GUIDELINES ON THE MANAGEMENT OF CRS SUPPORTED SUPPLEMENTAL FEEDING PROGRAM IMPLEMENTED BY LOCAL GOVERNMENT UNITS

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I.

Rationale

High incidence of poverty still prevails among Filipinos. Statistics show that 4.8 million families are living below poverty threshold. About 20.2 percent of them are below food threshold. In 1987, 69.2 percent of Filipino households were below the adequacy level in calorie intake. In 1990, about 14 percent of the preschoolers were below the standard weight-for-height. Prevalence of Vitamin A deficiency is nine percent. The recent Operation Timbang (OPT) conducted by DOH shows that 1,397,889 pre-schoolers are severely and moderately underweight. The survey conducted by Food and Nutrition Research Institute (FNRI) also indicated that two out of six pre-schoolers are malnourished.

Since 1976, the Department of Social Welfare and Development, Department of Health, and Department of Education Culture and Sports and non-government organizations have been implementing the Supplemental Feeding Program to the 0-6 years old underweight preschoolers and school children. This program is implemented nationwide. However, with the implementation of RA 7160 in 1992, the Local Government Code, the program was devolved to the Local Government Units. The transition period caused tremendous setbacks in the implementation of programs and services of the national government.

A review of the 5 years implementation of the SF program from 1986 to 1991 revealed that out of the yearly average of 1.018 million beneficiaries, only 14 percent were rehabilitated. This is so because only 1/3 of the Recommended Dietary Allowance of the child is provided by the cooperating agencies due to funding constraints. Three fourths of the requirement of the child food needs should be provided by the families. However, families are not capable socially and economically in carrying out this responsibility.

Through the Supplemental Feeding Program, the nutrition education, parenting skills and nutricum livelihood project will be integrated in the regular activity of the program to ensure sustained self-reliance. This program will be implemented in the selected 575 nutritionally depressed 5th and 6th class municipalities and selected cities (e.g. Olongapo and Angeles City). Program implementation is guided by the Memorandum of Agreement between the DSWD and Local Government Units and the policies and procedures set in this guidelines.

II.

Objectives

1. To improve the nutritional status of 35% of the enrolled moderately and severely underweight (non-medical) beneficiaries.

2. To improve family food habits.

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III.

General Policies

A. Target Clientele and Eligibility Requirements

1. Moderately and severely (non-medical) underweight pre-school children aged 36 months — 72 months.

2. A family of six (6) members whose total monthly income is 3,675.00 and below.

B. Strategies and Interventions

1. Organized neighborhood feeding where food supplementation is provided for at least 15 but not more than 30 children.

2. Conduct of nutrition education to mothers of beneficiaries, and encourage their participation in undertaking nutrition related activities to include monthly growth monitoring.

3. Encourage family backyard/community food production projects among families of children beneficiaries.

4. Accessing to livelihood opportunities and health protection support services such as deworming and immunization.

5. Maximize the involvement of GOs, POs, NGOs and volunteers in the implementation of the program.

C. Rate of Assistance

The standard rate of assistance is at least 50.00 per child per month of which 4 lbs. is foreign food commodities.

D. Duration of Feeding

Feeding shall be from Monday to Friday per week or an average of 22 days a month for a maximum of 18 months.

E. Identification of Staff/Volunteers

The LGU shall assign a trained and committed Municipal Social Worker and Development Officer (MSWDO) to supervise the implementation of the program and a trained mother leader/in-charge per center to manage the feeding.

F. Site/Venue for Feeding

A feeding center/multi-purpose center shall be utilized. If not yet existing, LGU and the community shall ensure the availability of the feeding center with equipment, utensils and warehouses for the commodities.

G. Monitoring/Evaluation

1. The DSWD and CRS shall monitor and audit the implementation of the program in accordance with the policies and procedures set in this guidelines. Result of the activities shall be shared with both DSWD and CRS.

2. Joint evaluation by DSWD and CRS shall be conducted at least once a year.

H. Reporting

Monthly, Quarterly and Semi-annual Reports on the Supplemental Feeding Program shall be prepared and submitted by LGUs to DSWD Field Office and by DSWD Central Office to CRS. (For details please refer to Section V, page 14)

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IV.

Implementing Details

A. Data Collection

1. An analysis of the cause, nature and extent of the nutrition problem need to be conducted. It shall involve the preparation of a situationer prior to the implementation of nutrition program in order to establish what needs to be done and the result to be measured in terms of attainment of desirable weight of beneficiaries. The information required in planning nutrition program include the following:

a. who are the malnourished?

b. how many are the malnourished?

c. where are the malnourished?

d. what type of malnutrition exists?

e. why does it exist?

f. when should the intervention start?

2. Nutritional profile which is already existing/available in some municipalities shall be utilized as secondary data. In areas where data is inadequate the Barangay Nutrition Scholar and Barangay Health Worker can be tapped to provide the updated data. The MSWDO shall prepare the Community Nutrition Profile which include the following:

a. location

b. demographic data

c. leading causes of infant mortality

d. economic information

e. education

f. health and sanitation

- OPT results

- health and nutrition manpower

- health and nutrition facilities

- environmental sanitation

g. food production

h. road facilities

i. existing nutrition program support (international, national, municipal)

3. Coordination with other agencies involved in the Nutrition Program shall be conducted to generate statistics on the program.

4. The MSWDO should review records of the municipal office. These records include general intake sheets, family welfare indicators, community survey wherein probable SF enrollees can be identified.

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5. The Municipal Nutrition Action Officer shall validate information gathered by coordinating with indigenous key leaders/volunteers.

6. The MSWDO shall make use of the recent weight survey as primary consideration in planning the nutrition program.

B. Social Preparation

1. Through a community assembly, the MSWDO shall present the data on Community Nutrition Profile as well as the analysis and interpretation of the nutrition problems affecting the children.

2. Data shall be analyzed, summarized with conclusions and recommendations and packaged into a Barangay/Municipal Nutrition Action Plan for submission to Municipal Development Council.

3. The MSWDO tap existing people's organization to support project management.

C. Social Planning

1. The Municipal/Barangay Nutrition Committee shall be enjoined to enrich activities to be undertaken and to finalize the Municipal/Barangay Nutrition Action Plan.

2. The MSWDO shall initiate the organization of a Council or Committee on nutrition if it is not yet functional in coordination with Municipal Development Officer.

3. In case the Barangay has already an organized Barangay Council for the protection of children, the MSWDO can tap this committee in the management of the Supplemental Feeding Program in the area.

D. Project Implementation

1. Re-weighing of pre-school children shall be done to establish their new weight record. Only moderately and severely (non-medical) underweight children (36 months to 72 months) shall be included in the SF. Each child shall have a Growth Chart.

2. Initial home visits shall be conducted to inform families whose children are included in the feeding. They are also informed of the objectives and activities of the program as well as their roles and responsibilities. It is at this stage when the MSWDO gathers more information and establishes rapport with the family.

3. Organizational Meeting — During the organizational meeting the following topics shall be discussed in the presence of other service providers:

- The extent/magnitude of the malnutrition problem in the area using the recent result of the survey/OPT

- Objectives of the service providers in implementing Supplemental Feeding Program

- Programs and services of the participating agencies

- Roles and participation of the community and family beneficiaries including contribution in cash, in kind and services

- Expectation of the community from the participating agencies

- Strategies on how best the malnutrition problem can be managed

- Topics to be discussed in the nutrition education sessions and other activities that will be undertaken to fully attain the objectives of the project

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- Identification of potential volunteers

- Organization of SF parents committee

4. In consultation with the MSWDO the volunteers shall prepare the project proposal for submission to the Municipal Development Council for approval. This project proposal shall serve as the basis in the implementation of feeding. The following shall be the content of the project proposal:

Project Title : Supplemental Feeding Program

A. Proponent :

B. Location :

C. Number of Target Beneficiaries :
(Attach list, weight and nutritional status of beneficiaries)

D. Food Requirements :
(Monthly/Quarterly/Yearly allocation)
CRS Food commodities:
LGU counterpart :

5. Based on the submitted proposal the MSWDO shall now prepare the Municipal Food Allocation Plan for approval of the consignee/Mayor.

6. Upon approval of the project proposal, the MSWDO shall coordinate with the Rural Health Units for the deworming of the children beneficiaries.

7. The MSWDO shall coordinate with the other members of the Municipal Nutrition Committee to discuss the details of Supplemental Feeding and to resolve issues and concerns related to project management.

8. Schedule of cooking shall be prepared by mothers and shall be presented during a meeting with parents of beneficiaries for finalization. Assignments of mother shall be posted on the board/newsprint where the feeding is to be conducted.

9. In consultation with the nutritionist the MSWDO shall prepare the 22 days cycle menu for pre-schoolers utilizing the foreign donated and indigenous food. The policies and procedures for food supply management is described in detail in Section E/Annexes[*] A1 to A9 and Attachment 1[*].

10. Parents' contribution in cash shall be used to purchase ingredients and other needs for nutrition related activities. All contributions in cash and in kind shall be recorded and reported by the parents committee. The policies and procedures for recording and reporting contributions are described in detail in Section F/Annexes[*] B1 to B6 of this guidelines.

11. The MSWDO shall motivate the families to set up backyard/community food production projects and to be involved in nutrition related activities such as growth monitoring of the children. Please refer to Attachment 2[*] for Growth Monitoring and Promotions Guidelines.

E. FOOD SUPPLY MANAGEMENT

The Documents Flow Chart of Food Delivery from CRS to Feeding Center is shown in Annex A1[*]. Please refer to Attachment 1[*] for Guidelines in Receiving, Recording and Storing Food Commodities.

1. SPECIMEN SIGNATURE FORM (Annex A2[*])

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The Specimen Signature Form shows the list and signature of consignee/Mayor and three (3) persons authorized to receive food. The form and photos are given to DSWD/FO who in turn distributes these to the following: CRS, DSWD/BEA Volags and NTFC. A copy is retained by the MSWDO.

The specimen signature is used to validate the authenticity of signatures in the Bill of Lading/Delivery Receipt. The information is important when claims are filed against the forwarder. Thus, it is a primary document in the management of food delivery.

2. COMMODITY ALLOCATION LETTER (CAL) (Annex A3[*])

There are two (2) forwarders of commodities:

- National Trucking and Forwarding Company (NTFC), the DSWD contracted forwarder, that delivers to all regions except Region I and Oriental Mindoro

- Silver Streak Trucking (SST), Sealand or APL (American President Lines) contracted forwarder, that delivers to LGUs in Region I and Oriental Mindoro.

In the case of NTFC, the following is the procedure:

a. CRS prepares nine (9) copies of the CAL. Three (3) copies are sent to DSWD/CO for approval.

b. DSWD/CO transmits the approved original copy of the CAL to NTFC as their basis for the delivery of food commodities to the designated LGU consignees/ mayors.

The first duplicate copy is retained by DSWD/Volags for their file and reference. The second duplicate copy is given to DSWD/BEA who sends a copy to DSWD/FO for their information, reference and basis for advising the LGU consignees/mayors of the food allocation.

NOTE: If food is not receive by the LGUs within one month after receipt of CAL, a notice of advise should be sent to DSWD/FO who in turn should notify CRS/Manila.

CRS/Manila also gives an advance copy to NTFC and CRS/RO.

In the case of SST, the procedure is as follows:

CRS prepares seven (7) copies of the CAL. One copy is sent to SST as their basis for preparing the Bill of Lading.

For the information of DSWD about LGU allocations, the DSWD/CO is given a copy who in turn gives DSWD/FO a copy.

CRS/Manila also gives a copy to CRS/RO.

3. BILL OF LADING/DELIVERY RECEIPT (BL/DR) (Annex A4[*])

NTFC procedure:

a. The NTFC prepares ten (10) copies of the BL based on the CAL approved by DSWD. A facsimile is shown in Annex A4[*].

b. Eight copies of the BL/DR are given to the deliveryman as basis for delivery of the food commodities to the LGU consignees/mayors.

c. Immediately after the bags have been unloaded, the eight (8) copies of the BL/DR should be signed by the LGU authorized representative who is listed in the specimen signature form.

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All discrepancies must be properly written on all copies of the BL/DR. The person receiving the food must ensure that the deliveryman signs all copies of the BL. Do not use carbon.

d. The person receiving the food should retain the blue, pink and green copies of the BL. The remaining five (5) copies of the BL should be given back to the deliveryman.

e. The blue copy of the BL (Consignee's copy) should be filed by the consignee for future reference. The pink (CRS/Manila copy) and green (DSWD/CO copy) should be sent to DSWD/FO within 5 days upon receipt of the food commodities. DSWD/FO reviews and records the signatures and sends the pink and green copies to CRS/Manila within one (1) week upon receipt of the BL.

Note: Deliveries by truck are accompanied by Bill of Lading (BL)/Delivery Receipt (DR). Partial deliveries are accompanied by NTFC Acknowledgment Receipt. The final delivery must be accompanied by NTFC Bill of Lading (BL). If, after receiving the first partial delivery and additional deliveries are not received within one (1) week, the MSWDO should advise CRS/Manila by telegram with copy to DSWD/FO.

Silver Streak procedure:

a. Six (6) copies of the BL are prepared based on the CAL.

b. Five (5) copies are given to the deliveryman as basis for the delivery of commodities to the LGU consignees/mayors.

c. All copies of the BL should be signed by the person authorized to receive food immediately after the bags have been unloaded.

All discrepancies must be properly written on all copies of the BL. The person receiving the food must ensure that the deliveryman also signs all copies of the BL. Do not use carbon.

d. The person receiving the food should retain the blue and pink copies. The remaining three (3) copies of the BL should be given back to the deliveryman.

e. The blue copy of the BL (Consignee's copy) should be filed by the consignee for future reference. The pink copy should be sent to DSWD/FO who then forwards this to CRS/Manila within 5 days upon receipt of the food commodities. DSWD/FO in turn informs DSWD/CO, Volags.

4. STOCK REGISTER (SR) (Annex A5[*])

The MSWDO should maintain a Stock Register (SR) in the warehouse. It should be posted on the wall for easy reference and updating. The SR should be updated everytime food is received and issued.

The SR is the basis for doing physical count during monitoring and audit. The balance indicated in the SR should always tally with the actual number of bags in the warehouse. It is the basis for preparing the Monthly Stock and Distribution Report (MSDR) - see #6.

5. REQUISITION ISSUE VOUCHER (RIV) (Annex A6[*])

The RIV is used to allocate the food commodities to each feeding center. Each allocation to the feeding center shall not exceed the one month requirement.

The MSWDO prepares two (2) copies of the RIV based on the approved project proposal/Municipal Food Allocation Plan.

There are two modes of issuance:

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- commodities are delivered to the feeding center
- commodities are picked-up at the LGU warehouse

If the food commodities are delivered to the feeding center, the procedure is as follows:

a. Two (2) copies of the RIV are given to the deliveryman. The feeding Center In-charge/mother leader signs the RIV after checking the condition of the commodity delivered and noting all discrepancies in the two (2) copies of the RIV.

b. The original copy of the duly signed RIV is kept by the Center In-charge/mother leader of the feeding center for file and future reference. The duplicate copy of the RIV is given back to the deliveryman for the MSWDO file.

If the commodities are picked-up at the municipal warehouse, the procedure is:

a. The Center In-charge/mother leader signs the two (2) copies of the RIV after counting and checking the condition of the commodities received and noting all discrepancies in all copies of the RIV.

b. The original copy of the RIV is kept by the feeding center Center In-charge/mother leader for her file and reference. The duplicate copy is retained by the MSWDO for file and reference.

6. MONTHLY STOCK AND DISTRIBUTION REPORT (MSDR) (Annex A7[*])

The MSWDO prepares three (3) copies of the MSDR within five (5) days of the following month. See Annex A7[*] for format.

The original and first duplicate of the MSDR is sent to DSWD/FO. The second duplicate is kept by the MSWDO for file and reference.

The DSWD/FO sends the original copy to CRS/Manila within five (5) days from receipt of the MSDR. The first duplicate of the MSDR is kept by DSWD/FO for file.

7. FOOD CONSUMPTION REPORT (Annex A8[*])

The feeding center should maintain a Food Consumption Report. It shows the amount of food commodities (CSB) received per RIV, the date of cooking and the number of children fed. It also shows the local food and the menu served.

The Food Consumption Report is important in knowing how the donated food and local food were utilized. It is used to vouch the utilization of food issued to the feeding center and the cost spent for purchasing local food.

8. DAILY FEEDING ATTENDANCE RECORD (Annex A9[*])

The Center In-charge/mother leader must record the children fed daily by checking their attendance in the record shown in Annex A9. This record shows the number of children who goes to the center for feeding and therefore validates the amount of food utilized and amount of augmentation fund spent by the center. It is also an important record in validating the Nutritional Impact of the feeding program.

For convenience and accuracy in recording, it is suggested that each center maintain an 18-column columnar notebook where the children and mothers are listed. The records shows the:

- Daily Feeding Attendance (Annex A9[*])
- Daily Cash Collection (Annex B1[*])
- Record of Children’s Nutritional Status (Annex C1[*])
- Mother’s Attendance in Education Sessions (Annex C5[*])
- Children’s Referral Record (Annex C6[*])

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The child's number in this record book should be written on the top right corner of his/her Growth Chart/Growth Card (Refer to - Attachment 2* - GMP Guidelines; 2b and 2c).

F. FINANCIAL MANAGEMENT SYSTEM

Proper program management requires accountability of program funds. These may come from funds allocated by the local government for the feeding center (Augmentation Fund), contribution of parents of enrolled beneficiaries and/or contributions of concerned families in the community.

For transparency, the MSWDO and Center In-charge/mother leader must maintain the records described in this section of the guidelines which pertain to generated funds or those contributed by parents. The MSWDO must coordinate with the Municipal Treasurer regarding the recording and reporting of Augmentation Fund.

The records pertaining to parent's contributions/ donations excluding Augmentation Fund will help generate the required financial reports which are the basis of CRS in reporting to the donor agency.

Please refer to the list of forms described in the following pages The forms are shown in Annexes* B1 to B4).

1. DAILY CASH COLLECTION (Annex B1[*])

Parents are encouraged to contribute for the operational expenses of the feeding center. The contributions received ARE recorded by the Center In-charge/mother leader opposite the name of the contributor under the date the contribution was given. The contributor signs opposites the recorded amount. Donation of non-beneficiaries may be written at the end of the list of children beneficiaries with clear indication that they are non-beneficiaries. Collection from sale of empty containers, if any, is also be recorded here.

At the end of each feeding day, the total amount of collection is indicated. The amount must tally with that indicated in the Daily Cash Position Report form (Annex B2*) for the day referred.

2. DAILY CASH POSITION REPORT/COMBINED CASH RECEIPTS AND CASH DISBURSEMENTS BOOK (Annex B2[*])

This form shows the daily collection and expenses. This is maintained by the Center In-charge/mother leader.

The remaining cash balance at the end of the day is written in the Remaining Cash Balance column of the same day/referred date and Beginning/Available Cash Balance column of the following day. The daily participant contribution and other collections like sale of empty containers and other donations are written in the designated column in the receipts portion.

The expenses are listed in the column pertaining to disbursements. The amount should tally with that shown in the Cash Voucher (Annex B3[*]) and entered in the column provided for the purpose.

The balance is taken by subtracting the expenses from the receipts. This is recorded in the Remaining Cash Balance column of the referred date and the Beginning/Available Cash Balance column of the following day.

3. CASH VOUCHER (CV) (Annex B3[*])

This form is used to record the expenses for cooking ingredients, transportation and other expenses. It is prepared by the Treasurer of the parents committee.

The total amount must tally with the figure indicated in the Cash Position Report form (Annex B2[*]).

4. CENTER RECORD OF PARENTS CONTRIBUTION IN KIND/SERVICES (Annex B4[*])

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In case the contribution is in kind, the commodity, quantity and peso value are recorded by the Center In-charge/mother leader in this form. Services rendered must also be indicated. The information in this form are important in preparing the Monthly Accomplishment Report of the feeding center.

G. NUTRITIONAL IMPACT AND CENTER ACTIVITIES

1. RECORD OF CHILDREN'S NUTRITIONAL STATUS (Annex C1[*])

In order to measure the attainment of program objectives, it is important that children are growth monitored monthly. The form used by the Center In-charge/mother leader to record the nutritional status of each child is shown in Annex C1[*]. Since reporting is quarterly, this record is so designed that there is provision for three-month recording. This record is used to prepare the Progress Weight Record (Annex C2[*]).

2. PROGRESS WEIGHT RECORD (Annex C2[*])

This form is used to present each child's initial and present nutritional status thereby providing data to analyze the progress of the child's change in nutritional status. The analysis is done as the quarter progresses. The form is accomplished by the Center In-charge/mother leaders and/or volunteers in-charge of weighing the children.

3. BARANGAY CONSOLIDATED PROGRESS WEIGHT RECORD (Annex C3[*])

The children's distribution with regards to nutritional status is summarized in this form by the Center In-charge/ mother leader. The data is taken from the Progress Weight Record. The summary is presented as the quarter progresses.

4. MUNICIPAL/REGIONAL CONSOLIDATED PROGRESS WEIGHT RECORD (Annex C4[*])

This form which is prepared by the MSWDO basically contains the same data as the Barangay Consolidated Progress Weight Record (Annex C3) because this is merely the consolidation of these records.

It is used to analyze the movement of the children from one nutritional status to another and the prevalence of malnutrition in the feeding center population. The data is important in analyzing what had been done by the program and what needs to be done in case the program objectives are not being met.

5. MOTHER'S ATTENDANCE IN EDUCATION SESSIONS (Annex C5[*])

Parent's attendance to nutrition education sessions and other nutrition related activities undertaken by them are recorded by the Center In-charge/mother leader in this form. The information in this form are useful in preparing the Quarterly Accomplishment Report.

6. CHILDREN'S REFERRAL RECORD (Annex C6[*])

Referral of children to RHU or any GO and NGO for medical or other services is recorded in this form. As much as possible also note the result of referral made.

V.

Reporting of Program Accomplishments

SUMMARY OF REPORTS

Frequency/Report Prepared by Submitted to

Date Due

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Monthly Stock Distribution MSWDO DSWD/FO 5th of the mo

Report (MSDR) (Annex A7[*]) CRS/Manila 10th of the mo

Quarterly Progress Weight (Annex C2[*]) Center MSWD 5th of the mo

In-Charge ff. the qtr

Quarterly Barangay Center MSWD - do-

Consolidated Progress Weight In-Charge

Record (Annex C3[*])

Quarterly Municipal MSWDO DSWD/FO - do -

Consolidated Progress Weight Record (Annex C4[*])

**Quarterly Accomplishment Report (Annex D1[*]) Center MSWDO - do -

In-Charge

MSWDO DSWD/FO 10th of the mo

ff the qtr

DSWD/FO DSWD/CO 15th of the mo

ff the qtr

**Bi-Annual Accomplishment Report (Annex D1[*]) DSWD/CO CRS/Manila April 20

October 20

Coverage: October-March

April-September CRS/Manila CRS/RO April 25

October 25

**Semi-Annual Accomplishment CRS/CO CRS/Manila July 20

Report (Annex D1[*]) January 20

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Coverage: January-June

July-December CRS/Manila CRS/RO July 25

January 25

Please refer to explanation on next page and Annex D1[*].

** The report form shown in Annex D1[*] shall be used in reporting program accomplishment quarterly. Based on the records and reports of the Feeding Centers, the MSWDO prepares the Quarterly Accomplishment Report of all feeding centers in her area of coverage. After having been duly concurred and signed by the LGU consignee/mayor it is forwarded to the DSWD/FO, who in turn, consolidates all reports from various municipalities and submits the regional DSWD/FO report to DSWD/CO. In submitting the report to DSWD/CO, a copy of the municipal reports must be attached.

The consolidated regional reports for the Bi-Annual and Semi-Annual periods are then forwarded to CRS/Manila following the schedule shown in the table above. A copy is sent by CRS/Manila to CRS/ROs.

The report contains the following information:

A. Total Caseload
Nutritional Impact

B. Nutrition/Health Education Sessions Undertaken

C. Food Commodities Section

D. Financial Section

E. Referrals and other Services

F. Problems Met and Solutions

G. Recommendations

Sources of information for the Quarterly Accomplishment Report are:

Data

Source

Ref Annex[*]

Total Caseload Daily Feeding Attendance Record

A9

Record of Children’s Nut. Status

C1

Nutritional Impact Progress Weight Record

C2

Barangay Consolidated Progress

Weight Record

C3

Municipal Consolidated Progress

Weight Record

C4

Nutrition/Health Mother’s Attendance in Education

Education Sessions Sessions

C5

Food Commodities Monthly Stock & Distribution Rep

A7

Food Consumption Report

A8

Daily Feeding Attendance Record

A9

Financial Section Daily Cash Position Report

B2

Parent’s Contribution in Kind and Services

B4

Referrals and Other Services Children’s Referral Record

C5

VI.

Monitoring and Technical Assistance

A. Catholic Relief Services (CRS)

The CRS shall conduct regular monitoring of the program implementation down to the beneficiary level. Monitoring visits shall be coordinated with the DSWD.

B. DSWD Central Office (DSWD/CO)

DSWD Bureau of Assistance (BEA) staff shall monitor the implementation of the program from the Field Office to municipal level. In special cases the CO and FO staff can monitor down to the beneficiary level.

C. DSWD Field Office (DSWD/FO)

The SWS/RSDN shall monitor the program implementation in the municipal level and feeding center.

D. Municipal level

The MSWDO shall monitor the implementation of the SF project in the Feeding Center level to the beneficiaries.

VII.

Duties and Responsibilities

A. Catholic Relief Services

1. Provide PL 480 food commodities in the form of corn soya blend.

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2. Monitor, evaluate and audit the program in coordination with DSWD/CO.

B. Department of Social Welfare and Development

1. Facilitate/expedite the release of food commodities from the Bureau of Customs and other port authorities.

2. Ensure the delivery of food commodities through a DSWD contracted forwarding company to the municipal level only.

3. Augment for inland handling/hauling expenses of commodities from the municipal level to the Feeding Centers only for 5th and 6th class municipalities subject to availability of funds.

4. Monitor program implementation and provide technical assistance.

5. Conduct a joint evaluation with CRS on the program implementation both technical and financial aspect.

6. Submit semi-annual and bi-annual accomplishment reports to CRS.

C. Local Government Unit (LGU)

1. Provide safe storage facilities and ensure protection of food commodities against theft, spoilage and infestation.

2. Assign a trained and committed Municipal Social Welfare and Development Officer (MSWDO) to monitor and supervise the implementation of the project and also a mother leader to manage the feeding center.

3. Provide augmentation support for the purchase of local food, weighing scales, supplies and materials as well as funds for the training of mother leaders/volunteers.

4. Provide Feeding Centers with utensils and equipment needed in the feeding.

5. Submit required reports to DSWD/FO.

6. Adhere to the provisions indicated in the guidelines.

7. Designate three alternate responsible persons to receive the food commodities with corresponding photos and specimen signatures submitted to DSWD/FO then to DSWD/CO, CRS/Manila and forwarder.

8. Prepare and submit reimbursement claims to DSWD/FO with the following supporting documents :

- Original Statement of Account
- Requisition and Issue Vouchers
- Certification of the Municipal Treasurer/Auditor that the rates of charges are reasonable in the locality
- Names of the trucking firm and/or the individual rendering hauling services, description of the services rendered, points of departure and destination
- Official Receipt of Expenses
- Xerox/True copy of Bill of Lading/Delivery Receipt referencing the CAL number

9. Replace with local food of equivalent monetary value spoiled or lost commodities under their custody or responsibility.

D. Parents of Beneficiaries

1. Bring the child to the Feeding Center daily 5 days a week for feeding and monthly for growth monitoring .

2. Attend/participate in nutrition/health education session and other nutrition/health related activities.

3. Voluntarily contribute cash or kind and render services.

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E. Parents Committee

1. Receive and account the parents contribution cash and in kind contribution.

2. Participate in the nutrition/health related activities.

F. The Community

1. Contribute cash or kind and render services.

2. Participate in the nutrition/health related activities.

3. Attend community assemblies to discuss program.

PENALTY CLAUSE: NON-COMPLIANCE TO THE PROVISIONS OF THIS GUIDELINES WILL BE A BASIS FOR TERMINATION OF THE SUPPLEMENTAL FEEDING PROGRAM.

Adopted: 06 April 1994

(SGD.) CORAZON ALMA G. DE LEON
Secretary

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[*] Note Included here.

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