

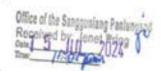
### Republic of the Philippines Province of Cavite CITY OF BACOOR





# COMMITTEE ON SOCIAL SERVICES

# COMMITTEE REPORT NO. SS-14-S-2024



Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - (CALABARZON) ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE IMPLEMENTATION OF THE 14TH CYCLE SUPPLEMENTARY FEEDING PROGRAM. (PCR 608-2024 dated 01 July 2024)

The implementation of Supplementary Feeding Program for Children enrolled in Child Development Center and/or Supervised Neighborhood Play (SNP) in partnership with the Local Government Units of CALABARZON Region, has to start for the 14th cycle (SY2024-25).

### FINDINGS :

Under the Section 4(a) of RA No. 11037, the DSWD, in coordination with the LGUs, has been tasked to implement a SFP for undemourished 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. 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 DSWDs contribution to the early childhood care and development (ECCD) program of the government.

#### RECOMMENDATIONS :

Upon completion of the documentary requirements of the 13th cycle implementation of SFP, and the same was found to be beneficial to the city government and the children, the members of the Committee recommend the approval to PASS a resolution authorizing the City Mayor, Hon. Strike B. Revilla, to sign a Memorandum of Agreement (MOA) with the Department of Social

Address Bacoor Legislative and Disaster Resilience Bldg

COMMITTEE REPORT NO. SS-14-S-2024 14th CYCLE SUPPLEMENTARY FEEDING PROGRAM (SY2024-2025) Page 1











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





# OFFICE OF THE SANGGUNIANG PANLUNGSOD BAGONG PILIPINAS

Welfare and Development (CALABARZON) on behalf of the City Government of Bacoor. This is in regard to the implementation of the 14th Cycle Supplementary Feeding Program, as recommended by Honorable Adrielito G. Gawaran, Chairman of the Social Services Committee.

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

Signed this 8th day of July 2024 at the City of Bacoor, Cavite.

## COMMITTEE ON SOCIAL SERVICES

HON, ADRIEUTO G. GAWARAN

Chairman

HON. SIMPLICIO G. DOMINGUEZ

Vice Chairman

HON, MICHAEL E. SOLIS

Member

COMMITTEE REPORT NO. SS-14-S-2024 14th CYCLE SUPPLEMENTARY FEEDING PROGRAM (SY2024-2025)



Page 2

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### Republic of the Philippines Province of Cavite CITY OF BACOOR OFFICE OF THE SANGGUNIANG PANLUNGSOD BAGONG PILIPINAS









# COMMITTEE MINUTES NO. SS-14-S-2024

Subject: A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - (CALABARZON) ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE IMPLEMENTATION OF THE 14TH CYCLE SUPPLEMENTARY FEEDING PROGRAM. (PCR 608-2024 dated 01 July 2024)

During the 97th Regular Session of the 5th Sangguniang Panlungsod of the City of Bacoor, dated July 01, 2024, Monday, the Acting Presiding Officer, Honorable Reynaldo Palabrica referred the subject matter to the Committee on Social Services.

The 13th Cycle Supplementary Feeding Program SY 2023-2024 for the child development ended last May 16, 2024. The Department of Social Welfare and Development ought to start the implementation of SFP for the 14th cycle (SY 2024-2025).

The proforma Memorandum of Agreement (MOA) for the Supplementary Feeding Program (SFP) between the DSWD CALABARZON Region and the City Government of Bacoor is necessary, and supported by the Approved Sangguniang Panlungsod Resolution for the 14th cycle (SY 2024-2025) SFP fund allocation.

The Supplementary Feeding Program (SFP) provides additional food to children aged 2-5 years enrolled in Child Development Centers (CDCs) and Supervised Neighborhood Play (SNPs). This initiative is part of the Department of Social Welfare and Development's (DSWD) contribution to the government's Early Childhood Care and Development (ECCD) program, According to Section 4(a) of RA No. 11037, the DSWD, in coordination with local government units (LGUs), is responsible for implementing the SFP for undernourished children aged 3-5 years. The program includes the provision of at least one fortified meal per day for a minimum of 120 days each year.

COMMITTEE MINUTES NO. SS-14-S-2024 14th CYCLE OF SUPPLEMENTAL FEEDING PROGRAM



Page 1













### COMMITTEE ON SOCIAL SERVICES

HON. ADRIELITO G. GAWARAN

Chairman

HON. SIMPLICIO G. DOMINGUEZ

Vice Chairman

HON. MICHAEL E. SOLIS

Member







Page 2



# Y OF BACOOR







PCR 608-2024 - A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - (CALABARZON) ON BEHALF OF THE CITY GOVERNMENT OF BACOOR REGARDING THE IMPLEMENTATION OF THE 14TH CYCLE SUPPLEMENTARY FEEDING PROGRAM.



Republic of the Philippines Province of Cavite CITY OF BACOOR Office of the City Mayor



CGBCR-MO-02-F93.01 04/05/2024

June 13, 2024

HON, ROWENA BAUTISTA-MENDIOLA City Vice Mayor. Baccar Government Center Baccor City, Cavite

THRU:

Atty. Khalid Atega, Jr.

Sangguniang Panlungsod Secretary

SUBJECT: Endorsement Letter

Dear Hon Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod for appropriate action the letter, dated 13 June 2024, from Cristina O. Elaito, Nutrition Officer – IV, manifesting her request for resolution to authorize the undersigned to enter into a Memorandum of Agreement with the DSWD Calabarzon for the 14th cycle Supplemental Feeding Program fund allocation

Attached herewith is the aforementioned letter, including its attachments, for your immédiate reference.

I trust that you give this matter your utmost consideration

Sincerely yours,

STRIKE B. REVILLA City Mayor

Other of the Mayer

BACK

Agenda 97th Regular Session, 1 July 2024, Monday

Page 53











# Y OF BACOOR









Republic of the Philippines Province of Cavite CITY OF BACOOR City Social Welfare and Development Office





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June 13, 2024

HON, STRIKE B. REVILLA City Mayor City of Baccor, Cavite

Sir.

Greetings!

This is to formally inform you that our 13" cycle Supplementary Feeding Program SY 2023-2024 for the child development children ended last May 16, 2024. Hence, we have received a lettler thru email dated June 7, 2024 from SFP Unit of DSWD FO IV-A informing us that we can now proceed for the proposal of 14" cycle feeding wherein, we need to prepare and submit the required documents as follows:

1) Approved Sangguniang Panlungsod (SP) Resolution

2) Memorandum of Agreement (MOA)

\* MOA with attached photocopy of valid ID with 3 specimen signature

Project Proposal

4) Summary of Masterlist

5) Summary of Nutritional Status Report with 3 indicators

6) Cycle Menu for a month

7) Certificate of Focal Person

8) Certificate of Trust Fund Account

In line with this matter, we respectfully endorse to your good office the attached proforms of MEMORANDUM OF AGREEMENT (MOA) for Supplementary Feeding Program (SFP) between DSWD CALABARZON Region and the City Government of Bacoor subject for review and issuance of SP Resolution as required for the proposal of 14th cycle SFP fund allocation

Furthermore, the set deadline for the submission is on 30" day of June, 2024 as stated in their letter. Thus, we humbly request for your assistance in fast tracking of the approved SP Resolution and signed MOA as one of the primary requirements.







BACK

Agenda 97th Regular Session, 1 July 2024, Monday

Page 54











# CITY OF BACOOR







COSCR MICHOLOGICA Beference No. Diego. 2023 | S 24-25-2024 Republic of the Philippines Province of Cavite CITY OF BACOOR Office of the City Mayor 6-13-24 Invitation Proposal/Business For Approval/Signature / Endomement | Follow-up Information/ Report Legal Request/Solicitation Others Copy Furnish CRISTINA ELALID WE RESPECTFULLY ENDORSE TO YOUR GOOD OFFICE THE ATTACHED PROFORMA OF METHORANDUM OF MOREEMENT (MAA) FOR CUMPLEMENTARY Remarks: PEEDING PROGRAM ( OPP) DETWEEN DOND CALAGORIZON REGION AND THE CITY GOVERNMENT OF RACCOR THESECT FOR REVIEW AND PSCURNICE OF SP RESOLUTION AS REBUINED FOR THE PROPOSAL OF 14TH CYCLE SEP FUND - Endorsement to SP at last page of ALLOCATION.

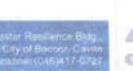
BACK

Agenda 97th Regular Session, 1 July 2024, Monday

Page 55





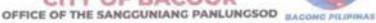








## CITY OF BACOOR











Republic of the Philippines Province of Caville CITY OF BACOOR City Social Welfare and Development Office





Note: attached herewith our letter are the hard copy of the documents for your reference. If you wish for the soft copy, you may access through the given link below.

MOA Proforma: https://docs.google.com/document/d/1hvjBHbS-/NoRvRzJUi6C66/SrtcKM6ev/edit

We look forward for your usual support to all our endeavors.

Thank you very much.

Truly yours.

CRISTINAJO, ELALTO, RND Nutrition Officer - IV

Noted by:

EMILIANA DR. UGALDE, RSW47 CSWD Officer







BACK

Agenda 97th Regular Session, 1 July 2024, Monday

Page 56











07 May 2024

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

Attention: MS. EMILIANA DR. UGALDE

CSWD Officer

### Dear Mayor Revilla:

This pertains to the implementation of Supplementary Feeding Program for children enrolled in Child Development Centers and/or Supervised Neighborhood Play (SNP) in partnership with the Local Government Units of CALABARZON Region.

We wish to inform the Honorable Mayor that we ought to start the implementation of the Supplementary Feeding Program for the 14th cycle (SY2024-2025). Anent this, we request the LGU to submit to us the following requirements to facilitate the transfer of funds on or before 07 June 2024.



Approved Sangguniang Bayan Resolution

- 2 Memorandum of Agreement (MOA)
- Project Proposal for 4,887 child beneficiaries
- Summary of Masterlist of Beneficiaries of SFP Form 2b.
- 5. Nutritional Status Upon Entry using the three indicators of World Health Organization - Child Growth Standards (WHO-CGS)
- 6 Cycle Menu, minimum of 4 weeks menu with one meal per day
- 7. Certificate of Focal Person
- 8. Certificate of Trust Fund Account

The LGU is advised to submit the documentary requirements on time as the Field Office will be constrained to prioritize the LGUs who have completed the 13th cycle implementation most especially those with submitted SFP Terminal report, which includes the following:

- Original Copy of Full Liquidation report for refund of unutilized fund, the check shall be payable to DSWD FO IV-A
- SFP Narrative report citing the overview of the program, good practices, analysis of nutritional status after the 120 days implementation, issues and concerns and recommendations

PAGE Fact





Nutritional Status Report using the three indicators (Weight-for-Age, Height-for-Age and Weight-for-Height) based on WHO-CGS

Attached to this letter are the temptated documents for your reference. Our regional staff, Ms. Jelennie G. Olaño, Nutritionist Dietitian II, will coordinate with you regarding this matter and can be contacted at mobile 08475754469 and/or email igolano@dswd.gov.ph.

Thank you.

Very truly yours,

BARRY R. CHUA, MD Regional Director

# MEMORANDUM OF AGREEMENT

## KNOW ALL PERSONS BY THESE PRESENTS:

This	Memorandum	of	Agreement	made	and	entered	into	this
	day	y ol	r	2	024	at		
betw	een 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 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 \_\_\_\_\_\_\_ herein represented by its LOCAL CHIEF EXECUTIVE, <NAME>, (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 undemutrition 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 meat for a period of not less than one hundred twenty (120) days in a year:

WHEREAS, the above mentioned law also mandates DSWD in coordination with the Department of Agriculture (DA), the National Dairy Authority (NDA), the Philippine Carabao Center (PCC) and the Cooperative Development Authority (CDA) for the

ELOISA L. ROCADO Division Chief, Protective Services Davision

JOSEFINA R. OLLVA Regional Accountant

Regional Director

Page 1 of 6

Rogional Director

CHAME OF ACCOUNTANTS
CHY/Municipal Accountant

incorporation of fresh milk and fresh-milk based food products in the hot meals provide to children CDCs and SNP groups.

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 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,** 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:

### DSWD shalk

- a. Manage and coordinate/supervise the regional implementation of the SFP. Designate a Focal Person for the Supplementary Feeding Program and Milk Feeding Program 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;
- 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;

ELDISAL ROGADO
Division Chief, Protective Services Division

Regional Director

City/Municipal Accountant

- Provide Certificate of Availability of Funds (CAF) to LGU once SFP fund to be downloaded is obligated,
- d. Release funds to the Province/City/ Municipal LGU based on the approved number of beneficiaries by the Field Office and 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.;
- 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;
- Consolidate LGU report and submit monthly physical accomplishment and financial report on the utilization of funds to Central Office-Program Management Bureau.
- Gonduct a regional evaluation at the end of the implementation period of each cycle; and
- h. Identify LGUs to implement MFP based on the Memorandum Circular 29 series of 2020 or the "Guidelines in the Implementation of the Milk Feeding Program along with Supplementary Feeding Program" and latest Nutritional Status Impact Report.

#### LGU shall:

- 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 applicable school years 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, 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;
- Utilize CAF issued by the FO to fasttrack the procurement process and avoid delay in the program implementation.
- Claim cheque within fourteen (14) working days for Geographically isolated and Disadvantaged Areas (GIDAs) and seven (7) working days for other LGUs.
- g. Issue Official Receipt to DSWD Field Office IV-A as acknowledgement of the fund transfer;
- 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.

<NAME OF ACCOUNTANT> City/Municipal Accountant

City/Municipal Social Welfare and Development Office.

KNAME OF CANSWOOS

Regional Director

- Comply with the set deadline in the submission of all the required documents as basis for funding allocation;
- Maintain a separate subsidiary record for each account;
- k. 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;
- 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);
- m. 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 SFrelated activities, as mandated by Section 7, of RA No. 11037;
- n. 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 <u>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;</u>
- 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;
- 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.
- s. Implement MFP if identified based on the approved Masterlist consisting of undernourished children aged 3-5 years exclusive of breastfeeding children.

### M. 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 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 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 end of the applicable school years, 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 , 2024.	
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	LOCAL GOVERNMENT UNIT OF
BARRY R. CHUA, M.D.	<name></name>
Regional Director DSWD Field Office IV-A	City/Municipal Mayor
SIGNED IN TH	E PRESENCE OF:
JOSEFINA R. OLIVA	<name></name>
Regional Accountant	City/Municipal Accountant
ELOISA L. ROGADO	<name></name>
Division Chief,	C/MSWDO Department Head

Protective Services Division

ChyMunicipal Mayor

# ACKNOWLEDGEMENT

Republic of the Philippines)	
Province/Municipality of	

NAME	GOVT ID #	DATE / PLACE ISSUED		
BARRY R. CHUA, M.D.	N27-00-000978	IBINGAY, MASBATE CITY, MASBATE		
<name lce="" of=""></name>				

before me, mis	day of	, 2024, personally appeared	1:
signed on all pages, it	ncluding this page	turn of Agreement consisting of six on which this acknowledgement is see and voluntary act and deed.	: (6) pages written and
WITNESS MY HAND A	AND SEAL on the c	fate place first above-written, this Philippines.	_ day of
Notary Public			

ELDISA L. ROGADO Division Chief, Protective Services Division Page No. \_\_ Book No. \_\_ Series No.