



Republic of the Philippines  
Province of Cavite  
City of Bacoor



5<sup>th</sup> SANGGUNIANG PANLUNGSOD

## COMMITTEE ON SOCIAL SERVICES

### COMMITTEE REPORT

NO. SS-09-S-2023

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**Subject:** *RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FIELD OFFICE IV-A REGARDING THE SUPPLEMENTARY FEEDING PROGRAM (SFP) FOR PUBLIC DAY CARE CENTERS (PDCCS) OR CHILD DEVELOPMENT CENTERS (CDCS), PUBLIC KINDERGARTEN AND ELEMENTARY SCHOOLS. (PCR 342-2023 dated July 10, 2023)*

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#### FINDINGS:

The City Government of Bacoor's mandate under the Local Government Code, particularly Sec. 17 of Book I Title I, to provide basic services and facilities, such as social welfare including programs and projects on child and youth welfare and nutrition services. A National Feeding Program shall be established to address undernutrition among Filipino children, in particular a Supplemental Feeding Program for Public Day Care Centers (PDCCs) or CDCs, public kindergarten and elementary schools.

The Department of Social Welfare and Development (DSWD), in coordination with the LGUs concerned, shall implement a supplemental feeding program for undernourished children with ages 3 – 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) days in a year.

#### RECOMMENDATION:

With no objections from the body and with the Internal Rules suspended, the Presiding Officer Honorable Rowena Bautista-Mendiola ordered the APPROVAL of a "Resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign a Memorandum of Agreement with the Department of Social Welfare and Development (DSWD) Field Office IV-A regarding the Supplementary Feeding Program (SFP) for Public Day Care Centers (PDCCS) or Child Development Centers (CDCS), Public Kindergarten and Elementary Schools", as recommended by Hon. Adrielito G. Gawaran, Chairman of Social Services Committee.



Republic of the Philippines  
Province of Cavite  
City of Bacoor

## 5<sup>th</sup> SANGGUNIANG PANLUNGSOD

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.

Signed this 17<sup>th</sup> day of July 2023 at the City of Bacoor, Cavite.

### COMMITTEE ON SOCIAL SERVICES

HON. ADRIETO G. GAWARAN  
*Chairman*

HON. SIMPLICIO G. DOMINGUEZ  
*Vice Chairman*

HON. MICHAEL E. SOLIS  
*Member*





Republic of the Philippines  
Province of Cavite  
City of Bacoor

5<sup>th</sup> SANGGUNIANG PANLUNGSOD



## COMMITTEE ON SOCIAL SERVICES

### MINUTES OF MEETING NO. SS-09-S-2023

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**Subject:** *RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FIELD OFFICE IV-A REGARDING THE SUPPLEMENTARY FEEDING PROGRAM (SFP) FOR PUBLIC DAY CARE CENTERS (PDCCS) OR CHILD DEVELOPMENT CENTERS (CDCS), PUBLIC KINDERGARTEN AND ELEMENTARY SCHOOLS. (PCR 342-2023 dated July 10, 2023)*

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During the 52<sup>nd</sup> Regular Session of the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, the Presiding Officer, Honorable Rowena Bautista-Mendiola referred the subject matter to the Committee on Social Services.

Per Section 4(a) of Republic Act No. 11037, a National Feeding Program shall be established to address undernutrition among Filipino children, in particular, a Supplemental Feeding Program for Public Day Care Centers (PDCCs) or CDCs, public kindergarten and elementary schools.

The Supplementary Feeding Program (SFP) is the provision of food in addition to the regular meals to target children ages 3-5 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 program of the government. This includes the provision of at least one (1) fortified meal for a period of not less than one hundred twenty (12) days in a year. It is the 13<sup>th</sup> cycle of SFP for year 2023-2024.

With this program, to provide basic services and facilities, the Committee Chairman, Adrielito Gawaran moved to APPROVE the Memorandum of Agreement. It was unanimously seconded by the members of the council.



Republic of the Philippines  
Province of Cavite  
City of Bacoor

**5<sup>th</sup> SANGGUNIANG PANLUNGSOD**

**COMMITTEE ON SOCIAL SERVICES**

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**HON. ADRIELITO G. GAWARAN**  
Chairman

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**HON. SIMPLICIO G. DOMINGUEZ**  
Vice Chairman

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**HON. MICHAEL E. SOLIS**  
Member

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July 20, 2023  
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**F.1.5 For First Reading: PCR 342-2023 RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FIELD OFFICE IV-A REGARDING THE SUPPLEMENTARY FEEDING PROGRAM (SFP) FOR PUBLIC DAY CARE CENTERS (PDCCS) OR CDCS, PUBLIC KINDERGARTEN AND ELEMENTARY SCHOOLS.**

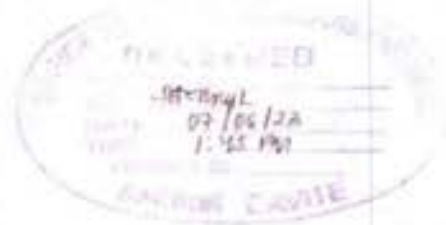


Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**

*Office of the Mayor*

July 4, 2023

**HON. ROWENA BAUTISTA-MENDIOLA**  
City Vice Mayor of Bacoor  
Bacoor Government Center  
Bacoor, Cavite



**THRU: Atty. Khalid Atega**  
Sangguniang Panglungsod Secretary

**SUBJECT: Request for Authority to Enter Into and Sign the Memorandum of Agreement with DSWD**

Dear Hon. Bautista-Mendiola

Per Section 4(a) of Republic Act No. 11037, a National Feeding Program shall be established to address undernutrition among Filipino children, in particular, a Supplemental Feeding Program for Public Day Care Centers (PDCCs) or CDCs, public kindergarten and elementary schools. The DSWD, in coordination with the LGUs concerned, shall implement a supplemental feeding program for under-nourished children with ages three (3) to five years which shall include the provision of at least one (1) fortified meal for a period of not less than one hundred twenty (120) days in a year.

Corollary thereto is the City Government of Bacoor's mandate under the Local Government Code, particularly Section 17 of Book I, Title I to provide basic services and facilities, such as social welfare including programs and projects on child and youth welfare and nutrition services. Attached herewith is the draft Memorandum of Agreement with the Department of Social Welfare and Development through its Regional Office IV-A CALABARZON, represented by its Regional Director Barry R. Chua, for your perusal.

In view thereof, I respectfully request the esteemed members of the Sangguniang Panglungsod to perform the appropriate actions that will grant me the authority to enter into and sign the above-mentioned Memorandum of Agreement.

Sincerely yours,

**STRIKE B. REVILLA**  
City Mayor



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Republic of the Philippines  
**CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**  
City of Bacoor, Cavite



July 4, 2023

**HON. STRIKE B. REVILLA**  
City Mayor  
City of Bacoor, Cavite

Sir:

Greetings!


Respectfully forwarding the attached proforma of Memorandum of Agreement (MOA) for Supplementary Feeding Program (SFP) between DSWD Field Office IV-A, and the City Government of Bacoor.

The above-mentioned SFP document (MOA for SFP) is one of the requirement for the proposal of 13<sup>th</sup> cycle SFP Fund for year 2023-2024; is also subject for review.

*Note: Attached herewith is the MOA Proforma.*

Thank you very much!

Truly yours,  
  
CRISTINA O. ELALTO, RND  
Nutritionist

NOTED BY:  
  
EMILIANA DR. UGALDE, RSW  
CSWD Officer

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**MEMORANDUM OF AGREEMENT**

**KNOW ALL PERSONS BY THESE PRESENTS:**

This Memorandum of Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_, between and among:

**BARRY R. CHUA**  
Regional Director

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national government agency created pursuant to Republic Act No. 5416, through its **FIELD OFFICE IV-A**, with the office address at Alabang-Zapote Rd., Alabang, Muntinlupa City, Philippines 1770, and represented by its **REGIONAL DIRECTOR, BARRY R. CHUA, MD** (hereinafter referred to as the "DSWD"),

and

The **LOCAL GOVERNMENT UNIT OF \_\_\_\_\_** with address at \_\_\_\_\_ herein represented by its **LOCAL CHIEF EXECUTIVE, <NAME>**, (hereinafter referred to as the "LGU"),

<NAME OF LGU>  
City/Municipal Mayor

**WITNESSETH**

**JOSEFINA R. OLIVA**  
Regional Accountant

**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;

**ELONISA L. ROGADO**  
CIC Division Chief, Protective Services Division

**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) days in a year;

**WHEREAS**, the General Appropriation Act of 2022 stated that the target outcome indicator of SFP is 80% 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

<NAME OF ACCOUNTANT>  
City/Municipal Accountant

City/Municipal Social Welfare and Development Officer

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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 Director delivery of services despite the shift of the ECCD sessions from face to face to virtual learning.

**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 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, CDC/SNP workers, Day Care Workers Federation (DCW) and Day Care Service Parent Group (DCSPG) in the implementation of the Program;
- b. Subject to availability of fund, inform the LGU of the conduct of the 120 feeding days or, if needed, to conduct twice-a-day or thrice-a-day feeding implementation;
- c. Release funds to the Province/City/ Municipal LGU in the amount of \_\_\_\_\_ (Php \_\_\_\_\_) 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 a regional evaluation at the end of the implementation period of each cycle.

**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 signed masterlist of beneficiaries as the basis for funding allocation for the 13<sup>th</sup> cycle (CY 2023) and the 120 feeding days 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;**
- c. Designate the Provincial/City/Municipal Social Welfare Development Officer (P/C/MSWDO) as Focal Person for the feeding with the task of providing guidance,

**BARRY R. CHUA**  
Regional Director

**JOSEFINA R. OLIVA**  
Regional Accountant

**ELONIAL ROGADO**  
OIC Division Chief, Protective Services Division

«NAME OF LCE»  
City/Municipal Mayor

«NAME OF ACCOUNTANT»  
City/Municipal Accountant

City/Municipal Social Welfare and Development Officer

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technical assistance and support to the DCWF/DCSPG in coordination with the Province/City/Municipal Nutrition Action Officer (P/C/MNAO) and include in Local Nutrition Committee (LNC) meetings SF concerns;

- d. As the Focal Person, the P/C/MSWDO 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 IV-A as acknowledgement of the fund transfer.
- f. The P/C/MSWDO 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;
- j. Tap the City/Municipal Nutrition Committee to assist in monitoring and providing technical assistance to the implementers of the Program monthly. The City/Municipal Health Office may also assist in providing Vitamin A Supplementation of the DOH and deworming to the target beneficiaries (children 2-5 years old);
- k. If deemed necessary, provide augmentation in the implementation of the feeding program at the city/municipal 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;
- l. 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 Head of Province/City/Municipal 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;
- m. 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;
- n. Consolidate and submit a monthly physical and financial accomplishment report on SFP implementation to DSWD for consolidation, copy furnished the Provincial Office;
- o. 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
- p. 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 12<sup>th</sup> Cycle within the applicable school year, and in accordance with the terms and conditions stipulated herein including the conduct of the twice or thrice 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

**BARRY R. CHUA**  
Regional Director

**JOSEFINA R. OLIVA**  
Regional Accountant

**ELOISA L. ROGADO**  
DIC Division Chief, Protective Services Division

<NAME OF LCE>  
City/Municipal Mayor

<NAME OF ACCOUNTANT>  
City/Municipal Accountant

City/Municipal Social Welfare and Development Officer

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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 12th Cycle or until the end of the applicable school year, 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 \_\_\_\_\_, 2022.

**BARRY R. CHUA**  
Regional Director

<NAME OF LGE>  
City/Municipal Mayor

**JOSEFINA R. OLIVA**  
Regional Accountant

<NAME OF ACCOUNTANT>  
City/Municipal Accountant

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**LOCAL GOVERNMENT UNIT OF \_\_\_\_\_**

**BARRY R. CHUA, MD**  
Regional Director  
DSWD Field Office IV-A

<NAME>  
City/Municipal Mayor

**SIGNED IN THE PRESENCE OF:**

**ELOISA L. ROGADO**  
OIC Division Chief, Protective Services Division

City/Municipal Social Welfare and Development Officer

**JOSEFINA R. OLIVA**  
Regional Accountant

<NAME>  
City/Municipal Accountant

**ELOISA L. ROGADO**  
OIC Division Chief,  
Protective Services Division

<NAME>  
C/MSWDO Department Head

**ACKNOWLEDGEMENT**

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Province/Municipality of \_\_\_\_\_)

Memorandum of Agreement: Supplementary Feeding Program

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NAME	GOVT ID #	DATE / PLACE ISSUED
BARRY R. CHUA	N27-00-000978	IBINGAY, MASBATE
<NAME OF LCE>		

Before me, this \_\_\_\_ day of \_\_\_\_\_, 2022, personally appeared:

**BARRY R. CHUA**  
Regional Director

Who executed the foregoing Memorandum of Agreement consisting of six (6) 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 \_\_\_\_\_, 2022 at \_\_\_\_\_, Philippines.

<NAME OF LCE>  
City/Municipal Mayor

**JOSEFINA R. OLIVERA**  
Regional Accountant

Notary Public  
Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series No. \_\_\_\_\_

<NAME OF ACCOUNTANT>  
City/Municipal Accountant

**ELONISA L. BOGADO**  
OIC Division Chief, Protective Services Division

City/Municipal Social Welfare and Development Officer

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