



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depcdnegor.net

April 27, 2018

DIVISION MEMORANDUM

No. 249 s. 2018

**SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED
FEEDING PROGRAM FOR FISCAL YEAR 2018**

TD : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
DEPSs/EPSSs/Division Coordinators
District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. Attached is DepEd Order No. 015, s. 2018, disseminating the **Supplemental Guidelines on the Implementation of School-Based Feeding Program for Fiscal Year 2018 and the Manual on Community Participation in Government Procurement.**
2. For details, see attached DepEd Order.
3. Immediate dissemination and strict compliance of this Order is directed.

WILFREDA D. BONGALOS, PH.D., CESO V
Schools Division Superintendent

5/3/18

03 MAY 2018

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Republic of the Philippines
Department of Education

20 MAR 2018

DepEd ORDER
No. **015**, s. 2018

SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR FISCAL YEAR 2018

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division, shall implement the School-Based Feeding Program (SBFP) for Fiscal Year 2018, which aims to contribute to the improvement of classroom attendance and school performance of target beneficiaries to more than 85% per year, and encourage learners to go to school everyday.
2. For Fiscal Year 2018, the SBFP covers all undernourished learners from Kindergarten to Grade 6. The program shall also cover all Kindergarten learners in the Philippine Plan of Action for Nutrition (PPAN) priority areas to address stunting.
3. The **Supplemental Guidelines on the Implementation of the SBFP for Fiscal Year 2018**, and the Manual on Community Participation in Government Procurement are enclosed for reference.
4. DepEd Order No. 39, s. 2017 entitled Operational Guidelines on the Implementation of the School-Based Feeding Program shall also be used as reference in the implementation of the program.
5. This policy shall take effect immediately upon its publication at www.deped.gov.ph or in the Official Gazette or a newspaper of general circulation.
6. For more information, contact the **Bureau of Learner Support Services-School Health Division**, 3rd Floor, Mabini Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9935 or email at blss.shd@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:

As stated

Reference:

DepEd Order (No. 39, s. 2017)

To be indicated in the Perpetual Index
under the following subjects:

LEARNERS
FUNDS
MONITORING AND EVALUATION
PROGRAMS
POLICY
SCHOOLS

APA/DO- Supplemental Guidelines on the Implementation of SBFP
0175/February 24, 2018

(Enclosure to DepEd Order No. 015, s. 2018)

**SUPPLEMENTAL GUIDELINES ON THE
IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)
FOR FISCAL YEAR (FY) 2018**

I. Rationale/Objectives

The Department of Education will continue to implement SBFP nationwide in accordance with the General Appropriations Act (GAA) for the current year and will cover all identified target beneficiaries. The program upholds its objectives in the improvement of classroom attendance of target beneficiaries to more than 85% per year, and encourage learners to go to school every day.

II. Scope

The priority target beneficiaries for SBFP shall be all undernourished (SW/W) Kinder to Grade 6, and all Kinder in selected Philippine Plan of Action for Nutrition (PPAN) areas with prevalence of stunting. Actual target beneficiaries shall be based on the Baseline (June-July) nutritional assessment of the current school year. The budget allocation for feeding per region/division for FY 2018 is attached to this Order.

III. Policy Statement

This policy establishes the supplemental guidelines for the implementation of SBFP for the current school year/fiscal year.

The program also aims to do the following:

1. Provide feeding to learners, prioritizing the Severely Wasted (SW) and Wasted (W), and all Kinder in selected Philippine Plan of Action for Nutrition (PPAN) areas;
2. Improve the nutritional status of the SW/W and all Kinder (PPAN areas) learners at the end of at least 120 feeding days;
3. Ensure 100% deworming of target beneficiaries prior to the feeding activity;
4. Conduct group daily hand washing and tooth brushing activities as stipulated in DepEd Order No. 10, s. 2016, to impart development of positive health promoting values and behaviors;
5. Promote health and nutrition information and awareness among target beneficiaries through the K to 12 Curriculum and its alternative modalities of education; and
6. Encourage *Gulayan sa Paaralan* Program (GPP) and backyard vegetable gardening to augment the feeding program and to complement the nutrition and poverty-reduction initiatives of the Government.

IV. Procedures and Fund Availment/Release

A. Procedures

Allotment for SBFP is comprehensively released to DepEd ROs per DBM National Budget Circular (NBC) No. 573 on the Release of 2018 Funds.

Under the General Appropriations Act (GAA) FY 2018, Sec.18 of the DepEd Special Provisions states that - In the implementation of the School-Based Feeding Program (SBFP), ingredients for the provision of food commodities shall be sourced locally. Public schools, whenever applicable, shall endeavor to procure these ingredients from any of the following local sources:

1. The school's vegetable garden established under the *Gulayan sa Paaralan Program (GPP)*;
2. Home and communal gardens established by the families of SBFP beneficiaries; and
3. Local farmers especially those identified by the DSWD to be living in poverty under the National Household Targeting System for Poverty Reduction (NHTS-PR).

The ROs shall download the funds in full or tranches depending on the kind of procurement modality the SDOs/Schools will adapt, i.e. if Division procurement – full amount shall be downloaded to the SDO to facilitate procurement at the division level. The ROs or SDOs have the options to implement SBFP thru various procurement/food preparation modalities (as stated in the DO No. 39 s. 2017).

For the regular SBFP scheme, the DepEd Regional Office (DepEd RO) shall release funds to SDOs in tranches; the 1st tranche (50% of the allocation per SDO) shall be downloaded to SDOs and schools within the 1st Quarter of 2018 to start the preparatory activities and start the feeding by July. The 2nd tranche (50%) shall be downloaded to the SDOs not later than August based on the actual beneficiaries from the Baseline Nutritional Status report of the current school year. (Total GAA allocation = 1st tranche + 2nd tranche).

Feeding shall commence as soon as preparatory activities are conducted and funds are received by the schools to complete the feeding cycle at the end of the December 2018. Funds for the Fiscal year shall be utilized within the year. Feeding shall start not later than July 31, 2018.

The BLSS-SHD shall download funds to SDOs within the 1st Quarter of 2018, for the purchase/procurement of hygiene supplies and iron/folic/multi-vitamins supplements allocated for all SW/W learners and selected PPAN areas beneficiaries.

B. SBFP Funds shall be used according to priorities

The RO/SDO shall ensure the full utilization of 2018 SBFP funds to achieve the objectives of the program.

1. Feeding to learners, prioritizing SW and W, and all Kinder in selected PPAN areas; and activities enumerated in item III.
2. Augment the feeding funds for additional beneficiaries, conduct feeding for all grade levels in remote or far-flung schools, feed all learners in a school with an enrolment of 100 and below, mountainous schools, and schools in hard-to-reach areas and IP communities.
3. After satisfying items IV.B.1 and IV.B.2; the remaining funds may also be used for SBFP-related activities such as orientation activities for field implementers, monitoring SBFP, GPP and other health and nutrition implementations of the programs/projects; purchase of weighing scale, microtise, iron folic/multivitamins/micronutrient supplements, medical and dental supplies, funds/augmentation for hygiene supplies.
4. The utilization of the remaining funds shall be included in the revision of Work and Financial Plan (WFP) to be approved by the Regional Director (RD) or Schools Division Superintendent (SDS). Likewise, all regions shall submit status report to DepEd Central Office not later than October 15 of the current year.
5. The use of SBFP funds shall be in accordance with the provisions of Republic Act (RA) No. 9184 and with existing budgeting, accounting and auditing rules and regulations.
6. Funds for ARMM for the implementation of SBFP shall be downloaded directly from DBM to ARMM Office of the Regional Governor (ORG).

C. Commodities

1. The SBFP Focal Person/SBFP Core Group is encouraged to coordinate with the local National Food Authority (NFA) on the supply/purchase of rice/iron fortified rice/rice-corn blend for feeding. The SBFP Implementer/s shall also ensure the quality and supply of rice for the feeding program.
2. The SBFP Focal Person/SBFP Core Group shall likewise coordinate with the Regional Youth Formation Coordinator (RYFC)/Division Youth Formation Coordinator or the PDO I/Aralin Panlipunan Coordinator/Teacher/Edukasyon sa Pagpapakatao (ESP), for the possible collaboration and assistance of the Senior High School students in conducting feeding to the SBFP beneficiaries during school days or summer time. Specially those students under the Technical-Vocational-Livelihood Track (TVL).
3. Recipes for SBFP is available and may be downloaded through this link: <http://bit.ly/depedrecipes>

D. Budget

Reiteration on the operational expenses allowed under this program include the purchase of basic eating/cooking/kitchen tools and equipment, stove, reasonable transportation expenses, water, dishwashing soap, LPG, charcoal, firewood, kerosene, labor/service of cook (1cook: ≤ 40), and common office supplies needed for the preparation of the reports.

V. Other Important Activities:

Anemia and iron deficiency is linked with impaired cognitive and development among children. The Department through SBFP has provisions for the procurement/ purchase of iron supplements/ multivitamins for school children.

1. According to an Administrative Order issued by the Department of Health (DOH), A.O. No. 119, s. 2003 entitled Updated Guidelines on Micronutrient Supplementation (Vitamin A, Iron, and Iodine), "There is no risk of toxicity to iron/folate supplements when taken at the prescribed dose. Intake of iron also produces minor undesirable gastrointestinal side effects in some individuals such as epigastric discomfort, nausea, vomiting, constipation, and diarrhea. The frequency of these side effects is directly related to the dose of iron. In cases of gastrointestinal intolerance, the dose of iron may be reduced and gradually increased until the full dose is reached and is well tolerated. It is also advised that the iron supplements be taken with or after meals and at bedtime. Anemic and underweight children should take iron supplements to correct existing anemia and prevent it from becoming severe.
2. Iron supplementation to schoolchildren and other population groups:

Targets	Preparation	Dose / Duration
Children 1-5 years old	Syrup containing 30 mg. Elemental iron/5ml	1 tsp. once a day for 3 months, or 30 mg. once a week for 6 months with supervised administration
Children 6-11 years old anemic and underweight	Syrup containing 40 mg. Elemental iron/5ml	2 tsp. once a day for 6 months

3. All SW learner shall be closely examined by the Division Medical Officer (SDO-MO) for extensive medical examination and possible referral to RHUs if the learner needs a more serious medical attention (i.e. severe-acute malnutrition).
4. All beneficiaries shall secure consent from parents for the supplementations; learners with no consent shall be included in the masterlist but will not be provided with supplementations until a parent consent has been secured.

VI. Monitoring and Evaluation:

1. This is to reiterate the policy that all offices/implementing office/units shall comply with the monitoring and evaluation, and reporting requirements stipulated in DO No. 39, s. 2017, entitled Operational Guidelines on the Implementation of

SBFP for SY 2017-2022 and submission of Budget and Financial Accountability Reports as prescribed in COA-DBM Joint Circular No. 2014-1 and DBM Letter Circular No. 2016-1.

2. In compliance with the new Program Management Information System (PMIS), offices shall use the PMIS to closely monitor the progress and implementation of the various programs and projects.
3. Other concerns not covered in the issued memorandum and guidelines shall be referred to the Central Office Finance Service – Budget Division at (02) 637-6203 and/or Central Office Planning Service – Planning and Programming Division at (02) 633-7216.
4. The RO/SDO shall report to DepEd Central Office the balance of funds not later than September 30 of the current Fiscal year in order to monitor, allocate, and utilize the funds to the fullest.

VII. References

DepEd Order No.39 s. 2017, Operational Guidelines on the Implementation of School-Based Feeding Program (SBFP) for SY 2017-2022

DepEd Order No. 30 s. 2017, Guidelines for Work Immersion

Government Procurement Policy Board, Manual on Community Participation

Department of Health Administrative Order No. 119 s. 2003, Updated Guidelines on Micronutrient Supplementation (Vitamin A, Iron, and Iodine)

World Health Organization (WHO) Guideline 2011, Intermittent Iron Supplement for Pre-School and School Age Children

VIII. Effectivity

This Order shall take effect immediately upon issuance.

**MANUAL ON COMMUNITY PARTICIPATION
IN GOVERNMENT PROCUREMENT**

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Acronyms

APP	Annual Procurement Plan
BA	Barangay Assembly
BAC	Bids and Awards Committee
BDC	Barangay Development Council
BDP	Barangay Development Plan
CBO	Community Based Organizations
CDD	Community Driven Development
CDA	Cooperative Development Authority
COA	Commission on Audit
CSO	Civil Society Organizations
DILG	Department of the Interior and Local Government
DTI	Department of Trade and Industry
GPPB	Government Procurement Policy Board
GPRA	Government Procurement Reform Act/Republic Act No. 9184
IRR	Implementing Rules and Regulations
JSDF	Japan Social Development Fund
KALAHI-CIDSS	Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services
LCB / LCQ	Lowest Calculated Bid or Bidder / Lowest Calculated Quotation
LDC	Local Development Council
LGC	Local Government Code
LGU	Local Government Unit
NGO	Non-Government Organization
NOA	Notice of Award
NTP	Notice to Proceed
OR	Official Receipt
PF	Project Facilitator
PMC	Project Management Committee
PMIC	Project Monitoring and Inspection Committee
PO	Purchase Order
PPC	Project Preparation Committee
PRFC	Project Reporting and Feedback Committee
RFQ	Request for Quotation
SB	Sangguniang Barangay
SEC	Securities and Exchange Commission
TWG	Technical Working Group

ABOUT THE MANUAL

This Manual sets guidelines for community participation in government procurement. It primarily takes off from the Local Government Code (LGC), and the Revised Implementing Rules and Regulations (IRR) of the Government Procurement Reform Act (GPRA), specifically Section 53.12 on Community Participation.

According to the LGC, agencies and offices should conduct consultations with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction.¹ It also requires the formation of a Local Development Council (LDC) that shall have among its functions, the mobilization of people's participation in local development efforts, assist the Sanggunian in the development of a multi sectoral plan, and shall set the economic and social development direction of the Local Government Unit (LGU). At least 25% of the members of the LDC should be representatives of non-government organizations (NGOs).

On the other hand, the GPRA or Republic Act No. 9184 includes as its governing principles transparency and public monitoring in the procurement process and implementation of contracts.² Further, Section 53.12 of the GPRA IRR includes community participation as one of the instances by which negotiated procurement can be implemented.

This Manual sets guidelines for community participation in government procurement drawing lessons from experiences in community-based/community driven development (CDD) projects. It focuses on how the community can participate in managing procurement by being involved in planning, procurement, and implementation, and on how the community can participate as contractors or service providers under negotiated procurement through community participation. Suggested procedures put forward in this Manual takes inspiration from lessons garnered from the KALAHI-CIDSS³ project, good LGU practices, and from existing laws and guidelines.

The community may also be involved as observers⁴ of the procurement process. The requirements and responsibilities for such role may be found in a separate manual – the Procurement Observers' Guide.

Chapter One provides an introduction of the Manual. It lays down the scope and limitations, and puts forward important concepts, definitions, and legal tenets that shall be used.

Chapter Two discusses the general procedures for procurement under Negotiated Procurement-Community Participation provided in Section 53.12 of the GPRA IRR. This chapter guides the procuring entity on the conditions that must be met to justify the use of Negotiated Procurement-Community Participation as a procurement method. It also describes how the community can be involved in project procurement at the local government level (e.g., project identification, planning, and monitoring). It lays down the roles and responsibilities of different community agencies (committees) in ensuring transparency, public monitoring, equity, and value for money in procurement.

¹ Book 1, Title 1 Sec. 2 (c) and Title 6 of the Local Government Code

² Article 1 Section 3 of RA 9184 "Governing Principles on Government Procurement".

³ KALAHI-CIDSS stands for Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services. It is a project implemented by the Department of Social Welfare and Development with financial support from the World Bank through a loan agreement.

⁴ Section 13, of the GPRA's provides that "To enhance the transparency of the process, the BAC shall, in all stages of the procurement process, invite...at least two (2) observers to sit in its proceedings, one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand, and the other from a non-government organization...".

Chapter Three provides the guide in establishing committees necessary for the barangay's and community's implementation of projects procured through Negotiated Procurement-Community Participation. It proposes the formation of community committees under the Barangay Development Council (BDC) and Barangay Assembly (BA) in ensuring community participation. It discusses how the community can organize themselves and participate to ensure that the procurement achieves its intended social objectives and increase project sustainability.

Background

This Manual is part of the project entitled "Improving the Quality and Responsiveness of Public Spending in Poor Communities Through Localized Procurement Reform" supported by the Japan Social Development Fund (JSDF) through the World Bank (WB).

The project aims to further enhance the impacts of participatory approaches by promoting the participation of volunteers from poor communities in the regular activities of barangay Bids and Awards Committees (BAC), among others. Community members and local CSOs are expected to be involved in key elements of procurement planning, actual procurement, and contract implementation processes, e.g., public biddings, canvassing, bid award, contract monitoring, reporting, and oversight. The development of an enabling partnership between the community members/NGOs and the LGUs for procurement reform is the key innovative feature of the project.

This Manual was developed in partnership with the following agencies and offices:

- Department of Budget and Management;
- Government Procurement Policy Board - Technical Support Office;
- Department of the Interior and Local Government (DILG), including the National Barangay, Operations Office, Local Government Academy, and the Bureau of Local Government Supervision;
- Department of Social Welfare and Development; and
- The World Bank.

CHAPTER I: INTRODUCTION

In the past, procurement transactions and basic service delivery belonged to the exclusive domain of the government with the community as passive recipients. Recent trends toward participatory governance and community empowerment have enabled ordinary members of the community to have a more active role in procurement planning, actual procurement and contract implementation processes. With community participation, transactions between the government and third parties such as suppliers and contractors or service providers have become more transparent. Where there is transparency, holding public officials to be accountable for their actions in the use of public resources can be ensured. There is also efficiency in the use of resources when beneficiaries of projects are engaged not just in determining their actual needs, but also in project procurement and implementation. This in effect guarantees that the government only procures what is needed. If the community can be involved in any or all of the stages of project planning, procurement, and implementation, there would be greater ownership of the project.

The principle of community participation is embodied in and supported by the 1987 Philippine Constitution, the LGC, and the GPRA. Sections 15 and 16 of the Constitution recognize the role of People's Organizations to "effective and reasonable participation" in decision-making processes. The LGC reinforced the roles and rights of these organizations and provided the mechanisms for their participation in local government units.⁵

Strong community participation is a key ingredient in the sustainability of projects. It aims to increase the inclusion of local expertise, generate local employment, and promote the use of local materials and indigenous technology, among others. It enhances community capacity and directly impacts on improving the lives of community members. It also contributes in increasing the trust and confidence of communities in the government.

Community participation is most appropriate for community-based or community driven development (CDD) projects where community members are partners in the search for sustainable solutions to development challenges. This approach gives control over planning decisions and investment resources to community groups and local governments. It adheres to community involvement in all stages of the project, from start to finish.

Box 1. Sample of CDD projects

- First and Second Urban Development Program (Tondo, Metro Manila), 1976 and 1979.⁶
- Water works system (Barangay Tabok, Mandaue City, Cebu), 1981.⁷
- Under KALAHI-CIDSS
 1. Public utility passenger boat (Barangay Dungon, Concepcion, Iloilo), 2004;
 2. Improvement of the main barangay road (Barangay Dansalan, Sapad, Lanao del Norte);
 3. Flood control wall (Barangay Kinabuhayan, Dolores, Quezon);

⁵ Sections 2, 34, 35, 41, 98-116, and 397 of the LGC (Republic Act 7160).

⁶ Community Participation in Development Projects, The World Bank Experience, Samuel Paut, February 1987

⁷ Based on the documentation prepared by Dr. Mario R. Oelos Reyes, Associate Professor and Director, Training and Extension Services Division, University of the Philippines - School of Urban and Regional Planning

4. Electrification of the whole barangay (Barangay Oiave, Enrique Villanueva, Siquijor);
 5. Corn Mill (Barangay Magwawa, Santo Tomas, Davao Del Norte);
 6. Construction of a 6-classroom high school (Barangay Sta. Lucia, Dolores, Quezon);
 7. Water system rehabilitation (Barangay Don Juan Verceios, San Francisco, Quezon);
 8. Construction of communal faucets (Barangay Loboc, Tungawan, Zamboanga Sibugay);
 9. Drainage system improvement (Barangay Taruc, Surigao del Norte).
- ADB's Agrarian Reform Communities I Project (ARCP).

Consequently, projects that are not sustainable, do not require the continued active participation of communities, and do not have positive social impacts are not appropriate for Negotiated Procurement-Community Participation. Some of these include the purchase of lands, salaries and wages of government staff, repair of government facilities, meeting halls, places of religious worships, political and religious activities, micro-credit activities, road construction into protected areas, activities that exploit women and men at any age, employment of minors, travel, and consumption items or events like fiesta.

Community Participation under the LGC

The LGC opened venues for the participation of people's organizations and non-government organizations through the local special bodies and sectoral representation.⁸ Agencies and offices are also expected to consult with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction. One of the ways to formally accomplish this is through a Barangay Assembly (BA), which acts as the community's highest decision-making body. Composed of "all persons who are actual residents of the barangay"⁹, its resolutions express the will of the people in the community. The BA meets **at least** twice a year to **discuss barangay activities, finances, and problems**. It is **called upon by the Punong** Barangay, or of at least four (4) members of the SB, or through a petition of at least five percent (5%) of assembly members.¹⁰

According to LGC Chapter 6 Section 398, the powers of the BA are the following:

- Initiate legislative processes by recommending to the SB the adoption of measures for the **welfare of the barangay and the city or municipality concerned**;
- Decide on the adoption of initiative as a legal process whereby the registered voters of the barangay may directly propose, enact, or amend any ordinance; and
- Hear and pass upon the semestral report of the SB concerning its activities and finances.

All LGUs are also mandated to convene a multi-sectoral local development council that will set the direction for economic and social development, and coordinate development efforts in the locality.¹¹ For barangays, the BDC, headed by the Punong Barangay, is composed of the sangguniang barangay, representatives from the NGOs, Congressman. Amongst its key functions are to formulate the barangay's development plan, mobilize

⁸ Sections 41 and 98 to 116, Republic Act 7160 or the Local Government Code (LGC) of 1991

⁹ Chapter 6, Section 397 of the LGC

¹⁰ *Ibid.*

¹¹ Section 106 of the LGC

people's participation, monitor and evaluate programs and projects, and it can form sectoral or functional committees to assist the council in performing its functions. The LDCs also have an Executive Committee that represents it. In barangays, the Executive Committee is composed of the Punong Barangay, a representative from the Sanggunian, and a representative from the NGOs.

Community Participation in the revised Implementing Rules and Regulations (IRR) of the GPRA

The concept of community participation in this Manual is anchored on Section 53.12 of the GPRA IRR, to wit:

Community Participation. *Where, in the interest of project sustainability or to achieve certain specific social objectives, it is desirable in selected project components to call for participation of local communities in the delivery of goods, including non-consulting services, and simple infrastructure projects, subject to the guidelines to be issued by the GPPB.*

As stated above, Community Participation as a form of Negotiated Procurement is allowed only in order to meet specific social objectives or for project sustainability.¹² This Manual guides the procuring entity and describes how the community can participate as a service provider or contractor as well as its participation in the whole procurement process of a project.

Defining "community"

For purposes of this Manual, **community** is defined as a group of individuals living in close proximity to each other¹³. It also includes social groups who share a common agenda, cause, or interest. **Examples of community groups include parent-teacher association, association of barangay health workers, farmers, fisherfolk, women, elderly, indigenous peoples, among others.** Community groups may or may not be organized.

This Manual focuses on ways by which organized community groups may participate in government procurement. Organized groups have a formal structure, democratically selected leaders, and adopt a principle of shared responsibility over its actions. This Manual considers two types of organized groups – registered¹⁴ and non-registered. Registered groups are listed with and possess a certificate from a registering body (e.g., SEC, DTI, CDA; including those given authority to do so by an implementing agency). This includes, but is not limited to, NGOs, CSOs, CBOs, People's Organizations, and community labor groups.

CHAPTER II: IMPLEMENTING GUIDELINES ON NEGOTIATED PROCUREMENT-COMMUNITY PARTICIPATION

This Chapter discusses the key principles that should guide the conduct of procurement using Negotiated Procurement-Community Participation. It also puts forward a general procedure for Negotiated Procurement through Community Participation that can guide a procuring entity and its BAC. It also presents a simple interpretation of a service provider/contractor's legal, technical, and financial capability under Section 53.12 of the GPRA and its IRR.

¹² The Asian Development Bank (ADB) and The World Bank (WB) allow community participation as a method of procurement.

¹³ <http://go.worldbank.org/AOGIL9SSI0>

¹⁴ Registration is different from accreditation. Though registration is required for the participation in public procurement as contractor/service provider or observer, there are other eligibility requirements for such.

2.1 Guiding Principles

Participation as a key good governance dimension improves the quality and responsiveness of public spending by aligning procurement with project sustainability and social objectives, thereby directly uplifting the economic, environmental, and social well-being of the communities. Thus, community participation in procurement shall be guided by the following principles:

1. **Equity** – community members and organizations have equal opportunities to participate in decision-making processes of the project: identification, procurement, implementation, monitoring and evaluation, and other related processes, including equal opportunity in the engagement of community organizations as contractors/service providers.
2. **Participation** – policy and mechanisms (e.g., barangay assemblies, project committees, etc.) are provided by the barangay to ensure maximum engagement of the community in decision-making processes. It highlights giving voice to members of the community especially those from the marginalized sector. It empowers intended beneficiaries to influence project outcomes.
3. **Responsiveness** – public spending is geared towards addressing problems and challenges identified by the community in a manner that is supported by the community.
4. **Accountability** – the answerability of public officials including members of the different project committees to the community. It means that those involved in community procurement have clearly defined roles and responsibilities and all decisions, actions, and project finances are made public.
5. **Transparency** – clarity and simplicity of the policies and procedures, as well as the openness in their implementation. The community is made aware of every aspect of project decision-making. Steps are taken to ensure that the rationale behind decisions made and actions taken are understood.
6. **Value for money** – ensures that communities obtain the optimal benefit from projects. The community's ownership of the project encourages its responsible use, extends the project life, and maximizes its beneficial value to the community.

The procurement documents, including the contract, should be aligned with these principles, and should contain disclosure/transparency provisions and expected social impacts/benefits (e.g., consultation, community monitoring, and social benefits like income and livelihood for the marginalized sector, exercise of fair labor practices, etc.).

2.2 Applicability Conditions

Projects may be procured through Negotiated Procurement-Community Participation where the *participation of local communities are desirable for project sustainability or to achieve certain specific social objectives.*

Project sustainability anchors itself on ensuring that project recipients are able to sustain the project or its activity(ies) even after the initial phase of project implementation or even if project resources are no longer available. One of the ways to ensure project sustainability is to increase the community's ownership of the project and its outputs/results. Greater ownership is achieved by sharing with the community decision-making powers in all the stages of project life.

Social objectives are goals that seek to improve the well-being of the community. The desired outputs target core problems identified by the community through solutions they helped determine. These objectives aspire to empower the community by enhancing their knowledge and skills and creating an environment for development. Projects with social objectives may also include those that require the delivery of additional benefits over and above the direct benefit of the goods, non-consulting service, or infrastructure facility to be acquired.

These projects attempt to achieve positive outcomes like poverty reduction, hunger mitigation/elimination, access to education, equitable distribution and management of natural resources, climate change adaptation/mitigation, disaster risk reduction, gender equality, disease reduction, and job generation, among others.

Toward these ends, the following should be established by the procuring entity:

1. The project is aligned with the procuring entity's mandate and strategic or development plan to **efficiently and economically deliver public service**. The objective is to optimize use of public funds in the discharge of government functions through projects that will achieve the most benefit to the community at the least cost to the government;
2. The project has identified **positive social outcomes with community(ies) as its main beneficiary(ies)**. It is appropriate for projects to be implemented at the barangay and/or community-level where beneficiaries are clearly identifiable group(s) of households/individuals in the same community;
3. The project **requires community involvement, in part or in whole, for its success and continued implementation**. It recognizes the need for community ownership as critical to sustain project outputs/results and achieve its intended outcomes; and
4. The project is **aligned with the locality's development plan(s)**. Following local government planning processes, development plans (comprehensive, annual, or sectoral) are formulated using participatory mechanisms and tools to express the desired social outcomes and objectives of residents of the community. Comprehensive development plans are translated into annual plans from which APPs are formulated. These can be subjected to processes of revisions and prioritization depending on emerging needs and availability of resources.
5. The Approved Budget for the Contract (ABC) of the project or its component that will be procured through Negotiated Procurement-Community Participation **meets the following thresholds:**

Procuring Entity	Maximum Amount (in Philippine Pesos)	
	Goods	Infrastructure Projects
1. National Government Agencies 2. Government Owned/Controlled Corporations 3. Government Financial Institutions 4. State Universities and Colleges	2,000,000	5,000,000
5. Local Government Units		
<ul style="list-style-type: none"> • 1st-3rd Class Provinces • 1st-2nd Class Cities • Highly Urbanized Cities 	1,000,000	2,500,000

<ul style="list-style-type: none"> • 4th Class Province • 3rd Class City 	800,000	1,750,000
<ul style="list-style-type: none"> • 5th Class Province • 4th Class City 	600,000	1,000,000
<ul style="list-style-type: none"> • 6th Class Province • 5th-6th Class Cities • Municipalities • Barangays 	500,000	750,000

For foreign funded procurement, the thresholds shall be determined by agreement between the borrowing/implementing agency and the foreign funding institution.

6. The project's contract packaging and terms **do not result to splitting of government contracts** for the purpose of evading or circumventing the requirements of the GPRA and its IRR.
7. Local Government Units serving as procuring entities are encouraged to utilize Negotiated Procurement-Community Participation as long as they are **recipients of the Seal of Good Housekeeping or Seal of Good Governance** from the Department of the Interior and Local Government (DILG) or have shown a proven capacity to procure and manage community based projects.

2.3 Procedural Guidelines

The following are the procedural requirements for the use of Negotiated Procurement-Community Participation:

A. Planning and Identification¹⁵

1. The end user unit shall identify project proposals in line with the procuring entity's strategic plan, key results areas, and major final outputs that will be sustainable if implemented with the participation of a target community or where the engagement of community participants will lead to the achievement of specific social objectives.
2. The end user unit shall prepare the objectives, requirements, estimated budget, outputs and target community beneficiary(ies) of the selected project and present the same to the local community concerned for review, revision, and acceptance.
3. The proposed projects that were accepted by the target community(ies) shall be included in the end user unit's PPMP and the procuring entity's approved APP, indicating that it shall be procured using Negotiated Procurement-Community Participation. The acceptance by the target community(ies) shall be evidenced by the project's inclusion in their **respective local development plan or in a resolution by the local sanggunian** in case of projects for the LGUs.

¹⁵ Procuring entities may also follow the participatory processes for project planning, identification, and selection being implemented by government agencies through established community driven development programs, such as the Grassroots Participatory Budgeting Program (GPBP) and KALAHI-CIDSS National Community Driven Development Project (KC-NCDDP).

B. Pre-procurement¹⁶

4. The project or project components, technical specifications or scope of work, and contract packaging shall be finalized by the procuring entity, taking into consideration the requisites under Section 2.2 of this Manual and the inputs of the local community(ies) concerned.
 - 4.1. For goods, the procuring entity shall ensure that there are clear standards for quality, function and performance in the technical specifications that need to be met. Where applicable, these shall approximate those of Philippine National Standards (PNS), as specified by the Bureau of Product Standards (BPS).
 - 4.2. For works, the technical designs and specifications to be used must be in accordance with relevant national, municipal and local design codes and standards for rural infrastructure applicable to local conditions. Construction supervision, quality control, contract management, completion inspection, acceptance, operation and maintenance procedures shall be in accordance with the requirements of the projects.
5. The end user unit shall prepare the request for quotation/proposal (RFQ/RFP), which shall indicate a brief description of the goods, non-consulting services, or simple infrastructure projects to be procured, the technical specifications or scope of work, the ABC, the manner and deadline for submission of quotations, the terms and conditions of the project, and other necessary information.

C. Posting

6. The BAC shall post the RFQ/RFP in the website of the procuring entity (if any), the premises of the procuring entity, and in at least three (3) conspicuous places where the project will be implemented (e.g., bulletin board, public transport terminals, public markets, etc.) for a period of seven (7) calendar days.

D. Opening and evaluation

7. On the date specified in the RFQ, the BAC shall open the quotations/proposals submitted, using a non-discretionary pass or fail criterion, to determine compliance with the requirements and evaluate which bidder submitted the Lowest Calculated Bid or Quotation (LCB/LCQ).
 - 7.1. The BAC should have obtained quotations/proposals from at least three (3) community-based service provider from the barangay(s) where the project is located or to be executed. If there are less than three (3) community-based service provider, the BAC shall continue the procurement process and determine the eligibility of the community-based service provider(s) that submitted its quotation/proposal. If none are qualified, the invitation may be extended to other barangays

¹⁶ For national government projects, it is important for the procuring entity and its BAC to coordinate with the local government units to ensure that consultation(s) is/are conducted before the procurement begins. This is also an opportunity to gather more recent information needed to prepare the procurement documents (e.g., poverty incidence, public places, unemployment data, list of civil society organizations, market conditions, etc.).

within the same municipality only. (See Section 2.4 of this Manual for determining an eligible community-based service provider)

7.2 For the hiring of community labor, proposals are evaluated based on the labor requirements of the project. (See Section 3.3 of this Manual for the establishment of community labor groups)

8. If the LCB/LCQ is determined to be responsive, using a non-discretionary pass or fail criterion, it shall be declared as the LCRB/LCRQ. If not, the second LCB shall be evaluated with its responsiveness determined pursuant to the aforementioned provision. Such procedure shall be repeated for the next LCB/LCQ until the LCRB/LCRQ is determined.

E. Awarding of contract

9. The BAC shall submit its findings and recommendations to the Head of the Procuring Entity (HOPE) for her approval/disapproval. The submission shall contain the documents submitted, its evaluation, and the contract documents.
10. In case of approval, the HOPE shall immediately issue the notice of award. In case of failure to enter into a contract, the HOPE shall disqualify the provider and direct the BAC to determine the responsiveness of the quotation of the community-based service provider with the second lowest calculated quotation.
11. The procuring entity shall ensure that the contract provides the most advantageous terms and conditions to the Government.
12. The BAC, through the Secretariat, shall post, for information purposes, the notice of award, the contract, and the notice to proceed in the following:
 - a. PhilGEPS website;
 - b. Procuring entity's website, if any; and
 - c. Conspicuous place reserved for this purpose in the premises of the procuring entity and in the community where the project will be implemented.

F. Contract implementation

13. Advance payment may be released in an amount not exceeding fifteen percent (15%) of the total contract price provided it is included in the contract¹⁷.
14. The community-based service provider shall submit progress billing or statement of work accomplished that contains the amount due the contractor *vis-a-vis* the work performed pursuant to the work and financial plan.
15. The procuring entity shall release payments based on the payment scheme provided in the contract and only upon validation by the end user unit that the community-based service provider has delivered or performed the outputs specified in the work and financial plan and the same has been inspected and accepted by the community and confirmed by the procuring

¹⁷ Annexes "D" and "E" of the revised IRR of RA 9184.

entity as satisfactory in accordance with the technical specifications or scope of work.

16. The procuring entity and the Commission on Audit shall conduct visit-audit and examination for the project.
17. Payments and release of funds shall be subject to government auditing and accounting rules and regulations.

G. Contract reporting and feedback mechanism

18. The community(ies) shall implement a reporting and feedback mechanism to validate that the project achieved the desired social objectives or project sustainability outputs, identify the effects in the community, and determine future development needs.
19. The findings shall be presented to the community(ies) through a Barangay Assembly. The community shall furnish the procuring entity and the DILG a copy of the report, and post the same in a conspicuous place in the community(ies).

2.4 Eligible Community-Based Service Provider

A "community-based service provider" participating in a Negotiated Procurement-Community Participation procurement is composed of organized community members intending to act as a service provider or contractor for a project or its component(s). This includes, but is not limited to, CSOs, CBOs, People's Organizations, and community labor groups.

A community-based service provider shall possess the following requirements to be declared eligible to participate in a Negotiated Procurement-Community Participation procurement activity:

1. In the case of organized community-based service providers (e.g., CSDs, CBOs, People's Organizations) the following documents shall be required by the BAC:

a. Legal Requirements

- i) Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government unit, whichever is applicable.
- ii) Certification from the leader of the community-based service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of Procuring Entity, a member of the BAC, or other official authorized to process and/or approve the proposal, contract, and release of funds.
- iii) Disclosure of related business, if any, and extent of ownership therein.

b. Technical Requirements

- i) List of completed contracts similar to procurement or list indicating the experiences of members of the community-based service provider that satisfies the technical requirements of the procurement at hand in terms of its capacity to deliver the goods, perform the non-consulting service, or construct the simple infrastructure project, at an equal or higher established standards.

c. Financial Requirements

- i) Certificate that the community-based service provider has an existing bank account.
- ii) Updated audited financial statement.
- iii) Proof that it has financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt.

2. In the case of unorganized community-based service provider, such as community labor groups, the following shall be required:

a. Legal Requirements

- i) Certificate from the Punong Barangay concerned that the individual members of the group are residents of the target community(ies).
- ii) Resolution or minutes of the Barangay Assembly approving the creation of the community labor group as a community-based service provider.

b. Technical Requirements

- i) List indicating the experiences of members of the community-based service provider that satisfies the workmanship and skill set requirements for the procurement at hand in terms of its capacity to perform the required labor service for the delivery of goods, performance of non-consulting service, or construction of simple infrastructure project, at an equal or higher established standards.

c. Financial Requirements

- i) Guidelines for the establishment of a financial management system necessary for the performance of the project and the implementation of a payroll system.

CHAPTER III: COMMUNITY COMMITTEES AND GROUPS

This Chapter guides the community and barangay in establishing community groups and committees necessary for the successful implementation of a project procured using Negotiated Procurement-Community Participation.

This Chapter takes off from LGC provisions on community participation through the barangay development council (BDC) and barangay assembly (BA). It details the steps to be undertaken in ensuring that the project achieves the positive social outcomes and project sustainability, including the roles and responsibilities of the community.¹⁸

Projects implemented in barangays can come from the barangay's own planning process, other LGUs (cities, municipalities, and provinces), NGAs, GOCCs, GFIs, and SUCs. These projects require barangay approval in the form of ordinances (i.e., inclusion in development plans, priority projects, budget ordinance or its supplement, etc.) and inclusion in barangay approved documents, such as the annual investment plan and the approved APP.

3.1 Barangay Development Council and Barangay Assembly

According to the LGC, agencies and offices are expected to consult with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction. This may be formally accomplished through a Barangay Assembly (BA), which is composed of "all persons who are actual residents of the barangay"¹⁹, and its resolutions express the will of the people in the community. The BA meets at least twice a year²⁰ to discuss barangay activities, finances, and problems in compliance with the LGC. It is called upon by the punong barangay, or of at least four (4) members of the SB, or through a petition of at least five percent (5%) of assembly members.²¹ Amongst its key functions are to recommend to the Sangguniang Barangay the adoption of measures and initiatives, and to serve as a venue for the Barangay to report its activities and finances.

The BDC on the other hand serves as a multi-sectoral body that formulates the barangays development plan, mobilizes people's participation, and monitors and evaluate projects. The BDC is headed by the Punong Barangay and represented by an Executive Committee when not in session.²² It has the authority to form sectoral and functional committees to assist it in performing its functions.²³

In accordance with the requirements for membership in the BA²⁴, only residents of the barangay for at least six (6) months, fifteen (15) years of age or over, and citizens of the Philippines can be elected as a community member to the committees.

3.2 Organizing Community Committees

In order for the barangay to be a suitable partner in a community participation project and to further strengthen community participation in government procurement activities, the following committees shall be formed by the BDC with the members elected during a BA:

¹⁸ Suggestions put forward in this chapter take inspiration from existing laws and guidelines, and lessons garnered from the KALAMI-CIDSS project and good LGU practices.

¹⁹ Section 397 of the LGC.

²⁰ Last Saturday of March and second Sunday of October pursuant to Proclamation No. 260, Series of 2011.

²¹ *Ibid.*

²² Section 111 of the LGC.

²³ Section 112 of the LGC.

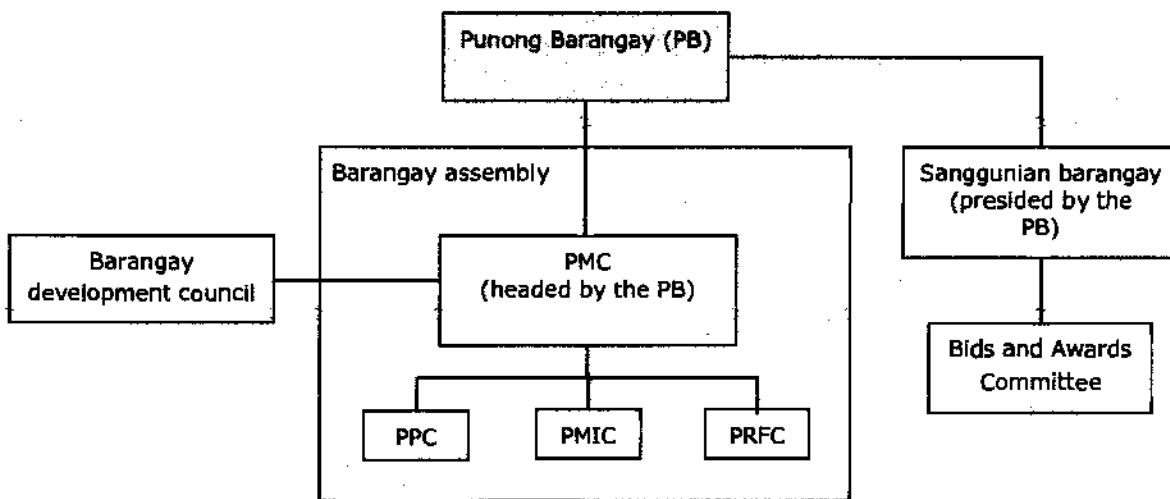
²⁴ Section 397 of the LGC.

1. Project Management Committee (PMC);
2. Project Preparation Committee (PPC);
3. Project Monitoring and Inspection Committee (PMIC); and
4. Project Reporting and Feedback Committee (PRFC).

A representative from one (1) registered community group and two (2) community members will be elected at large during the BA to these committees. Insofar as practicable, no individual shall be elected in more than one committee. Moreover, except for the PMC, which will automatically be headed by the Punong Barangay, there shall be no other committee where the Punong Barangay may be a member. Each committee will elect its chairperson and, if there are more than five members, a vice chairperson. The committees will ultimately be accountable to the BA, with the PMC overseeing the activities of the other committees.

Diagram 1 below illustrates the relationship between the committees and the regular barangay structures for procurement.

Diagram 1. Organizational structure for community participation in procurement



A. Project Management Committee (PMC)

The PMC shall be composed of community volunteers who shall be responsible for managing prioritized and approved community based projects and for ensuring that these are done in accordance with prescribed government procedures. It shall be responsible for supervising the performance of the other committees and for coordinating with the procuring entity on matters relating to the project.

The PMC shall be headed by the Punong Barangay, and composed of the BDC's Executive Committee (made up of a representative from the Sanggunian and a representative from the NGOs/POs), at least two (2) community members elected during the BA. The Barangay Secretary and Treasurer shall be non-voting members.

B. Project Preparation Committee (PPC)

The PPC shall be composed of community volunteers who shall be responsible for

the evaluation of proposed projects for community participation and preparation of community proposals for projects to be recommended to the BA for possible inclusion in the barangay development plan or for submission to possible funding entities. The BDC may form several PPCs to prepare proposals for different projects.

The members of the PPC shall have some capacity to conduct simple studies (e.g., an inventory or listing, consultation) on the barangay market conditions relevant to the project, the development needs of the barangay, and the preparation of plans or proposals. The chairperson of the PPC shall come from the elected registered community group or community members. The head of the Barangay Committee relevant to the project shall be a member of the PPC.

C. Project Monitoring and Inspection Committee (PMIC)

The PMIC shall be composed of community volunteers who shall be responsible for monitoring and inspecting whether the delivery of goods, performance of non-consulting services, and construction of works are in accordance with the technical specifications or project requirements and terms and conditions of the contract. The PMIC shall develop and accomplish a Monitoring Report (*See Annex 1 for a sample report*) and an Inspection and Acceptance Report (*See Annex 2 for sample form*) for the project that will be submitted to the PMC for transmittal to the procuring entity.

The chairperson of the PMIC shall come from the elected registered community group or community members. A member of the barangay inspection team shall be a member of the PMIC. The size of the PMIC should consider the size of the project (e.g., number of components, geographic reach, volume and frequency of deliveries, etc.).

D. Project Reporting and Feedback Committee (PRFC)

The PRFC shall be composed of community volunteers who shall be responsible for validating whether the project achieved the desired social objectives or project sustainability outputs, identifying the effects of the project in the community, determining future development needs, and reporting such findings to the procuring entity, the DILG, and the community.

The PRFC shall be composed of five (5) to seven (7) members who do not have any conflict of interest with the project and relationship within the fourth civil degree of consanguinity or affinity with the members of other committees. Elected barangay officials are disqualified from being members of the PRFC. (*See Annex 3 for a guide to the PRFC*)

3.3 Organizing Community Labor Groups

For projects requiring labor components, the procuring entity shall draw such labor from the community(ies). In line with this, the community shall establish community labor groups, as follows:

1. Unskilled, semi-skilled, and skilled labor shall be recruited, insofar as practicable, within the target barangay(s). If the required labor is insufficient or lacking in the target barangay(s), labor may be obtained from the adjacent barangay(s).
2. The formation of community labor groups should actively involve the barangay leaders and the community. A Project Facilitator (PF) shall be appointed by the procuring entity to assist in the organization of the community labor groups. The

PF shall, for purposes of informing the community of the project and of organizing labor groups, attend community meetings convened by the barangay(s) officials.

3. The Punong Barangay shall cause the registration of all unemployed or underemployed members of the community who are interested to join the labor groups being formed for the project.
4. The community labor group leader and officers shall be elected from among the members of the group. They may be replaced at any time by the group through an election for that purpose, after due notice to the PF and the Punong Barangay. Any such replacement shall not invalidate any contract entered into by the community labor group.
5. In no case may community labor groups be regular or licensed contractors or organized by and/or under the management of a regular or licensed contractor. Laborers supplied by job-contractors/labor-only contractors are likewise disqualified to become members of the community labor groups when the job-contracting/labor-only contracting is specifically carried out for the purpose.

Box 2. More tips for community members on how to enhance involvement and empower themselves:

- Know what you want to get involved in.
- Know the requirements of involvement and accomplish them. (e.g. Does it require you to be a member of a registered group? Does it require training? Does it require frequent meetings and consultations? How much time do you need to devote to it? Can you commit?)

OR

- Knowing your qualifications, find out where you can get involved.
- Once you know your options, identify where you want to be involved and how.

OR

- Don't know where to start? Ask! Remember: Knowledge is power!

OR

- Don't have avenue by which you can get involved? Create one!

OR

- If you have any other suggestions on how to enhance existing avenues of community participation or new ideas on how to widen the same, then let your barangay officials know!

ANNEXES

ANNEX 1. Sample Monitoring Report

Monitoring Report Form

Project:
Location:
Region:
Division:
Budget Allocation:
Team Composition:

Approved Budget for the Contract:
Estimated Government Expenses:
Construction Start Date:
Completion Period:
Contractor:
Team Composition:

SIMV (CO) calendar days

Reporting Date	
Time Started	
Time Ended	

Scope of Work	As Per Program of Work		Actual	Fulfilled/Observed	Performance/Remarks
	Unit	Quantity			
Mobilization/Temporary Structures, Utilities and Services/Demobilization/Standard Siteboard	lot	1.00			
Welding of Open Canal - Clear Opening Dimensions D 300 W x D 50 D with Steel Drains Cover	lin	149.10			
Replacement of Flush Door 4.00m x 3.10m including accessories	pcs	10.00			
Replacement of Broken Steel Casement Window Glass 36 x D 87cm	pcs	45.00			
Repair and Replacement of Window Glass (alouise)	pcs	15.00			
Blockboards	sq m	40.53			
Rough lumber, Sun Dried, Mangrove	bd. ft	257.00			
Laminic, 3/4 inch	pcs	14.00			
Finishing Nails	kg	1.00			
Common Wire Nails	kg	5.00			
Concrete Nails	kg	1.00			

Prepared By:

Noted By:

Printed Name and Signature of Volunteer

Printed Name and Signature of Volunteer

Name/Organization of Organization No. 2

ANNEX 3. Guide to the Project Reporting and Feedback Committee

The PRFC shall implement a reporting and feedback mechanism to ensure that the contract implementation achieves the desired social objectives and/or project sustainability requirements. For this purpose, the PRFC shall evaluate the quality of participation by the community and the over-all management of the project. It shall also monitor the efficiency and effectiveness of the steps taken and the time utilized by the committees to reach project milestones.

Methodology

The PRFC may undertake interviews of community representatives to the committees, target beneficiaries, barangay officials, organizations, and other community members. Some of the key questions to be answered are the following:

- a. Is/Are the social objective(s) of the project and its procurement(s) being met? If yes, *how*? If not, *why*?
- b. Are there project related gaps or shortcomings that can be addressed to achieve the social objectives effectively? If yes, what are these?
- c. Does the committee recommend other projects or procurement(s) to achieve the community's *desired outcomes*?

Other questions can be asked by the PRFC especially if the desired social objectives are not being met.

Reporting

The team's main output will be a report to be presented to the BA and submitted to the DILG and the procuring entity. It can also be asked by the BA whenever needed to report during the BAs its major findings on the implementation of the project. Its report shall be different from that of the PMIC and shall be made available to the public and posted in a conspicuous place in the barangay.

**BREAKDOWN OF ALLOCATION
FOR SCHOOL-BASED FEEDING PROGRAM (SBFP)
SY 2018-2019**

Region	No. of SDOs	Number of Elementary Schools	Severely Wasted	Wasted	Total SW+W	Budget
I	14	2,397	27,992	62,087	90,079	194,570,640
II	9	2,042	11,252	33,680	44,932	97,053,120
III	20	2,831	47,911	110,698	158,609	342,595,440
IV-A	20	2,735	89,507	177,708	267,215	577,184,400
IV-B	7	1,872	23,960	57,062	81,022	175,007,520
V	13	3,126	47,121	114,413	161,534	348,913,440
VI	18	3,418	51,148	122,344	173,492	374,742,720
VII	19	2,941	32,198	88,115	120,313	259,876,080
VIII	13	3,640	26,447	66,717	93,164	201,234,240
IX	8	2,117	20,289	52,498	72,787	157,219,920
X	14	2,069	20,738	52,964	73,702	159,196,320
XI	11	1,836	18,625	58,995	77,620	167,659,200
XII	9	1,301	23,360	60,042	83,402	180,148,320
XIII	12	1,072	11,461	29,363	40,824	88,179,840
CAR	8	1,530	1,277	5,459	6,736	14,549,760
NCR	16	522	57,982	111,890	169,872	366,923,520
	111	35,449	511,258	1,204,035	1,715,293	3,798,954,400
ARMM	9	2,138	20,870	55,758	76,628	189,316,480
GRAND TOTAL					1,791,921	3,878,570,960

BREAKDOWN OF ALLOCATIONS IN PPAN AREAS

Region		Schools Division Office	2016 Enrolment	Estimated Budget
II	1	Quirino	3,129	6,758,640.00
III	2	Aurora	3,909	8,443,440.00
IV B	3	Palawan	18,314	39,558,240.00
	4	Occ. Mindoro	9,012	19,465,920.00
	5	Romblon	5,322	11,495,520.00
V	6	Albay	14,179	30,626,640.00
	7	Cam. Norte	11,295	24,397,200.00
	8	Cam. Sur	35,479	76,634,640.00
	9	Catanduanes	4,954	10,700,640.00
VI	10	Masbate	19,135	41,331,600.00
	11	Aklan	8,014	17,310,240.00
	12	Antique	8,873	19,165,680.00
	13	Capiz	9,898	21,379,680.00
VII	14	Negros Occidental	22,793	49,232,880.00
	15	Bohol	17,903	38,670,480.00
	16	Negros Oriental	13,015	28,112,400.00
VIII	17	Biliran	3,454	7,460,640.00
	18	E. Samar	7,318	15,806,880.00
	19	N. Samar	14,235	30,747,600.00
	20	Samar	10,921	23,589,360.00
IX	21	Zambo Norte	17,392	37,566,720.00
	22	Zambo Sibugay	12,829	27,710,640.00
X	23	Bukidnon	21,717	46,908,720.00
	24	Lanao Norte	12,954	27,980,640.00
XII	25	N. Cotabato	25,614	55,326,240.00
	26	S. Cotabato	14,052	30,352,320.00
	27	Sarrangani	11,730	25,336,800.00
	28	S. Kudarat	10,419	22,505,040.00
Caraga	29	Agusan Sur	12,654	27,332,640.00
CAR	30	Abra	4,038	8,722,080.00
	31	Ifugao	3,615	7,808,400.00
	32	Mt. Province	2,608	5,633,280.00
ARMM	33	Sulu	10,502	22,684,320.00
	34	Tawi Tawi	8,256	17,832,960.00
	35	Maguindanao I	11,513	24,868,080.00
		Maguindanao II	9,663	20,872,080.00
	36	Lanao Sur I	18,679	40,346,640.00
		Lanao Sur II	11,614	25,086,240.00
		TOTAL	461,001	995,762,160.00

**BREAKDOWN OF TARGET BENEFICIARIES FOR SCHOOL-BASED FEEDING
PROGRAM (SBFP)
SY 2018-2019**

Region	No.	Division	Number of Elem. Schools	Severely Wasted	Wasted	Total SW+W	Budget
I	1	Ilocos Norte	318	1,378	4,011	5,389	11,640,240
	2	Ilocos Sur	450	1,388	4,899	6,287	13,579,920
	3	La Union	311	2,192	7,076	9,268	20,018,880
	4	Pangasinan I	549	9,623	19,922	29,545	63,817,200
	5	Pangasinan II	463	7,305	14,877	22,182	47,913,120
	6	Dagupan City	34	1,586	1,198	2,784	6,013,440
	7	Laoag City	34	497	1,177	1,674	3,615,840
	8	San Carlos City	58	2,173	3,973	6,146	13,275,360
	9	Urdaneta City	45	654	1,230	1,884	4,069,440
	10	Candon City	28	162	623	785	1,695,600
	11	Alaminos City	37	487	1,277	1,764	3,810,240
	12	Vigan City	18	108	282	390	842,400
	13	San Fernando City	26	381	1,227	1,608	3,473,280
	14	Batac City	26	58	315	373	805,680
	14		2,397	27,992	62,007	90,079	194,570,640
II	1	Batanes	21	6	101	107	231,120
	2	Cagayan	704	2,823	9,062	11,885	25,671,600
	3	Cauayan	65	476	1,351	1,827	3,946,320
	4	Iligan City	88	434	1,005	1,439	3,108,240
	5	Isabela	759	5,224	14,621	19,845	42,865,200
	6	N. Vizcaya	265	844	2,863	3,707	8,007,120
	7	Quirino	80	306	2,055	2,361	5,099,760
	8	Santiago City	32	387	1,453	1,840	3,974,400
	9	Tuguegarao City	28	752	1,169	1,921	4,149,360
	9		2,042	11,252	33,600	44,932	97,053,120
III	1	Angeles City	43	2,877	5,106	7,983	17,243,280
	2	Aurora	125	361	2,493	2,854	6,164,640
	3	Balanga City	168	166	575	741	1,600,560
	4	Bataan	18	2,747	7,532	10,279	22,202,640
	5	Bulacan	299	3,412	11,111	14,523	31,369,680
	6	Cabanatuan City	53	1,428	3,070	4,498	9,715,680
	7	Gapan City	33	469	1,559	2,028	4,380,480
	8	Malolos City	34	859	2,173	3,032	6,549,120
	9	Munoz Science City	34	309	915	1,224	2,643,840

	10	Nueva Ecija	612	4,167	10,574	14,741	31,840,560
	11	Olongapo City	28	1,445	2,993	4,438	9,586,080
	12	Pampanga	437	7,821	20,312	28,133	60,767,280
	13	San Fernando City	38	1,657	3,476	5,133	11,087,280
	14	San Jose Del Monte City	34	3,307	5,824	9,131	19,722,960
	15	Tarlac	426	6,772	13,524	20,296	43,839,360
	16	Tarlac City	88	2,152	4,433	6,585	14,223,600
	17	Zambales	252	4,090	8,353	12,443	26,876,880
	18	Meycauayan City	25	780	1,489	2,269	4,901,040
	19	Mabalacat City	36	2,444	3,367	5,811	12,551,760
	20	San Jose City	48	648	1,819	2,467	5,328,720
	20		2,831	47,911	110,898	158,889	342,595,440
IV-A	1	Antipolo City	42	6,649	10,487	17,136	37,013,760
	2	Bacoor City	27	2,451	158	2,609	5,635,440
	3	Batangas	606	11,657	26,397	38,054	82,196,640
	4	Batangas City	82	1,514	3,926	5,440	11,750,400
	5	Binan City	26	2,270	3,728	5,998	12,955,680
	6	Cabuyao City	18	1,334	3,032	4,366	9,430,560
	7	Calamba City	50	1,979	4,067	6,046	13,059,360
	8	Cavite	282	14,411	24,756	39,167	84,600,720
	9	Cavite City	12	1,601	2,892	4,493	9,704,880
	10	Dasmariñas City	28	2,187	3,586	5,773	12,469,680
	11	Imus City	26	1,533	3,350	4,883	10,547,280
	12	Laguna	284	7,519	17,206	24,725	53,406,000
	13	Lipa City	67	1,861	4,316	6,177	13,342,320
	14	Lucena City	44	3,167	5,366	8,533	18,431,280
	15	Quezon	772	11,045	27,844	38,889	84,000,240
	16	Rizal	211	13,626	26,689	40,315	87,080,400
	17	San Pablo City	64	1,769	3,814	5,583	12,059,280
	18	Sta. Rosa City	18	1,337	2,717	4,054	8,756,640
	19	Tanauan City	44	1,129	2,261	3,390	7,322,400
	20	Tayabas City	32	468	1,116	1,584	3,421,440
	20		2,735	89,507	177,708	267,215	577,184,400
IV-B	1	Calapan City	49	606	1,653	2,259	4,879,440
	2	Marinduque	183	761	2,830	3,591	7,756,560
	3	Occ. Mindoro	296	5,371	12,358	17,729	38,294,640
	4	Or. Mindoro	421	6,682	13,676	20,358	43,973,280
	5	Palawan	632	7,215	18,201	25,416	54,898,560
	6	Puerto Prinsesa City	75	2,761	4,967	7,728	16,692,480

	7	Romblon	216	564	3,377	3,941	8,512,560
	7		1,872	23,960	57,062	81,022	175,007,520
V	1	Albay	465	6,834	17,450	24,284	52,453,440
	2	Cam Norte	253	5,492	12,570	18,062	39,013,920
	3	Cam Sur	845	15,844	37,027	52,871	114,201,360
	4	Catanduanes	234	1,277	3,927	5,204	11,240,640
	5	Legazpi City	40	1,241	2,878	4,119	8,897,040
	6	Ligao City	55	603	1,660	2,263	4,888,080
	7	Masbate City	34	1,484	2,106	3,590	7,754,400
	8	Masbate Prov.	575	6,065	16,089	22,154	47,852,640
	9	Iriga City	40	187	606	793	1,712,880
	10	Naga City	29	1,246	2,581	3,827	8,266,320
	11	Sorsogon City	67	934	2,453	3,387	7,315,920
	12	Sorsogon Prov.	450	4,367	12,094	16,461	35,555,760
	13	Tabaco City	39	1,547	2,972	4,519	9,761,040
	13		3,126	47,121	114,413	161,534	348,913,440
VI	1	Aklan	323	2,317	7,226	9,543	20,612,880
	2	Antique	479	2,918	9,975	12,893	27,848,880
	3	Capiz	418	4,247	9,666	13,913	30,052,080
	4	Guimaras	97	258	1,908	2,166	4,678,560
	5	Iloilo	989	12,782	31,805	44,587	96,307,920
	6	Iloilo City	55	2,647	5,519	8,166	17,638,560
	7	Passi City	38	250	724	974	2,103,840
	8	Roxas City	40	1,174	2,382	3,556	7,680,960
	9	Bacolod City	46	4,223	7,252	11,475	24,786,000
	10	Bago City	36	1,016	2,628	3,644	7,871,040
	11	Cadiz City	50	1,069	2,482	3,551	7,670,160
	12	Escalante City	27	844	1,626	2,470	5,335,200
	13	Kabankalan City	68	2,456	3,554	6,010	12,981,600
	14	La Carlota City	23	555	1,217	1,772	3,827,520
	15	Negros Occidental	584	12,494	28,704	41,198	88,987,680
	16	Sagay City	53	563	2,038	2,601	5,618,160
	17	San Carlos City	60	634	1,739	2,373	5,125,680
	18	Silay City	32	701	1,899	2,600	5,616,000
	18		3,418	51,145	122,344	175,492	374,742,720
VII	1	Bogo City	23	607	1,012	1,619	3,497,040
	2	Bohol Prov	933	3,096	11,967	15,063	32,536,080
	3	Carcar City	33	410	1,582	1,992	4,302,720
	4	Cebu Prov	892	8,249	27,628	35,877	77,494,320
	5	Cebu City	69	4,491	10,507	14,998	32,395,680

	6	Danao City	44	791	2,112	2,903	6,270,480
	7	Lapu-Lapu City	44	1,679	3,956	5,635	12,171,600
	8	Mandaue City	27	1,258	4,214	5,472	11,819,520
	9	Siquijor Prov.	26	74	453	527	1,138,320
	10	Tagbilaran City	64	264	860	1,124	2,427,840
	11	Talisay City	17	771	2,341	3,112	6,721,920
	12	Toledo City	24	937	2,340	3,277	7,078,320
	13	Naga City	50	666	1,874	2,540	5,486,400
	14	Bais City	41	711	1,158	1,869	4,037,040
	15	Bayawan City	68	660	2,005	2,665	5,756,400
	16	Dumaguete City	18	266	945	1,211	2,615,760
	17	Guihulngan City	76	552	1,661	2,213	4,780,080
	18	Negros Oriental	423	6,234	10,320	16,554	35,756,640
	19	Tanjay City	69	482	1,180	1,662	3,589,920
	19		2,941	32,198	88,115	120,313	259,876,080
VIII	1	Baybay City	70	577	1,643	2,220	4,795,200
	2	Biliran	125	638	2,394	3,032	6,549,120
	3	Borongan City	51	153	601	754	1,628,640
	4	Calbayog City	156	1,278	1,278	2,556	5,520,960
	5	Catbalogan City	50	868	1,762	2,630	5,680,800
	6	Eastern Samar	417	1,129	4,392	5,521	11,925,360
	7	Leyte	1,107	9,568	23,291	32,859	70,975,440
	8	Maasin City	62	62	656	718	1,550,880
	9	Northern Samar	520	5,845	13,746	19,591	42,316,560
	10	Ormoc City	83	1,985	4,517	6,502	14,044,320
	11	Samar (Western)	660	2,584	7,616	10,200	22,032,000
	12	Southern Leyte	296	286	1,827	2,113	4,564,080
	13	Tacloban City	43	1,474	2,994	4,468	9,650,880
	13		3,648	26,447	66,717	93,164	201,234,240
IX	1	Dapitan City	49	386	1,284	1,670	3,607,200
	2	Dipolog City	38	674	1,726	2,400	5,184,000
	3	Pagadian City	60	1,131	2,030	3,161	6,827,760
	4	Zambo City	174	7,255	15,125	22,380	48,340,800
	5	Isabela City	52	1,057	2,087	3,144	6,791,040
	6	Zambo Sibugay	423	3,294	8,249	11,543	24,932,880
	7	Zambo Norte	646	3,242	8,607	11,849	25,593,840
	8	Zambo. Sur	675	3,250	13,390	16,640	35,942,400
	8		2,117	20,289	52,498	72,787	157,219,920
X	1	Bukidnon	547	4,600	13,669	18,269	39,461,040

	2	Camiguin	55	295	1,065	1,360	2,937,600
	3	Lanao Norte	331	3,363	5,957	9,320	20,131,200
	4	Miss. Occ.	313	1,187	3,671	4,858	10,493,280
	5	Miss. Or.	351	2,247	7,514	9,761	21,083,760
	6	Cagayan de Oro	32	4,019	8,047	12,066	26,062,560
	7	EL Salvador	15	174	709	883	1,907,280
	8	Gingoog	74	831	1,789	2,620	5,659,200
	9	Iligan	83	2,614	5,096	7,710	16,653,600
	10	Malaybalay	64	186	992	1,178	2,544,480
	11	Valencia	56	410	1,552	1,962	4,237,920
	12	Oroquieta	44	332	858	1,190	2,570,400
	13	Ozamiz City	49	244	1,054	1,298	2,803,680
	14	Tangub City	55	236	991	1,227	2,650,320
	14		2,065	20,738	57,964	73,702	159,196,320
XI	1	Davao Oriental	168	946	3,025	3,971	8,577,360
	2	Davao Sur	387	1,911	6,839	8,750	18,900,000
	3	Davao Norte	198	1,872	4,997	6,869	14,837,040
	4	Compostela Valley	325	1,690	6,759	8,449	18,249,840
	5	Panabo City	45	439	1,611	2,050	4,428,000
	6	Tagum City	29	490	2,032	2,522	5,447,520
	7	IGACOS	51	320	1,140	1,460	3,153,600
	8	Digos City	36	804	1,781	2,585	5,583,600
	9	Davao City	284	7,293	21,557	28,850	62,316,000
	10	Mati City	147	1,059	4,081	5,140	11,102,400
	11	Davao Occidental	166	1,801	5,173	6,974	15,063,840
	11		1,835	18,625	58,995	72,620	167,659,200
XII	1	Gen. Santos City	70	3,380	8,486	11,866	25,630,560
	2	S. Cotabato	288	3,333	8,810	12,143	26,228,880
	3	Sarangani	182	4,626	8,076	12,702	27,436,320
	4	Koronadal City	18	780	2,340	3,120	6,739,200
	5	Sultan Kudarat	293	3,242	9,143	12,385	26,751,600
	6	Cotabato City	28	1,056	2,326	3,382	7,305,120
	7	Cotabato Prov.	375	5,593	17,407	23,000	49,680,000
	8	Kidapawan City	29	541	1,881	2,422	5,231,520
	9	Tacurong City	18	809	1,573	2,382	5,145,120
	9		1,301	23,360	60,042	83,402	180,148,320
XIII	1	Agusan Norte	155	2,055	4,071	6,126	13,232,160
	2	Agusan Sur	207	1,162	4,307	5,469	11,813,040
	3	Bayugan	51	188	593	781	1,686,960

	4	Bislig City	48	210	918	1,128	2,436,480
	5	Butuan City	85	1,982	3,105	5,087	10,987,920
	6	Cabadbaran City	23	366	917	1,283	2,771,280
	7	Dinagat Island	76	542	1,521	2,063	4,456,080
	8	Siargao	65	816	1,891	2,707	5,847,120
	9	Surigao City	26	388	1,119	1,507	3,255,120
	10	Surigao Norte	126	1,005	3,132	4,137	8,935,920
	11	Surigao Sur	199	2,644	7,424	10,068	21,746,880
	12	Tandag	11	103	365	468	1,010,880
	12		1,072	11,461	29,363	40,824	88,179,840
CAR	1	Abra	277	560	1,480	2,040	4,406,400
	2	Apayao	167	226	824	1,050	2,268,000
	3	Baguio City	45	116	718	834	1,801,440
	4	Benguet	368	45	425	470	1,015,200
	5	Ifugao	227	78	590	668	1,442,880
	6	Kalinga	160	169	869	1,038	2,242,080
	7	Mt. Province	201	27	138	165	356,400
	8	Tabuk City	85	56	415	471	1,017,360
	8		1,530	1,277	5,459	6,736	14,549,760
ARMM	1	Maguindanao I	275	10,692	18,383	29,075	62,802,000
	2	Maguindanao II	267	1,575	13,073	14,648	31,639,680
	3	Sulu	417	2,916	9,639	12,555	27,118,800
	4	Tawi-Tawi	235	484	1,971	2,455	5,302,800
	5	Lanao Sur I	364	471	3,248	3,719	8,033,040
	6	Lanao Sur II	320	361	867	1,228	2,652,480
	7	Marawi	62	1,776	3,569	5,345	11,545,200
	8	Basilan	156	1,534	3,355	4,889	10,560,240
	9	Lamitan City	42	1,061	1,653	2,714	5,862,240
	9		2,138	20,870	55,758	76,628	165,516,480
NCR	1	Manila	72	5,981	11,189	17,170	37,087,200
	2	Quezon City	96	16,649	28,969	45,618	98,534,880
	3	Pasay City	22	1,049	2,387	3,436	7,421,760
	4	Caloocan City	54	9,989	17,664	27,653	59,730,480
	5	Mandaluyong City	18	241	615	856	1,848,960
	6	Marikina City	17	2,660	4,663	7,323	15,817,680
	7	Makati City	27	534	1,871	2,405	5,194,800
	8	Pasig City	28	3,081	8,381	11,462	24,757,920
	9	San Juan City	8	273	501	774	1,671,840
	10	Parañaque City	26	2,589	4,966	7,555	16,318,800
	11	Las Piñas City	22	2,742	5,266	8,008	17,297,280

	12	Valenzuela City	39	1,711	3,985	5,696	12,303,360
	13	Malabon City	28	2,286	4,476	6,762	14,605,920
	14	Navotas City	15	2,199	3,207	5,406	11,676,960
	15	Taguig-Pateros	30	3,955	9,092	13,047	28,181,520
	16	Muntinlupa City	20	2,043	4,658	6,701	14,474,160
	16		522	57,982	111,890	169,872	366,923,520
	220		37,587	432,138	1,359,793	1,791,831	3,870,570,960

Based on NS Baseline 2016-2017. Regional Reports