



Republic of the Philippines  
Province of Iloilo  
Municipality of Tigbauan

*Office of the Sangguniang Bayan*

Tigbauan Municipal Hall, Tigbauan, Iloilo 5021 Philippines  
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EXCERPT FROM THE MINUTES OF THE 6<sup>th</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING, TIGBAUAN, ILOILO ON FEBRUARY 17, 2016 AT 1:35 IN THE AFTERNOON

**PRESENT:**

HON. VIRGILIO T. TERUEL,	-	Acting Vice Mayor & Pres. Officer
HON. JOSE DONEL T. TRASPORTO	-	S.B. Member
HON. RENEE LIBRODO-VALENCIA,	-	S.B. Member
HON. MARLON TERUÑEZ	-	S.B. Member
HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO,	-	S.B. Member
HON. SUZETTE MARIE HILADO-BANNO,	-	S.B. Member
HON. RICKY T. NULADA	-	S.B. Member
HON. ARIEL I. BERNARDO	-	S.B. Member
HON. RONNIE T. PAGUNTALAN,	-	Liga President

**OFFICIAL BUSINESS:**

HON. ROEL T. JARINA	-	Vice Mayor
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**Resolution No. 2016-027**

**RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. SUZETTE TENEFRANCIA- ALQUISADA FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN, TO ENTER INTO SPECIFIC IMPLEMENTATION AGREEMENTS WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FOR THE IMPLEMENTATION AND ARRANGEMENTS FOR THE SUPPLEMENTARY FEEDING PROGRAM AND SUPERVISED NEIGHBORHOOD PLAY**

WHEREAS, the Department of Social Welfare and Development (DSWD) is the government agency that is primarily responsible in delivering coordinated social protection services aimed at eradicating poverty;

WHEREAS, DSWD envisions a society where the poor, vulnerable and disadvantaged individuals, families, and communities are empowered for an improved quality of life;

WHEREAS, DSWD takes protection of the poor and marginalized as its main mission which it seeks to achieve through the implementation of various projects, programs, and activities collectively referred to as "Social Protection";

WHEREAS, the Local Government Units are mandated by law to address the needs of its constituents, empower its people and allow them widest possible participation in government affairs;

WHEREAS, the Municipal Government intends to address the poverty of its citizens through the implementation of programs, locally generated or in coordination with National Government Agencies;

WHEREAS, the Municipal Government recognizes that the projects being implemented by DSWD are designed to deliver coordinated social protection services and aimed at addressing poverty;

WHEREAS, the Municipal Government also recognize that a partnership with DSWD will contribute in the attainment of the program objectives and will bring forth reduced poverty among the citizens of the municipality;

WHEREAS, there is a need to authorize the Local Chief Executive to enter into a Memorandum of Agreement with DSWD for strengthened partnership and for the more effective implementation of programs, projects and activities aimed at eradicating poverty and people empowerment:

## **I. ROLES AND RESPONSIBILITY OF THE PARTIES**

### **A. THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE:**

1. Managed and coordinate/supervise the Regional implementation of the Supplementary Feeding Program.
2. Designate a Focal Person for the Supplementary Feeding Program to provide guidance and technical assistance to the Local Government's Offices, DCW/SNP workers, DCW Federation, and DCSPG in the implementation of the program.
3. Convene the Regional Council for the Welfare of the Children (RCWC) and coordinate with the Regional Nutritional Council for the involvement in the monitoring and come up with a regional monitoring plan, as well as recommend implementation strategy including menu specification.
4. Conduct orientation to the Municipal Development Councils, LGUs, NGOs/POs and other stakeholders on the objective, mechanics and their roles and responsibilities in the program.
5. Release funds to the municipal LGU/DCWF/DCSPG/SNP PG in accordance with COA Circular Numbers 94-013 and 2007-001 dated December 13, 1994 and October 25, 2007 respectively.
6. Purchase eating and cooking utensils and deliver to the LGUs if necessary.
7. For partnership with the Legislator/s, purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations, if FO will manage the fund.
8. Closely monitor the fund management, utilization, program implementation and respond to the operational concerns of the LGUs/DCWF/DCSPG/SNP-PG/DCW/SNP workers.
9. Consolidate LGU and NGO report and submit monthly physical accomplishment and financial report on the utilization of funds and quarterly accomplishment on nutritional status of children to Central Office-Protective Services Bureau.
10. Conduct a Regional Implementation Review at the end of the implementation period.
11. Conduct quarterly meeting with LGU's to update the status of the implementation.

### **B. MUNICIPAL GOVERNMENT (M/CSWDO)**

1. Submit project proposal and masterlist of beneficiaries as basis for funding allocation.

2. Supervise the implementation of the Supplementary Feeding Program in DCCs/SNP.
3. Designate the MSWDO as Focal Person for the feeding with the task of providing guidance, technical assistance and support to the Association, Day Care Workers and DCSPG in coordination with the Municipal Nutrition Action Officer (MNAO) and include in LGU/MNC meeting SF concern.
4. As the Focal Person, the MSWDO shall be responsible for the providing administrative and technical assistance in the operationalization of the SFP and overseeing the organization of Parent Committees in each DCC. The MSWDO shall ensure that funds intended for the DCWF/DCSPG shall be used solely for the latter's operation of the feeding in their respective day care centers/SNP.
5. Comply with the set deadline in the submission of all required documents such as masterlist of beneficiaries, baseline data of nutritional status as basis for funding allocation.
6. Purchase goods in accordance with the existing budgeting, accounting and auditing rules and regulations;.
7. Allocate and release petty cash/funds to the DCSPG/SNP PG for the purchase of hot meal requirement, in case the rice and viand will be purchased by the DCSPG/SNP PG.
8. If deemed necessary, provide augmentation in the implementation of the feeding program at the municipal and barangay level to through cash or in kind if they catered beyond the target number of beneficiaries and other SF-related activities.
9. Liquidate all funds transferred by DSWD-FO in accordance with COA Circular Number 94-013 dated December 13, 1994.
10. Refund any unused funds to DSWD at the end of program implementation.
11. Tap the Municipal Nutrition Committee to assist in monitoring and providing technical assistance to the implementers of the Program monthly.
12. Submit Fund Utilization Report every last Friday of the month and nutritional status upon entry and after 60 and 120 days of implementation of children beneficiaries to DSWD Field Office for consolidation.
13. Update database of children beneficiaries of the program.
14. Submit inventory of eating utensils at the end of the implementation.
15. Responsible for the safekeeping of eating utensils.
16. Submit monthly partial liquidation or Fund Utilization Report duly certified by the Municipal Accountant and should be acknowledged by the LGU COA.
17. Responsible for the coordination to the Municipal Health Office for the deworming of children beneficiaries for DCC's or SNP before the start of the feeding program and other health concerns for children.
18. Conduct Parent Effectiveness Sessions (PES) for parents encouragement, and motivation in nurturing their children.
19. Replacement of beneficiaries is allowed only if a child can still benefit the 90 days feeding program to gain impact on their nutritional status.

II. DISENGAGEMENT, TERMINATION FOR CAUSE AND SANCTIONS

The Local Government Unit may request termination and this SIA and disengagement from the SFP upon written notice to the other party specifying the reasons for the disengagement. The process of termination and disengagement shall follow SFP guidelines developed by the DSWD for the purpose.

Non-compliance or violation of the municipality to any of the provisions of this SIA, as determined by the DSWD after investigation,. Shall result in the imposition of the following sanctions, depending on the gravity of the offense: (a) warning or imposition of probationary status; (b) termination of SFP implementation, and (c) give rise to the filing of appropriate administrative and/or criminal actions against responsible offices of the Erring Party.


NOW, THEREFORE, on motion of Hon. Ma. Gerrylin Santuyo-Camposagrado, Chairman, Committee on Education, Women and Family, Social Services and Senior Citizens and duly seconded by Hon. Jose Donel T. Trasporto, Hon. Renee Librodo-Valencia, Hon. Marlon R. Teruñez, Hon. Suzette Marie Hilado-Banno, Hon. Ricky T. Nulada, Hon. Ariel I. Bernardo and Hon. Ronnie T. Paguntalan,

RESOLVED, to authorize the Municipal Mayor, Atty. Suzette Tenefrancia-Alquisada for and in behalf of the Municipality of Tigbauan, to enter into Specific Implementation Agreements with the Department of Social Welfare and Development (DSWD) for the Implementation and Arrangements for the Supplementary Feeding Program and Supervised Neighborhood Play;

RESOLVED FURTHER, to furnish copies of this Resolution to Regional Director Ma. Evelyn B. Macapobre, CESO III, DSWD-Field Office VI, to Mayor Suzette Tenefrancia-Alquisada, Municipal Mayor, Tigbauan, Iloilo and to all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:

  
**MARLENE TAYO-NAVA**  
S.B. Secretary

ATTESTED:

  
**VIRGILIO T. TERUEL**  
Acting Vice Mayor & Presiding Officer  
(as per Office Order No. 2016-002)

HON. ROEL T. JARINA, M.D.  
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Jose Donel T. Trasporto, Lawyer	Hon. Marlon R. Teruñez, Ph.D.	Hon. Ricky T. Nulada
Hon. Renee Librodo- Valencia, CPA,MBMM	Hon. Ma. Gerrylin Santuyo- Camposagrado	Hon. Ariel I. Bernardo
Hon. Virgilio T. Teruel, Lawyer	Hon. Suzette Marie Hilado-Banno, M.D.	Hon. Ronnie Paguntalan (LnB-Pres.)

“Public office is a public trust. Public Officials must at all times be accountable to the people.”