



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

MEMORANDUM CIRCULAR

No. 21
Series of 2020

SUBJECT: AMENDED 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) and Agricultural Training Institute- Regional Training Centers (DA-ATI-RTCs)
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 as grant, 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 may come with feed provision for more or less 1 – 3 months to enable the Selected Beneficiaries to sustain the stocks before their productive stage. Equipment may also be included in the modules. However, this is optional and is subject to priorities and availability of funds and resources allotted by the implementing unit.
5. The National Livestock Program through its implementing units (RFOs and DA-ATI-RTCs) 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

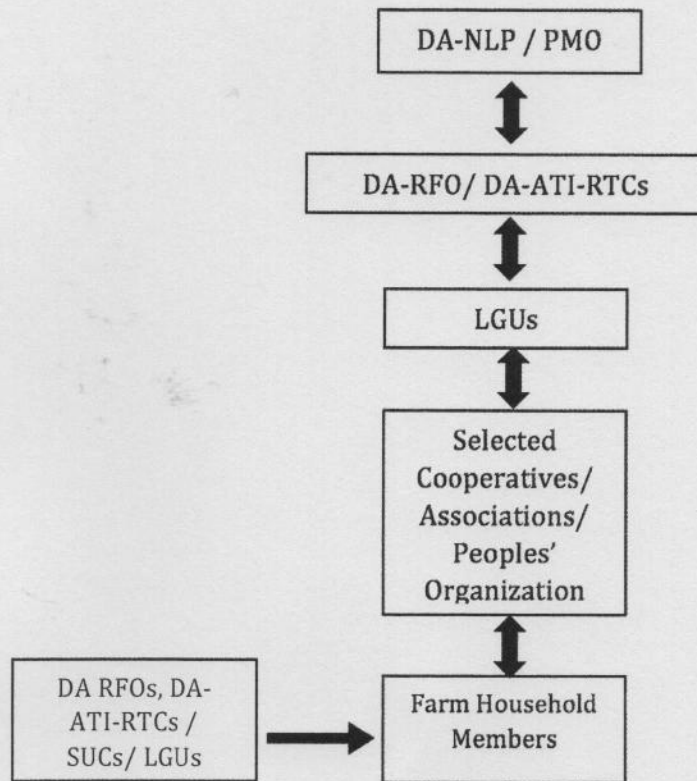
These guidelines shall govern livestock and poultry livelihood assistance interventions of the DA – NLP in response to COVID-19 situation that involve:

1. Procurement of animals based on GPPB Circular 01-2020 (Attachment C);
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, technical support, training, and extension and veterinary services will be facilitated by the implementing units to the Beneficiaries thru LGUs and SUCs.

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. Implementing units can assist the organization of these groups into an association if there is no existing organized group, to help them qualify
 - c. Synchronized farm activities based on one livelihood module
 - d. 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/ DA-ATI-RTC;
 - b. Must have at least 15 households as active members, who are classified as poor farmers as certified/identified by the LGU; and
 - c. Must provide the database of their members profile.

Beneficiaries endorsed by the LGU that are not yet organized shall be assisted to be organized into a local association. These can be barangay or community-based. The individual households must be 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 or request letter from the cooperative / association / people's organization requesting for availment of the livelihood modules addressed to the DA-RFO or DA-ATI-RTC in the region;
 - ii. Endorsement Letter from the LGU with initial validation; and
 - iii. List of Selected members submitted by the cooperative / association / people's organization with concurrence of the LGU / MAO. (Attachment B)

2. Review, Endorsement and Approval

- a. The DA RFOs and DA- ATI-RTCs shall review the documents submitted by the LGUs;
- b. Upon confirming completeness and validity of documents, the DA RFOs / DA-ATI-RTCs shall conduct evaluation of recipients;

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- c. The DA RFOs and DA-ATI-RTCs, shall approve the beneficiaries based on the accomplishment targets corresponding to fund allocation under the present project;
- d. Upon confirmation of the qualifications and selection, the DA-RFOs/ DA-ATI-RTCs shall proceed with the implementation of the project;
- e. The list of Selected Beneficiary groups and the members shall be sent to the Assistant Secretary for Livestock for information and ;
- f. Other documents and requirements related to the project, shall be provided to the PMO if requested.

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. As soon as funds are available, and commodities to be delivered are identified, procurement process shall be immediately undertaken based on the guidelines set by **GPPB Circular 01-2020** (Attachment C);
 - b. Contract shall be entered by DA-RFO/ DA-ATI-RTCs 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 DA RFOs/ DA-ATI-RTCs 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 may be provided based on the need of the Selected Recipients immediately after the animals has been distributed.
 - b. The DA-RFO and DA - ATI / ATI - RTCs shall adopt modified training/capability building/ technology transfer strategies in light of and in compliance to the prevailing quarantine guidelines, whenever necessary;
 - 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 labeling
2. A Project Management Office (PMO) shall be created to oversee and provide guidance in the implementation of the Project. NLP Central Office shall act as the PMO.

Roles and Responsibilities:

- a. Provide the RFOs and ATI-RTCs list of Selected Beneficiaries and Recipients to the Assistant Secretary for Livestock for information;
- b. Validate DA RFOs and DA-ATI-RTCs approval of recipients;
- c. Ensure that all schedules of activities and deliveries in the DA - RFOs and DA-ATI-RTCs are met;

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- 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;

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, and the orderly implementation of the project.

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

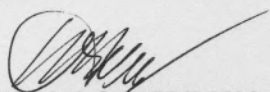
DA - RFOs shall conduct regular monitoring and evaluation of the projects in coordination with the PMO. They will work in close coordination with LGUs and Agriculture and Fishery Council to assist the Selected Beneficiaries and Recipients in their technical and other related needs in maintaining health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

Section XII Effectivity

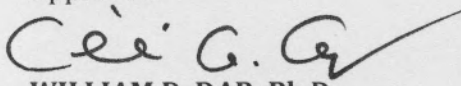
This Memorandum Circular shall take effect immediately upon signing and shall be valid unless revoked and superseded by future issuances.

Done in the Quezon City, this 2 day of June, 2020

Recommending Approval:


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

Approved:


WILLIAM D. DAR, Ph.D
Secretary



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ATTACHMENT A. RECOMMENDED MODULES FOR BENEFICIARY MEMBERS

Livelihood Module	Module Inclusions*	Approximate Module Size*	Estimated Total Cost* (Php)
Broiler (Commercial Breeds)	Chicks (commercial type and other breeds such as Free range)	100 heads	15,000.00
	Feeds (more or less 30 days)	8 bags	
Layer (Commercial Breed)	Ready-to-lay hens	50 heads	35,000.00
	Feeds (more or less 3 months)	8 bags	
Native Chicken or Free-Range Chicken (Commercial Breed)	40 hens + 10 roosters (at least 4 months old)	50 heads	55,000.00
	Feeds (more or less 3 months)	8 bags	
	Incubator (only for selected beneficiaries where implementers had allotted funds for machineries and equipment)	1 unit, 200 capacity	
Ducks (Itik Pinas)	40 ducks + 10 drakes (at least 4 months old)	50 heads	35,000.00
	Feeds (more or less 3 months)	8 bags	
Small Ruminants (Goat/Sheep)	3 does + 1 buck (at least 5 months old)	4 heads	60,000.00
Swine	Piglets (weaners)	3 heads	25,000.00
	Feeds	8 bags	

*Depending on fund allotted, regional price differences, and other regional considerations. Any deviation must be communicated with the PMO for approval and concurrence.

** Estimated cost per module due to Regional differences in cost of commodities.

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ATTACHMENT B
DEPARTMENT OF AGRICULTURE
NATIONAL LIVESTOCK PROGRAM

EXPANDED LIVESTOCK AND POULTRY PRODUCTION AND LIVELIHOOD PROJECT
DELIVERY AND BENEFICIARY INFORMATION FORM

Implementing Agency/RFO/ATI: _____

Beneficiary Association/Cooperative: _____

Complete Address: _____

Date: _____

	Name of Individual Household Beneficiary	Address	Module Received	Number of Animals Received	Number of Feed Bags Received	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
	TOTAL					

Attested by:

Certified by:

 President, Association/Coop

 MAO

 Representative, RFO/ATI

 Representative, Barangay LGU

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