchase agricultural and fishery products from farmers and fisher folk cooperatives and enterprises provided that the said agricultural and fishery products are necessary in the performance of their respective mandates. The procurement by the national and local government agencies shall be exempt from the application of the bidding process prescribed under relevant government procurement laws provided that said agencies shall undergo a negotiated procurement under the applicable guidelines of the Government Procurement Policy Board;

WHEREAS, the DSWD adopted alternative modes of implementation such as distribution of dry rations, nutripacks, and nutribun with fresh milk to address issues on the continuous delivery of services despite the shift of the ECCD sessions from face to face to virtual learning;

WHEREAS, the efficient and effective implementation of a national feeding program shall sustain the gains of good nutrition achieved through the delivery of early childhood care and development services consistent with RA No. 10410, otherwise known as the “Early Years Act of 2013” and quality basic education services under RA No. 10533, otherwise known as the “Enhanced Basic Education Act of 2013”;

WHEREAS, LGUs, as partners of the DSWD in the expeditious delivery of the social amelioration program, shall also assist in the implementation of SFP;

WHEREAS, by virtue of Sangguniang Bayan Resolution No.____, the LGU agrees to enter into a Memorandum of Agreement (MOA) with the DSWD for the implementation of the SFP, and further authorizes the LCE to represent the LGU and sign the MOA herein;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties agree to undertake the program under the following terms and conditions:

I. ROLES AND RESPONSIBILITIES:

1. DSWD shall:

- a. Manage and coordinate/supervise the regional implementation of the SFP. Designate a Focal Person for the SFP to provide guidance and technical assistance to the Local Social Welfare & Development Officers, CDW/SNP workers, Day Care Workers Federation (DCW) and Child Development Service Parent Group (DCSPG) in the implementation of the Program;
- b. Subject to availability of fund, inform the LGU of the conduct of 120 feeding days or, if needed, to conduct twice-a-day feeding implementation;
- c. Release funds to the City LGU in the amount of **Four Million Three Hundred Twenty Thousand Pesos (Php 4,320,000.00)** based on pertinent provision of Commission on Audit (COA) Circulars 94-013 dated December 13, 1994, COA Circular No. 2016-002 dated May 31, 2016 and 2017-002 dated October 25, 2017;
- d. Closely monitor the fund management, utilization, program implementation and respond to operational concerns of the LGUs/DCWF/DCSPG/SNP Parents Group/CDC/DCW/SNP Workers;
- e. Consolidate LGU report and submit monthly physical accomplishment and financial report on the utilization of funds to Central Office- Program Management Bureau; and
- f. Conduct Regional Program Implementation Review (PIR) at the end of the implementation period.

2. LGU shall:

- a. Update database of children beneficiaries of the program and submit encoded masterlist of beneficiaries to the DSWD utilizing the ECCD-IS;

- b. Submit a project proposal and masterlist of beneficiaries as the basis for funding allocation for the 14th cycle (CY 2024) and the 120 feeding days or the twice-a-day feeding provision for the identified beneficiaries, if necessary. The LGU shall include in the project proposal the mode of implementation they will use based on the SFP implementing guidelines. The project proposal shall cover the 120 feeding days, specifically starting in July 2024 until December 2024;
- c. Designate the City Social Welfare Development Officer (CSWDO) as Focal Person for the feeding with the task of providing guidance, technical assistance and support to the DCWF/DCSPG in coordination with the City Nutrition Action Officer (CNAO) and include in Local Nutrition Committee (LNC) meetings SF concerns;
- d. As the Focal Person, the CSWDO shall be responsible in providing administrative and technical assistance in the operationalization of the SFP and in overseeing the organization of Parents Committee in each CDCs/SNPS or in the assigned barangay;
- e. Issue Official Receipt to DSWD Field Office 02 as acknowledgement of the fund transfer;
- f. The CSWDO shall ensure that funds intended for the DCWF/DCSPG and/or parents/guardians shall be solely for the latter's feeding operation;
- g. Comply with the set deadline in the submission of all the required documents as basis for funding allocation;
- h. Maintain a separate subsidiary record for each account;
- i. Purchase goods in accordance with the existing laws, such as but not limited to RA No. 9184, and resolutions, such as but not limited to the Government Procurement Policy Board Resolution No. 28-2021, as well as other applicable budgeting, accounting and auditing rules and regulations or according to SFP Guidelines;
- j. Immediately implement the SFP without unreasonable delay upon receipt of funds;
- k. Tap the City Nutrition Committee to assist in monitoring and providing technical assistance to the implementers of the Program monthly. The City Health Office may also assist in providing Vitamin A Supplementation of the DOH and deworming to the target beneficiaries (children 2-5 years old);
- l. If deemed necessary, provide augmentation in the implementation of the feeding program at the city and barangay level through cash or in kind if they catered beyond the target number of beneficiaries and other SF-related activities, as mandated by Section 7, of RA No. 11037;
- m. To submit monthly Report of Checks Issued and Report of Disbursements within 10 days after the end of each month and submit full liquidation thirty (30) days after the completion of the program, the report shall be certified by the accountant and approved by the City LGU in accordance with the Commission on Audit (COA) Circulars 94-013 dated December 13, 1994, COA Circular No. 2016-002 dated May 31, 2016 and 2017-002 dated October 25, 2017;
- n. The LGU shall return all the excess funds to DSWD upon the completion of the project and within thirty (30) days after the completion of the program;
- o. Refund unutilized funds to DSWD at the end of program implementation or use the funds for extension of feeding program giving priority to underweight children in CDC/SNP;
- p. Consolidate and submit a monthly physical and financial accomplishment report on SFP implementation to DSWD for consolidation, copy furnished the Provincial Office;
- q. Book of accounts maintained shall be opened for inspection of any authorized representative of the DSWD and or the auditor in charge in accordance with existing COA regulations; and
- r. During the COVID-19 pandemic, provide basic Personal Protective Equipment (PPE), such as but not limited to, masks and gloves to the CDW/SNP Workers/Volunteers, before the distribution of food items to the beneficiaries.

II. ACCOUNTABILITY

This agreement shall be observed and complied with by the **PARTIES** upon receipt of the fund transferred to the LGU, and shall be implemented for 120 feeding days for the 14th Cycle specifically starting in July 2024 until December 2024, and in accordance with the terms and conditions stipulated herein including the conduct of the twice-a-day feeding, if applicable. Failure on the part of any party to comply with the provisions of this Agreement will warrant its discontinuance without prejudice to the filing of appropriate administrative and/or criminal actions against responsible officers and employees of the erring party.

Any dispute, controversy or claim arising out of or relating to this MOA shall be settled amicably between the parties. In the event that the dispute remains unresolved the Parties shall submit the issue for arbitration and adjudication in accordance with the law.

III. AMENDMENTS

The MOA may be amended or revoked only upon mutual agreement of both parties, provided that all amendments shall be covered by Supplemental Agreement signed by both Parties, which shall be deemed incorporated as integral parts of this MOA.

IV. EFFECTIVITY

This MOA shall take effect upon signing of the **PARTIES** and shall remain valid and existing until the completion of the 120 feeding days for the 14th Cycle, providing it shall not to exceed the Extended Payment Period, as stated further under the applicable GAA General Provisions, unless otherwise revoked or terminated by either one of the parties.

In witness whereof, the parties hereby affix their signature this _____ day of _____, 2024.

**DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT**

LGU OF TUGUEGARAO CITY, CAGAYAN

LUCIA SUYU ALAN, RSW
Regional Director
DSWD FO2

MAILA ROSARIO S. TING-QUE
City Mayor

SIGNED IN THE PRESENCE OF:

MARIA CHERRYPIE I. CABALZA
Administrative Officer V – DSWD FO2

GERALD G. LIM
Municipal Accountant

FRANCO G. LOPEZ
SWO V/OIC ARDO/PSD Chief

MELVIN T. PEREZ
CSWDO Department Head

ACKNOWLEDGEMENT

Republic of the Philippines)
Province/Municipality of Tuguegarao City, Cagayan)

| NAME | GOVT ID # | DATE / PLACE ISSUED |
|---------------------------|-----------|----------------------------------|
| LUCIA SUYU ALAN, RSW | 211006 | DECEMBER 1, 1989/TUGUEGARAO CITY |
| MAILA ROSARIO S. TING-QUE | | |

Before me, this ____ day of _____, 2024, personally appeared:

Who executed the foregoing Memorandum of Agreement consisting of five (5) pages signed on all pages, including this page on which this acknowledgement is written and acknowledged the same to be their own free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date place first above-written, this ____ day of _____, 2024 at _____, Philippines.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____



Republic of the Philippines
Province of Cagayan
Tuguegarao City



PROJECT PROPOSAL

I. PROJECT/ACTIVITY INFORMATION

- a. **Title-** Supplementary Feeding Program – 14th Cycle Implementation (SY 2024-2025)
- b. **Duration-** July 2024 to December 2024
- c. **Venue-** 57 Child Development Centers in the 49 Barangays
- d. **Participants** - Children enrolled in CDCs and SNPs
- e. **Budgetary Requirements-** Php 4,320, 000.00
- f. **Source of Fund-** Department of Social Welfare and Development Field Office 02 (DSWD FO2)

II. RATIONALE:

The Supplementary Feeding Program is already on its 14th cycle of implementation covering 2,400 target beneficiary children enrolled in the CDCs/SNPs in this city/municipality. The fund will be downloaded to the Local Government Units through a Memorandum of Agreement (MOA) with DSWD FO2 and the LGUs will be responsible to purchase the food requirements for the feeding program based on the suggested/sample menu.

The supplementary feeding program is the provision of food in addition to regular meals to children enrolled in the CDCs and SNPs, as part of the DSWDs contribution to the ECCD program of the government, and in response to RA No.11037 known as the "Masustansyang Pagkain para sa Batang Pilipino Act" of 2018 wherein DSWD is mandated to implement the Supplementary Feeding Program to address undernutrition among Filipino children.

The provision of supplementary feeding will be in the form of hot meals or alternative meals to be served during snack or meal time to children enrolled in the CDCs or SNPs minimum of five (5) and a maximum of seven (7) days a week for 120 days.

The feeding program will be managed by parent committees based on the prepared cycle menu using available food supplies. Food will be prepared at the CDC and consumed by the beneficiaries on the CDC premises.

The Field Office will regularly monitor the implementation of the program and conduct spot monitoring relative to the implementation of the program with the assistance of LGU SFP focal person and MSWDO.

Beneficiaries will be weighed before the implementation and after the completion of the program to monitor the improvement of the nutritional status of the beneficiaries. The target outcome indicator of SFP is 81% and above of malnourished children in CDCs and SNPs with improved nutritional status based on the CNS baseline report submitted by the LGUs.

The fund to be downloaded from the DSWD Field Office 02 will be used for the implementation of Supplementary Feeding Program and to serve the children enrolled in the CDCs and SNPs.

III. LEGAL BASES

1. **AO No. 04, Series of 2016-** Amended Guidelines in the Implementation of Supplementary Feeding Program;
2. **Memorandum Circular (MC) no. 10, Series of 2026** - Amendment to AO No. 04 Series of 2016 Supplementary Feeding Program Omnibus Guidelines;
3. **Republic Act (RA) 11037 Otherwise Known as the Masustansyang Pagkain Para Sa Batang Pilipino Act-** An act Institutionalizing a National Feeding Program for Undernourished Children in Public Day Care to Combat Hunger and Undernutrition Among Filipino Children; and
4. **Memorandum from the DSWD Secretary-** Reiteration on the Utilization of Negotiated Procurement Community Participation (NPCP) in the Implementation of DSWD Feeding Programs.
5. **Memorandum from the secretary dated 03 May 2024-** Adjustment in the FY 2024 implementation of the Supplementary Feeding Program.

IV. PURPOSE:

To provide hot meals and/or alternative meals to children enrolled in the Child Development Centers (CDCs) and Supervised Neighborhood Play (SNP) for 120 feeding days for 14th cycle SFP to start not later than July 2024 and to complete on December 2024.

V. OBJECTIVE:

1. To provide Supplementary Feeding Program for children using indigenous foods and or locally produced foods equivalent to 1/3 of RENI (recommended energy nutrient intake) thru hot meals/alternative meals;
2. To improve the nutritional status of identified underweight children from severely underweight to underweight and from underweight to normal;
3. To sustain the normal nutritional status of children identified with normal weights; and
4. To improve knowledge, attitude and practices of children and parents and caregivers through intensified nutrition and health education.

VI. ADDITIONAL DETAILS

The mode of implementation for the 14th Cycle will be in the form of _____.

VII. BUDGETARY REQUIREMENTS

| Particulars | Cost/Unit | Pax/Unit | Days/Frequency | Total Cost |
|-------------|-------------|---------------|--------------------|---------------------|
| SFP | 2,400 BENEF | ₱ 15.00/child | 120 feeding days | 4,320,000.00 |
| | | | GRAND TOTAL | 4,320,000.00 |

VIII. RECOMMENDATION

In order to implement this program, this proposal amounting to Four Million Three Hundred Twenty Thousand Pesos Only (Php 4, 320,000.00) is hereby recommended for approval.

Prepared by:


ROZENY S. AGUSTIN
ECCD Focal Person

Noted by:


MELVIN T. PEREZ, RSW, MSSW
CSWDO Department Head

Approved by:

HON. MAILA ROSARIO S. TING-QUE
City Mayor



13 June 2024

HON. MAILA ROSARIO S. TING-QUECity Mayor
Tuguegarao City, CagayanATTENTION : **MELVIN T. PEREZ**
City Social Welfare Development OfficerRE : **14TH CYCLE SUPPLEMENTARY FEEDING PROGRAM
(SFP) IMPLEMENTATION**Dear **Mayor Ting-Que**:

This office expresses its gratitude for your cooperation and support on the 13th Cycle Supplementary Feeding Program (SFP) implementation. Please be informed that the SFP implementation is on its 14th cycle implementation that will commence this July 2024 which will cover the School Year (SY) 2024-2025.

May we inform your LGU on the changes of 14th Cycle SFP implementation based on attached Memorandum from the DSWD Secretary dated 03 May 2024, which will be implemented on a Calendar-Year basis starting this **July 2024 and to complete the 120 feeding days on December 2024**. Unutilized fund until December 2024 will be returned to DSWD Field Office 02.

With this, the office requests for the following documents to expedite the processing of the downloading of funds for the implementation of the said program namely:

1. Duly Executed Memorandum of Agreement (MOA);
2. SB Resolution Authorizing the LCE to enter to a MOA;
3. Project Proposal;
4. SFP Masterlist;
5. CNS Baseline Report; and
6. Age and Gender Segregation.

We would appreciate receiving the said documents preferably **on or before 05 July 2024**.

For any queries, please do contact **Mr. Edwardson K. Tad-o**, SFP Focal Person, at 09778372396 or e-mail at sfp.fo2@dswd.gov.ph. Thank you.

Very truly yours,


LUCIA SUYU ALAN, RSW
Regional Director

PAGE 1 of 1

DSWD Field Office 02, #3 Dalan na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 35

Email: fo2@dswd.gov.ph, Tel Nos: (078) 304-0586, (078) 304-1004Website: www.dswd.gov.ph

MEMORANDUM FROM THE SECRETARY

TO : THE REGIONAL DIRECTORS
 DSWD Field Offices

SUBJECT : ADJUSTMENTS IN THE FY 2024 IMPLEMENTATION OF
 THE SUPPLEMENTARY FEEDING PROGRAM

In order to fully utilize the funds intended for the implementation of the Supplementary Feeding Program (SFP), the Field Offices (FOs) are hereby directed to implement the following adjusted timeline effective this Calendar Year (CY) 2024:

| Month | Phase |
|--|---|
| July to December of the preceding year until March of the current year | Social preparation <i>(including fund transfer to intermediaries, if applicable.)</i> |
| April to November (Does not follow the school year) | Feeding <i>(minimum of 120 feeding days, at least 5 days a week, maximum of 6 months feeding) to include liquidation of transferred funds, if applicable)</i> |
| November to December | Post feeding |

On this note, the FOs are enjoined to undertake the following:

1. Execute the most feasible and viable fund management scheme to be used in order to ensure that all SFP funds will be disbursed within the timeline. For CY 2024, please be guided with the Department's Finance Management Guidelines No. 45 issued on 28 December 2023 for the utilization of FY 2023 Continuing Appropriations and FY 2024.
2. Implement a twice a day feeding for hot meals and milk feeding.
 - a. Conduct of twice a day feeding for seven (7) days a week combination of hot meals and dry ration same with the provision of fresh milk.
 - b. The FOs are instructed to provide guidance to the LGUs, to wit:
 - i. Parents or caregivers of the children beneficiaries shall ensure that meals are consumed by the intended children beneficiaries.

- ii. Measurement of nutritional status should be immediately done after the administration of the last ration or within one month after the last feeding days.
3. Cover all children ages 2 years old and above enrolled in public or Local Government Unit run Child Development Centers and Supervised Neighborhood Play to address the risks of undernutrition of this age group.

For your compliance.


REX GATCHALIAN
Date: 03 MAY 2024

CF: DIRECTOR WAYNE BELIZAR, FMS