



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM CIRCULAR

No. 12

Series of 2020

SUBJECT: GUIDELINES ON THE EXPANDED LIVESTOCK AND POULTRY PRODUCTION AND LIVELIHOOD PROJECT FOR COVID-19 RESPONSE (NLP REFOCUSED PROGRAM)

WHEREAS, the President issued Presidential Proclamation No. 922, s. 2020 declaring a “*State of Public Health Emergency throughout the Philippines*” due to imminent threat of COVID-19;

WHEREAS, the President also declared a “*State of Calamity throughout the Philippines Imposing an Enhanced Quarantine Throughout Luzon*” by virtue of Presidential Proclamation No. 929, s. 2020;

WHEREAS, there is impending reduction of local production and supply which may lead to scarcity of food, notwithstanding tightening in global food supply impeding trade between and among countries, thus, may lead to hunger and anarchy;

WHEREAS, there is a need to expand production areas, increase levels of productivity, improve efficiencies, and enhance projects and activities to ensure availability of food supply;

WHEREAS, the Secretary of the Department of Agriculture has issued a Memorandum dated April 14, 2020 directing all Bureaus, Attached Agencies, Regional Field Offices and Banner Program Directors to refocus all activities and budget under GAA in order to enhance food productivity, supply availability, accessibility and price stability amid COVID-19;

WHEREAS, the Department of Agriculture – National Livestock Program (DA – NLP) as a support has developed a project in line with the directives of Secretary William D. Dar called Expanded Livestock and Poultry Production and Livelihood Project;

NOW, THEREFORE, I, the Secretary of the Department of Agriculture (DA), in accordance with the powers vested in me by law, do hereby issue this Memorandum Circular covering the Guidelines on the Expanded Livestock and Poultry Production and Livelihood Project for COVID-19 Response.

Section I
Objectives

1. Ensure meat and egg availability, accessibility, and affordability;
2. Enable the farmer household beneficiaries to produce their own food and have the opportunity to raise additional income for their family; and
3. Provide assistance to cooperatives, associations and/or peoples’ organizations around urban centers in the form of livelihood modules.

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Section II Definition of Terms

As used in this Guideline, the following terms, words, and phrases shall be construed as:

1. Implementing Units – Department of Agriculture – Regional Field Offices (DA – RFOs).
2. Livelihood Enterprise Module - key component of the Project composed of animals and inputs.
3. Project – pertains to the Expanded Livestock and Poultry Production and Livelihood Project for COVID-19 Response.
4. Selected Beneficiaries –cooperatives, associations or people’s organizations that are qualified for the Project.
5. Selected Recipients – members of cooperatives, associations or people’s organizations qualified to receive the livestock enterprise module under the Project.
6. Validation- Confirmation through the provision of objective evidence through on-site observation/evaluation, interview, review of records, and other necessary means to attain the purpose.

Section III Project Description

1. The Project is in support to the directive of Secretary William D. Dar to refocus/realign the FY 2020 budget in response to COVID-19 crisis situation.
2. Specifically it aims to contribute to food security and supply amidst the present crisis, provide livelihood and additional income to poor farmer households, and provide alternative protein source to poor farmer households in the peri-urban and ASF-affected areas.
3. This project will involve the distribution of livelihood enterprise modules, which could either be broiler chicks, ready to lay (RTL) pullets, free range chickens (RTL), ducks, swine (for ASF-free areas), and small ruminants depending on the priority of the area or the Selected Beneficiaries. (Attachment A)
4. The modules come with feed provision for 1 – 3 months to enable the Selected Recipients to sustain the stocks before their productive stage.
5. The National Livestock Program through its implementing units (RFOs) shall implement this project.
6. To ensure timely and proper implementation, constant coordination and monitoring will be undertaken with the Implementing Units and Selected Beneficiaries

Section IV Program Scope

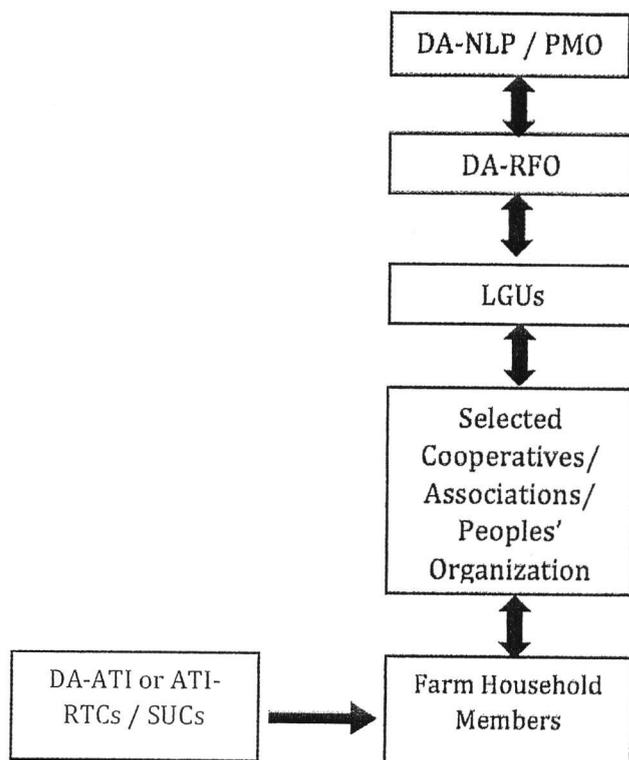
These guidelines shall govern livestock and poultry livelihood assistance interventions of the DA – NLP in response to COVID-19 situation that involve:

1. Procurement of animals based on GPPB Circular 01-2020 (Annex A);
2. Distribution of production inputs such as feeds;
3. Provision of extension and veterinary services; and
4. Monitoring and evaluation of project beneficiaries and recipients.

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Section V Process Flow



The DA - National Livestock Program (DA-NLP) will manage the entire project through the Project Management Office. The DA-Regional Field Office in coordination with the Local Government Unit (LGU), will identify the cooperatives / associations / people's organizations ("*Selected Beneficiaries*") in their jurisdiction that are qualified for the Project. The Selected Beneficiaries will distribute the livelihood enterprise modules to qualified farm household members ("*Selected Recipients*"). During implementation of the project, DA - ATI/ATI RTCs together with partner SUCs will provide the technical support and extension and veterinary services to the Selected Recipients.

Section VI Program Strategies

1. **Clustering and Consolidation of Beneficiaries**
 - a. Accredited cooperatives / associations / peoples' organization with at least 15 members as beneficiaries and should be adjacent and accessible with each other
 - b. Synchronized farm activities based on one livelihood module
 - c. Provision of consolidated intervention such as animals, technical assistance, extension services, and inputs
2. **Inclusive Agribusiness Approach**
 - a. Increasing income of livestock and poultry small holders by developing them into micro, small and medium enterprise

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- b. Collaboration and partnership between government and small holders to develop innovative inclusive agribusiness models to create an enabling policy environment, access to financing and establish regimes of transparency and accountability
- c. Contributing to the country's food security through production of animals and their products (eggs and meat)
- d. Linking to domestic markets by adding value on their produce (meat and eggs)

Section VII

Qualification Criteria for the Selection

A. Beneficiaries

1. Only cooperatives / associations / peoples' organization are qualified for the availment of the livelihood project with the following requirements:
 - a. Identified and endorsed by the LGU and accepted by the DA-RFO;
 - b. Must have at least 15 households as active members; and
 - c. Must provide the database of their members profile.

B. Recipients (Poor Farmer Household Members)

1. Qualified recipients should meet the following requirements:
 - a. Listed in the Registry System for Basic Sectors in Agriculture (RSBSA); and
 - b. With one (1) hectare or less of land holding;
 - c. Willing to be clustered and be members of the cooperatives / associations / peoples' organization

Section VIII

Application Procedure for Inclusion in the Project

The following are the chronological procedure in applying for the availment of the livelihood modules under the Project:

1. Selection of Recipients and Submission of Documents

- a. LGUs together with the Selected Beneficiaries will select the Recipients in their localities and submit the documentary requirements to the DA - RFOs which include the following:
 - i. Resolution from the cooperative / association / people's organization requesting for availment of the livelihood modules under the Project and commitment for allocation of land area, livestock housing, and labor force addressed to the Assistant Secretary for Livestock;
 - ii. Endorsement Letter from the LGU with initial validation; and
 - iii. List of Selected Recipients submitted by the cooperative / association / people's organization with concurrence of the LGU / MAO. (Attachment B)

2. Review, Endorsement and Approval

- a. The PMO will review the completeness and validity of the documents submitted by the LGUs and DA - RFOs;

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- b. The PMO will prepare the list of Selected Beneficiaries and endorse the same to the Assistant Secretary for Livestock;
- c. The Assistant Secretary for Livestock shall approve the list of Selected Beneficiaries of the Project based on the funds allocated per Region.

Section IX
Implementation Strategy

For the smooth and harmonized implementation of the Program, the following will be put in place:

1. Procurement of Animals Stocks and Inputs
 - a. Immediately after selection of the recipients, proceed directly to procurement process based on the guidelines set by ***GPPB Circular 01-2020*** (Annex A);
 - b. Contract shall be entered by DA-RFO with the supplier and documentary requirements can be submitted at a later time; and
 - c. Full and fast delivery of animals and inputs on the specified period in the contract to Selected Beneficiaries and/or Selected Recipients.
 2. Monitoring and Evaluation
 - a. Quarterly monitoring and bi-annual evaluation will be done by the RFOs in coordination with the PMO;
 - b. Monitoring and evaluation will include inventory of production, profit and problems encountered and provision of solution.
 3. Training
 - a. Trainings will be provided based on the need of the Selected Recipients immediately after the animals has been distributed.
 - b. The DA-RFO, in coordination with DA - ATI / ATI - RTCs will facilitate and set the schedule of the trainings for the Selected Recipients.
 - c. Trainings can also be conducted and facilitated by LGU trained trainers together with the DA - ATI / ATI - RTCs and SUCs (e.g. FLS-GEM).
 4. Market Access Assistance
 - a. In collaboration with AMAD and other relevant agencies, the qualified beneficiaries will be assisted in:
 1. Linking to possible market;
 2. Promotion and advertisements; and
 3. Product development and labelling
2. A Project Management Office (PMO) shall be created to manage the day-to-day operation of the Project. NLP Central Office shall act as the PMO.

Roles and Responsibilities:

- a. Provide the final list of Selected Beneficiaries and Recipients for the approval of the Assistant Secretary for Livestock;
- b. Ensure that all documents endorsed by the LGUs and DA - RFOs are complete and in order;
- c. Ensure that all schedules of activities and deliveries in the DA - RFOs are met;
- d. Gather project data and information and provide regular reports and recommendations for the Assistant Secretary to review;
- e. Maintain project documents / reports and update as necessary;
- f. Conduct regular monitoring and evaluation of project implementation;

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Section X
Supplementary Guideline

A supplementary guideline for the Livestock Modules may be issued by the Regions in order to facilitate the procurement of animals and inputs.

Section XI
Organization and Administration

A Special Order will be issued in pursuant to this Memorandum Circular for the personnel who will be assigned to the PMO.

Section XI
Sustainability, Monitoring and Evaluation

DA - RFOs shall conduct regular monitoring and evaluation of the projects in coordination with the PMO. They will work in close coordination with LGUs and Agriculture and Fishery Council to assist the Selected Beneficiaries and Recipients in their technical and other related needs in maintaining health and productivity of their animals.

Section XII
Effectivity

This Memorandum Circular shall take effect immediately upon signing and shall be valid unless revoked and superseded by future issuances.

Done in the Quezon City, this 20 day of APRIL, 2020

Recommending Approval:



WILLIAM C. MEDRANO, Ph.D
Assistant Secretary for Livestock

Approved:



WILLIAM D. DAR, Ph.D
Secretary

