

Bountiful Children's Foundation - Philippines

Manual of Operations

Board Approved on Date August 12, 2024

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I. Introduction/Rationale

A. History and background

Bountiful Children's Foundation - Philippines (BCF-P) was originally funded and organized by the Liahona Children's Foundation (LCF), a nonprofit California corporation operating in Utah. LCF subsequently changed its name to Bountiful Children's Foundation. BCF-P was incorporated in the Philippines on 27 August 2015 as Liahona Children's Foundation - Philippines, Inc., Registration Number CN201517286, TIN 009-118-770.

Over the years, BCF-P has been anxiously engaged in eliminating malnutrition among children 0 to 5 years old in various communities in Luzon and the Visayas. Bountiful recognizes that the seeds of self-reliance and an abundant life are planted when developing brains and growing bodies are nourished optimally in the first 1000 days of life.

The government's Philippine Plan of Action for Nutrition (PPAN) 2023-2028 calls on all stakeholders to help in reducing all forms of malnutrition across all life stages by 2028. BCF-P responds to this call by renewing our commitment to screen and provide nutrient-dense and age-appropriate supplements in the 40 communities (2,891 recipients) that we serve. We are also committed to providing caregivers with the basic health and nutrition lessons and cognitive stimulation skills needed to nurture the rising generation. Our dedicated program coordinators have the experience, expertise and enabling structure to accomplish our mission, offering hope and a healthy future to the children and pregnant and lactating mothers who need our services.

B. Demographic situation of the target geographical coverage of operation

In spite of the robust nutrition-focused laws and government programs for early childhood, the Philippines still ranks 8th globally for severe wasting in children under five. Every day, 95 children in the Philippines die from malnutrition. Twenty-seven out of 1,000 Filipino children do not get past their fifth birthday. A third of Filipino children are stunted, or short for their age. Stunting after 2 years of age can be permanent, irreversible and even fatal.

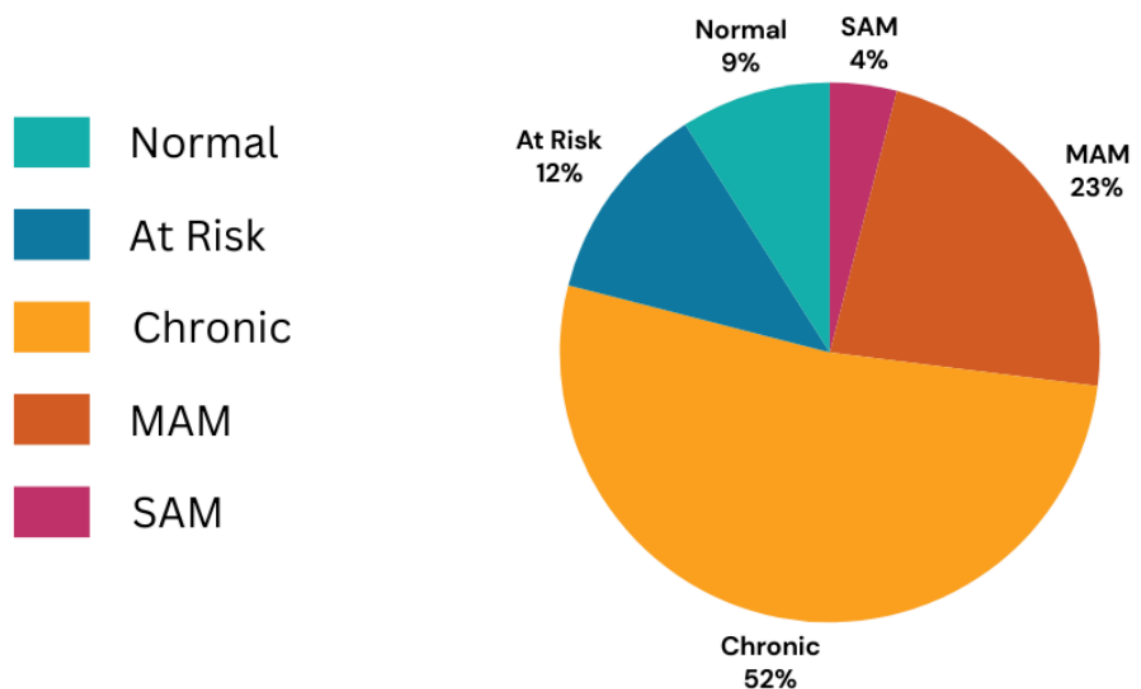
C. General description of the prevailing issues/challenges to be addressed

According to a recent UNICEF report, approximately 18 percent (or 2 million) of children in the Philippines are severely food poor, meaning they cannot access and consume a nutritious and diverse diet in early childhood. Four

out of five of these children are fed only breastmilk/milk and/or a starchy staple, such as rice, corn, or wheat. Less than 10 percent receive fruits and vegetables, and less than 5 percent are given nutrient-dense foods such as eggs, fish, poultry, or meat.

BCF-P aims to address these issues, focusing on children during gestation and under the age of five. If left unserved, these children are at the highest risk of death and lifelong physical and cognitive disabilities.

2,820 children, pregnant women, and lactating mothers are currently being helped by BCF-P. The follows chart breaks out the nutrition status of all children screened by BCF-P in 2023:



II. Vision, Mission and Goals/Objectives

A. Vision and Mission¹

1. Vision

End malnutrition and promote optimal cognitive development of children.

2. Mission

Provide nutritional supplementation to pregnant and lactating mothers and malnourished children; and teach health and cognitive development skills to families.

B. Program Goals

Bountiful Children's Foundation-Philippines (BCF-P) fosters communities where neighbors, friends, councils, merchants, organizations, volunteers, and donors collaborate to ensure every child from conception to age five receives essential nutrition and support for their physical, mental, emotional, and social development.

BCF-P's program goals focus on the needs of children from gestation through age five. They are:

1. Nourish

Ensuring adequate nutrition for undernourished children, pregnant women, and lactating mothers.

2. Nurture

Nurturing well-rounded and self-reliant children by supporting their cognitive, emotional and social development which includes literacy and healthy family dynamics.

¹ As stated in BCF-P [Corporate Documents](#), 2015, found in Appendix 16.

C. Program Objectives

Goal 1. Nourish - Ensure Adequate Nutrition for Children

Objective 1: Organize Malnutrition Screening Events

Identify and enroll children in need of nutritional supplementation by conducting two community malnutrition screening events² per year and rescreen all previously enrolled participants.

Children's nutritional status will be shared with caregivers and entered into the BCF-P database and tracked longitudinally in order to assess outcomes.

Based on our screening data, we expect that 10% of children we serve will remain stable, 20% will improve, and 58% will recover. Our objective is to maintain or improve our success rate in coming years.

Objective 2: Promote Breastfeeding

Promote exclusive breastfeeding for infants until 6 months of age while simultaneously providing nutrient dense supplements to the lactating mothers, ensuring proper nutrition of infants. Encourage mothers to sustain breastfeeding until at least 2 years of age.

Objective 3: Distribute Nutrient Dense Supplements Monthly

Provide nutrient-dense supplements³ to children aged 6 months to 60 months identified as undernourished (i.e., Severe Acute Malnutrition, Moderate Acute Malnutrition, Chronic Malnutrition, Wasting, Stunting) based on standard World Health Organization (WHO) Growth Charts, or At Risk for malnutrition.

Provide locally sourced nutrient-dense supplements to pregnant women and lactating mothers with children under 6 months of age.

Track supplement distribution monthly and record the number of beneficiaries. Analyze longitudinal changes in the nutritional status of enrolled children and mothers and adjust food supplementation plans as needed.

² Refer to the BCF-P Operations procedure [Conducting a Nutrition Screening](#), Appendix 9, and [ALIMA MUAC Guidelines](#), Appendix 10.

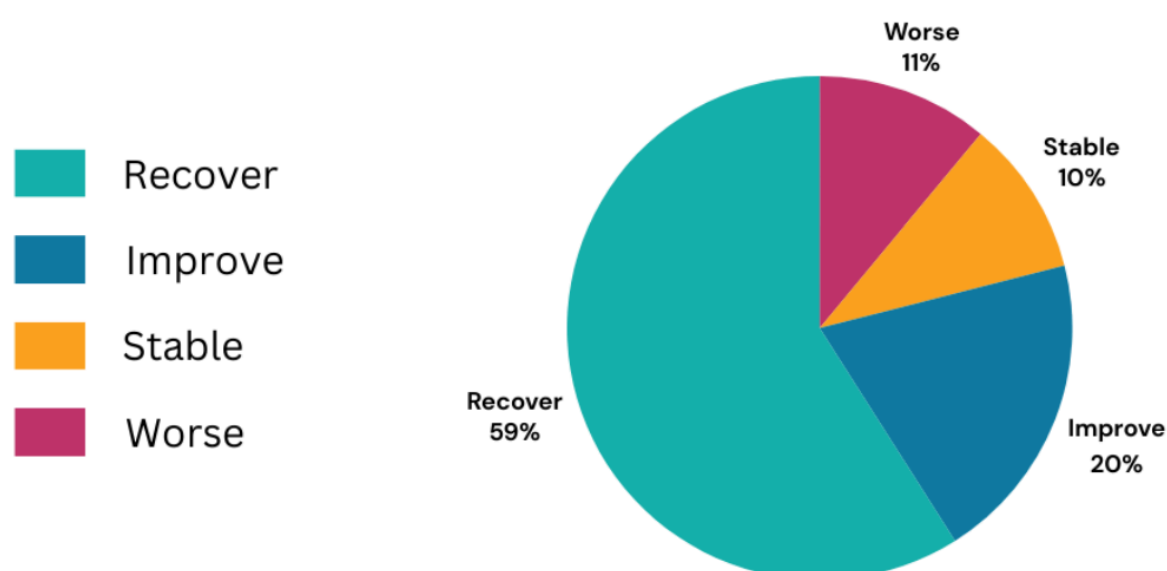
³ Refer to BCF-P [Treatment Guidelines](#), Appendix 12.

Objective 4: Support Participants and Make Referrals

Refer all children to government health centers for semi-annual deworming. If a child's nutritional status is not improving, then take and record additional steps to ensure caregivers are following through with deworming.

Suggest caregivers seek guidance or make referrals to healthcare providers if a lack of progress or regression in nutritional status is observed. Record these suggestions and referrals for monitoring and follow-up.

Change Observed in Children with Acute Malnutrition in 2023



Goal 2. Nurture - Nurture Well-rounded and Self-reliant Children

Objective 1: Advocate Prenatal and Postnatal Care

We aim to provide information and teach families about the importance of prenatal and postnatal care. By answering questions and providing details about available services, we strive to increase engagement with pre- and postnatal care services. The desired outcome is higher engagement with these services.

We will record referrals made to prenatal and postnatal care providers and monitor the number of mothers who begin using these services

and report as separate indicators the percentage of enrolled mothers that receive prenatal and postnatal services.

Objective 2: Teach BCF-P Health Lessons⁴

Teaching BCF-P Health Lessons will promote family behaviors and routines that build self-reliance, resilience, and cohesion. During these sessions, we will encourage active participation and maintain detailed training records, including the lessons taught, instructors, date of the lesson, attendees, and a participation rating from 1 to 5.

Our goal is to achieve high levels of family participation and engagement, which will be tracked by encouraging questions, appreciating participation, and following up with less engaged participants. By involving long-term participants in presenting parts of the lessons, we aim to strengthen community support networks and enhance self-reliance.

Objective 3: Promote Cognitive, Emotional, and Social Development

During interactions with families, we will engage children and their family members in activities that foster cognitive, emotional, and social development. These activities will be documented, and feedback from families will be collected to measure their effectiveness.

To support cognitive development, we will solicit donations of new and lightly-used cognitive development toys for children ages 0-5. These toys will be brought to each event, and we will actively engage children and parents with them, explaining their critical role in development. As donations permit, toys will be gifted to children to encourage continued development at home.

Additionally, we will include cognitive development activities during events, such as engaging children in group games, action songs, and interactive play to stimulate their minds and support learning.

When possible, caregivers, older siblings, and grandparents will be involved, fostering a supportive and inclusive environment.

⁴ BCF-P Health Lessons include (1) Cognitive Stimulation, (2) Proper Disposal of Human Waste, (3) Proper Hand Washing, (4) Clean Drinking Water, (5) Safe Food Preparation, (6) Increase Dietary Nutrient Intake, (7) Breastfeeding, and (8) Maternal Mental Health. Following ALIMA guidelines, BCF-P also teaches mothers to use Mid-Upper Arm Circumference (MUAC) tapes and to check children for edema. BCF-P has a goal to create a new lesson on Family Self-Reliance.

BCF-P is exploring the feasibility of introducing simple child cognitive development testing methods. During 2025, BCF-P will test the feasibility of implementing the WHO Global Scales for Early Development v1.0, Short Form (caregiver-reported) or another similar instrument for measuring the cognitive development of enrolled children.

Objective 4: Promote Early Childhood Literacy

We aim to promote early childhood literacy by providing books for children and incorporating reading sessions during family interactions. Donations of new and lightly-used books for children ages 0-5 will be solicited, and we will maintain a count of donated books. At each event, a variety of books will be brought to engage children and parents, explaining the critical role of reading in child development. As donations permit, books will be gifted to children to encourage continued family reading at home. The desired outcome is to foster early literacy by acquiring, gifting, and encouraging the reading of books.



The 11-year-old girls pictured above received BCF-P's service as babies

D. Administrative Development Goals

BCF-P's administrative development goals focus on how the organization can better achieve its program objectives.

1. Strengthen Networks

BCF-P aims to build and strengthen relationships with other national and international organizations whose missions align with our own.

2. Operational Improvements

Leveraging the insights and strengths of our newly hired full-time social worker, BCF-P seeks to refine its operations, build on past successes, and serve children and communities more efficiently and effectively.

3. Expand Reach

BCF-P aims to attract additional local and administrative volunteers, and broaden its donor and grant base to serve more children, families, and communities across the Philippines.

E. Administrative Development Objectives

Objective 1: Strengthen Networks

BCF-P aims to build and strengthen relationships with national and international organizations whose missions align with our own. To achieve this, we will establish a Joint Venture Agreement (JVA) with Bountiful Children's Foundation of Utah (BCF-U), transitioning from our current two-year Certification of Funding to a long-term partnership. This agreement will solidify our relationship and ensure sustained collaboration. Additionally, we seek to strengthen relationships and improve information flow between local BCF-P coordinators and barangay leaders, including the Barangay Captain, Barangay Council, Youth Council, Health Workers, NGOs, churches, civic groups, and residents. By documenting contacts and meetings, we aim to foster stronger community ties and enhance our network.

The desired outcomes for this goal include the successful negotiation and execution of the JVA, and strengthened relationships with barangay leaders, tracked through documented communications and engagements.

Objective 2: Operational Improvements

Leveraging the insights and strengths of our newly hired full-time social worker, BCF-P seeks to refine its operations, build on past successes, and serve children and communities more efficiently and effectively. The social worker will review and recommend improvements to policies, operations, health lessons, data collection, and data analysis. This includes developing a new health lesson focused on family self-reliance, creating a schedule for the regular review and updating of existing health lessons, and forming an ad hoc team to review and improve the BCF-P app and database.

The desired outcomes for this goal are the completion and training on the new family self-reliance health lesson by March 1, 2025, the establishment of a health lesson review plan by January 1, 2025, and the submission of final recommendations for app and database improvements by April 1, 2025. The implementation of these recommendations under the JVA is expected to be completed by January 1, 2026.

Objective 3: Expand Reach

BCF-P aims to attract additional local and administrative volunteers and broaden its donor and grant base to serve more children, families, and communities across the Philippines. To recruit additional local volunteers, we will seek support from barangay leaders, professionals like school teachers and health workers, older youth, individuals with disabilities, senior citizens, and grandparents. For administrative volunteers, we will utilize web and social media advertising to find individuals with specific skills such as accounting, social media management, grant writing, and blogging. We also plan to enhance and synchronize fundraising efforts with BCF-U to increase the number of individual monthly donors worldwide and submit effective grant proposals to international organizations, nonprofits, and private foundations.

The desired outcomes for this goal include tripling the number of volunteers by January 1, 2025, recruiting at least ten administrative volunteers with specific skills by March 2025, increasing the number of individual monthly donors by 50% by December 2024, achieving 25% growth in international donors by December 2024, submitting at least ten grant proposals by December 2024, and securing funding from at least 30% of the submitted grant proposals by June 2025.

III. Beneficiaries

Bountiful Children's Foundation - Philippines is committed to enhancing nutrition and nurturing cognitive, emotional, and social development for the following groups:

1. Children during their first 1000 days of life, beginning with conception.
2. Children and mothers affected by Severe Acute Malnutrition, Moderate Acute Malnutrition, Chronic Malnutrition, Wasting, Stunting, or At Risk.
3. Pregnant women and lactating mothers (PLW).
4. Families with children under 60 months of age who could benefit from learning self-reliance skills.

We offer assistance to families without regard to race, religion, or ethnic origin including those who are internally displaced, indigenous, or facing crises.

IV. Geographical Coverage of Operation

BCF-P presently serves 41 communities in Luzon (Bicol, Manila, and Pangasinan) and the Visayas (Bohol, Cebu, Negros Occidental, and Panay Island).

As funding and trained volunteers allow, BCF-P will expand and establish chapters in communities where there is genuine local interest and support for our vision and mission. We will arrange meetings with local community leaders, either in person or via Zoom, to present the BCF-P vision, mission, and programs.

Currently established communities in alphabetical order are:

Aguilar	Dagupan	Makati
Aklan	Donsol	Malasiqui
Alaminos	Eb Magalona	Matnog/Irosin
Antique	Guimaras	Minapasuk
Bacacay	Himamaylan	Montalban
Bacolod	Iloilo City	Pototan/Passi
Bacolod South	Iloilo/Leganes	Roxas
Bayambang	Isabela	Sagay
Bulan	Jagna	San Carlos
Cadiz	La Carlota	San Joaquin
Calape	La Castellana	Sipalay
Caloocan	Lapulapu	Tabaco
Catanduanes	Legazpi/Rapurapu	Tayug
	Liloan	Urdaneta

V. General Policies

A. Organizational Values and Code of Conduct

1. Integrity and Accountability

BCF-P upholds the highest standards of integrity and accountability. All members, staff, and volunteers are expected to conduct themselves in an ethical manner, maintaining honesty and transparency in all actions and decisions.

2. Respect and Dignity

We commit to treating all individuals with respect and dignity, recognizing the inherent worth of every person. Discrimination, harassment, or any form of abuse will not be tolerated.

3. Commitment to Excellence

BCF-P strives for excellence in all its programs and operations. We are dedicated to continuous improvement, innovation, and the highest quality of service to our beneficiaries.

4. Child Protection and Safety

The safety and well-being of children are paramount. BCF-P is committed to creating a safe environment for all children and implementing policies to protect them from harm, abuse, and exploitation.⁵

5. Inclusivity and Non-Discrimination

BCF-P promotes inclusivity and diversity, ensuring that all programs are accessible to all individuals regardless of race, religion, gender, sexual orientation, disability, or socio-economic status.

B. Operational Guidelines

1. Transparency and Accountability in Financial Management

All financial transactions and records will be maintained with complete transparency. Regular audits and financial reviews will be conducted to ensure accountability and proper use of funds.

⁵ Refer to the BCF-P [Child Protection Policy and Agreement](#), Appendix 5, which is required to be executed by all volunteers and employees.

2. Ethical Fundraising Practices

BCF-P is committed to ethical fundraising practices. Donations will be solicited with honesty, and donors will be informed about how their contributions are utilized to support our mission.

3. Volunteer and Staff Conduct

All volunteers and staff must adhere to the organization's code of conduct. Training on policies, including child protection,⁶ ethical behavior, and organizational values, will be mandatory.

4. Collaboration and Partnership

BCF-P encourages collaboration with other organizations, government agencies, and community groups to enhance the effectiveness of our programs. Partnerships will be based on mutual respect and shared goals.

C. Program Implementation

1. Needs-Based Approach

Programs will be designed and implemented based on the specific needs of the communities we serve. Regular assessments and feedback mechanisms will be in place to ensure responsiveness to these needs.

2. Sustainability and Empowerment

BCF-P programs aim to foster sustainability and empower beneficiaries. We focus on building local capacity and promoting self-reliance to ensure long-term positive outcomes.

3. Monitoring and Evaluation

A robust monitoring and evaluation system will be in place to track the progress and impact of programs. Data collected will inform decision-making and program improvements.

4. Ethical Use of Data

BCF-P respects the privacy and confidentiality of all individuals. Data collected will be used ethically, and consent will be obtained from participants where necessary.

⁶ Refer to the BCF-P [Child Protection Policy and Agreement](#), Appendix 5, which is required to be executed by all volunteers and employees.

D. Child Protection Policies

1. Safe Recruitment Practices

All staff and volunteers will undergo rigorous background checks and training on child protection policies before engagement.

2. Child Protection Policy and Agreement

All staff and volunteers must execute the BCF-P [Child Protection Policy and Agreement](#), Appendix 5.

3. Reporting and Responding to Child Protection Concerns

Clear procedures have been established⁷ for reporting and responding to child protection concerns. All reports will be taken seriously and addressed promptly.

4. Child-Friendly Spaces

BCF-P will ensure that all program sites are child-friendly and safe. Measures will be taken to create a welcoming and secure environment for children.

5. Awareness and Education

Ongoing training and education on child protection will be provided to staff, volunteers, and community members. Awareness campaigns will be conducted to promote the safety and rights of children.

E. Environmental Responsibility

1. Sustainable Practices

BCF-P is committed to environmental sustainability. Programs and operations will incorporate sustainable practices to minimize environmental impact.

2. Environmental Education

We will educate beneficiaries and communities about the importance of environmental stewardship and encourage practices that protect and preserve natural resources.

⁷ Refer to the BCF-P [Child Incident Report](#), Appendix 5a.

F. Community Engagement and Participation

1. Community Involvement

BCF-P values the input and participation of the communities we serve. Community members will be actively involved in the planning, implementation, and evaluation of programs.

2. Feedback Mechanisms

Mechanisms will be established to gather feedback from beneficiaries and community members. This feedback will be used to improve programs and ensure they meet the needs of the communities.

3. Empowering Local Leaders

BCF-P will work to identify and empower local leaders who can advocate for the needs of their communities and lead local initiatives.

G. Continuous Quality Improvement

1. Commitment to Excellence and Innovation

BCF-P is dedicated to continuous quality improvement in all aspects of its operations and programs. We strive for excellence by regularly assessing our practices and seeking innovative solutions to enhance our impact.

2. Regular Assessment and Feedback

We will implement regular assessment and feedback mechanisms to evaluate the effectiveness of our programs and services. This includes collecting and analyzing data, as well as soliciting feedback from beneficiaries, staff, volunteers, and partners.

3. Staff and Volunteer Training

Ongoing training and professional development opportunities will be provided to staff and volunteers to ensure they are equipped with the latest knowledge and skills. This commitment to learning helps us stay current with best practices and industry standards.

4. Process Improvement

BCF-P will identify areas for improvement through systematic review and analysis of our processes. We will use evidence-based approaches

to refine and enhance our operations, ensuring they remain efficient and effective.

5. Reporting and Transparency

We will maintain transparency in our CQI efforts by regularly reporting on our progress, challenges, and achievements. This openness fosters trust and accountability with our stakeholders.

6. Collaborative Learning

BCF-P encourages a culture of collaborative learning, where staff, volunteers, and community members share insights and experiences. This collective wisdom helps drive continuous improvement and fosters a sense of shared responsibility for our mission.

VI. Programs and Services

A. Event Planning, the Secret Ingredient

The key to BCF-P's success in providing nourishment and nurturing services to young children lies in its monthly, community-based events. Events are intended to foster community and encourage caregivers as well as distributing supplements, providing health lessons and checking on the progress of the children. A place for families and volunteers to gather in an atmosphere of hope and happiness, despite challenging circumstances.

Bountiful volunteers get the privilege of creating, participating in, and presiding at these events – it is their once-a-month “payday.”

B. Event Child Protection Policies

1. Adherence to Child Protection Policy

All events shall be conducted with careful attention and adherence to BCF-P's Child Protection Policy and Agreement.⁸ This includes ensuring that all activities and interactions are safe and respectful for the children involved.

2. Supervision and Safety Measures

During events, children must be supervised at all times. Volunteers and staff should ensure that no child is left unattended and that all activities are conducted in a safe environment. Any one-on-one interactions with children must be conducted in visible areas where other adults are present.

3. Consent for Photography and Filming

In accordance with BCF-P's Photography and Videography Policy,⁹ explicit consent must be obtained from parents or guardians before any photographs or videos of children are taken. These images should be used in a manner that respects the dignity of the children and does not expose them to any risk.

⁸ Refer to the BCF-P [Child Protection Policy and Agreement](#), Appendix 5, which is required to be executed by all volunteers and employees.

⁹ Refer to the BCF-P [Photography and Videography Policy and Agreement](#), Appendix 6, which is required to be executed by all volunteers and employees.

4. Reporting Concerns

Any concerns or suspicions of child abuse or exploitation¹⁰ observed during events must be reported by immediately making a Child Incident Report.¹¹ Volunteers and staff are trained to recognize signs of abuse and understand the procedures for reporting.

By integrating these child protection measures into every event, BCF-P ensures that the well-being and safety of children are prioritized, creating a secure and supportive environment for all participants.

C. Event Modalities

Events are planned individually by community coordinators to address their specific community needs. They combine an array of intervention modalities, each intended to address a different aspect of the nourishment and nurture needed by the children and their caregivers.

1. Screening and rescreening for malnutrition¹²

Screening and rescreening for malnutrition follow the WHO standards to ensure accurate identification and monitoring of malnourished children. This includes measuring weight, height, and mid-upper arm circumference (MUAC) to assess nutritional status. Rescreening helps track progress and adjust interventions as needed.

2. Distribution of Food Supplements¹³

Food supplements are distributed to children, pregnant mothers, and lactating mothers identified as in need through the screenings. These supplements provide essential nutrients to support healthy growth and development. The distribution is organized efficiently to ensure those most in need receive the appropriate supplements.

3. Health Lessons

Health lessons cover a range of topics essential for the well-being of children and their caregivers. These lessons include:

- Nutrition education
- Hygiene practices

¹⁰ Refer to the BCF-P [Child Protection Policy and Agreement](#), Appendix 5, which is required to be executed by all volunteers and employees.

¹¹ Refer to the BCF-P [Child Incident Report](#), Appendix 5a.

¹² Refer to the BCF-P procedure [Conducting a Nutrition Screening](#), Appendix 9, and [ALIMA MUAC Guidelines](#), Appendix 10.

¹³ Refer to BCF-P [Treatment Guidelines](#), Appendix 12.

- Disease prevention
- First aid basics
- Importance and techniques of MUAC training for caregivers to monitor their children's nutritional status

4. Cognitive Development Activities

Cognitive development activities engage children in group games, action songs, and interactive play to stimulate their minds and support learning. Activities like "Do the Hokey Pokey" involve caregivers, older siblings, and grandparents, fostering a supportive and inclusive environment.

5. Reading to and with the Children

Volunteers and guest school teachers conduct group and individual reading sessions, exposing children to stories and literature. These sessions promote language development and a love for reading, while also providing an opportunity for children to engage with positive role models.

6. Gifting of Donated Cognitive Development Toys and Books

Donated cognitive development toys and books, either new or lightly used, are distributed to children. These items are sourced from within the community or purchased with donated funds. The gifts support educational play and encourage a culture of learning at home.

7. Welcomings, Recognitions, Farewells of Participants and Volunteers

Events include welcoming new participants and volunteers, recognizing those who have contributed years of service, and bidding farewell to those moving on. These acknowledgments foster a sense of community and appreciation for everyone's efforts.

8. Recognition of Childrens' Attainment of Milestones

Children's achievements, such as birthdays, skill milestones, and reading accomplishments, are celebrated. This recognition motivates children and reinforces the importance of their growth and development.

9. Introduction and Participation of Invited Guests

Invited guests, such as council members and community leaders, are introduced and encouraged to participate in the events. Their

involvement helps build community support and awareness of BCF-P's initiatives.

10. Event Photography and Scrapbooking Activity

Purpose

The purpose of this activity is to encourage community engagement in photography and scrapbooking activities during BCF-P events, promoting participation and creativity among children and their caregivers while adhering to BCF-P's Child Protection Policy and Agreement¹⁴ and Photography and Videography Policy.¹⁵

Procedures

a. Engagement and Participation

- Each community is encouraged to actively engage in photography and scrapbooking during events.
- Children and their caregivers should be encouraged to participate, emphasizing creativity and enjoyment over perfection.

b. Consent for Photography and Filming

- The BCF-P Photography and Videography Policy¹⁶ must be carefully observed at all times.
- Consent forms must be completed by caregivers for photographs to be included in scrapbooks and for other BCF-P purposes.

c. Volunteer Recruitment

- The Volunteer Community Coordinator should recruit a dedicated volunteer to oversee the scrapbooking project, perhaps from among the caregivers or grandparents of the children.

¹⁴ Refer to the BCF-P [Child Protection Policy and Agreement](#), Appendix 5, which is required to be executed by all volunteers and employees.

¹⁵ Refer to the BCF-P [Photography and Videography Policy and Agreement](#), Appendix 6, which is required to be executed by all volunteers and employees.

¹⁶ Refer to the BCF-P [Photography and Videography Policy and Agreement](#), Appendix 6, which is required to be executed by all volunteers and employees.

d. Scrapbooking Activities

- Scrapbooking will occur in two phases, partially simultaneously, during each event:
- Photography and Videography: Photographs and videos will be taken throughout the event to capture activities and moments.
- Scrapbook Creation: A designated scrapbooking table will be set up where caregivers and children can work together to assemble the scrapbook of the previous event. The printed photographs from the previous event will be provided for this activity.

e. Photo Printing and Distribution

- Two printed copies of each photograph will be made:
 - One copy will be gifted to the caregivers.
 - The second copy may be included in the community scrapbook.
- Caregivers must complete permission slips for the photos they allow BCF-P to include in the scrapbook and for other purposes.

f. Digital Photo Storage

- Digital copies of all shareable photographs will be stored in the community's digital photo folder.
- A digital photograph of the permission slip for each shareable photograph will be stored in the same directory in the community's digital photo folder as the image(s) it belongs with.

g. Compliance Monitoring

The Volunteer Community Coordinator is responsible for ensuring compliance with this policy and reporting any issues to BCF-P management.

11. Participation by Other NGOs and Community Organizations

Collaboration with other NGOs and community organizations, such as barangay health workers, enhances the scope of services provided. This may include immunization drives and health check-ups, ensuring comprehensive care for the children.

12. Self-Reliance Presentations

Presentations on educational opportunities, scholarships, employment prospects, and career development are offered to caregivers and older children. These sessions aim to empower families and support their journey towards self-reliance.

13. Other Activities

Various other activities, such as entertainment, Nutritour guest presentations, and movie screenings, are organized to create a fun and engaging atmosphere for all attendees. These activities provide relaxation and enjoyment, enriching the overall event experience.

D. Event Followup

1. Debrief Session

After each event, coordinators and volunteers hold a debrief session to discuss the event's successes and areas for improvement. This meeting helps identify what worked well and what needs to be adjusted for future events.

2. Family Follow-Up

Coordinators and volunteers make a concerted effort to follow up with families who were unable to attend the event. This includes checking on their well-being and ensuring that the children receive any necessary food supplements or support that they missed during the event.

3. Future Planning

The follow-up process includes planning for the next event. This involves setting goals, securing a venue, scheduling, and organizing resources to improve participation and the overall effectiveness of future events.

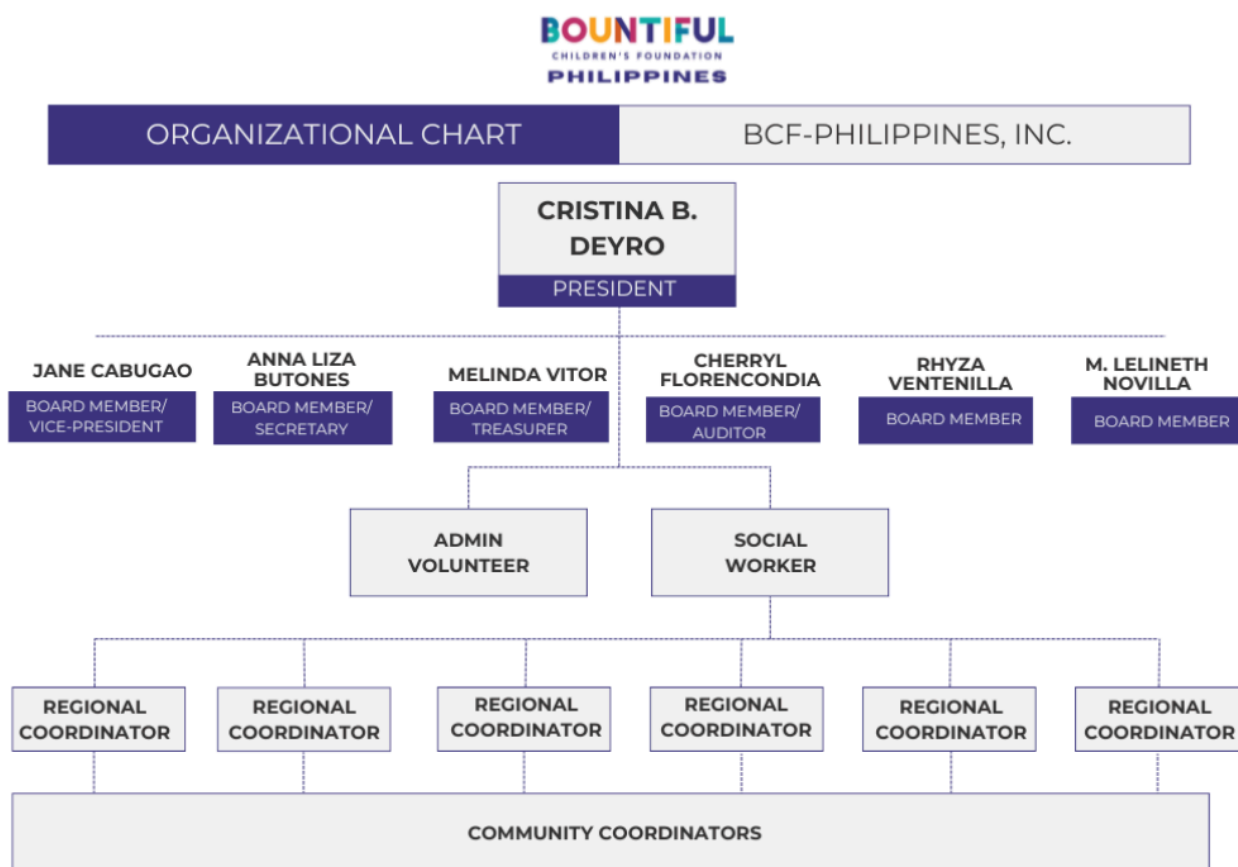
4. Feedback and Improvement

Gathering feedback from participants, volunteers, community councils, and community collaborators is crucial. This feedback is used to make continuous improvements to the event structure and content, ensuring that the program remains responsive to the community's needs.

5. Documentation and Reporting

Detailed records of the event, attendance, and follow-up actions are maintained. This documentation helps in tracking progress and planning future activities effectively.

VII Administration and Organization



A. Human Resource Management

1. Recruitment, selection, hiring, and retention system

BCF-P implements a rigorous recruitment and selection process to ensure that individuals who are passionate about child welfare and community development join the organization. We use multiple channels to attract candidates, including online job boards, community outreach, and partnerships with educational institutions. The hiring process includes screening, interviews, background checks, and reference verification. Retention strategies include offering competitive compensation, creating a supportive work environment, providing opportunities for professional growth, and recognizing and rewarding outstanding performance.

In addition to hiring staff, BCF-P actively recruits volunteers through community engagement, partnerships with local organizations, and social media campaigns. The selection process for volunteers includes

an application, interview, and orientation to ensure alignment with our mission and values. We strive to create a positive and fulfilling volunteer experience by offering training, support, and recognition programs to retain dedicated volunteers.

2. Separation and termination

BCF-P handles separation and termination with professionalism and compassion, ensuring that the process is fair, transparent, and in compliance with labor laws. Exit interviews are conducted to gather feedback for organizational improvement, and necessary documentation is completed to ensure a smooth transition for both the employee and the organization.

For volunteers, separation may occur due to the completion of a project, personal reasons, or other factors. We conduct exit interviews with volunteers to understand their experience and gather insights for enhancing our volunteer program. Volunteers are thanked for their contributions, and their service is formally acknowledged, ensuring they feel valued and appreciated even after their departure.

An employee or volunteer suspected of violating any child protection or anti-trafficking laws will be reassigned to duties that do not involve contact with children until the issue is resolved by law enforcement or a court.

3. Compensation

Compensation at BCF-P is designed to be fair, competitive, and reflective of the organization's values. It includes base salaries, benefits, allowances, and performance-based incentives. Regular market assessments are conducted to ensure our compensation packages remain competitive and aligned with industry standards.

4. Performance evaluation

Performance evaluations are conducted annually to assess the contributions of each employee. Clear performance metrics and goals are established to ensure objective and constructive feedback. The results of these evaluations inform decisions related to promotions, training needs, and compensation adjustments.

5. Promotions

Compensation adjustments for employees at BCF-P are based on merit, demonstrated performance, and potential for future leadership roles. The organization encourages internal mobility by providing opportunities for staff to advance their careers within the organization. Criteria for promotions are clearly defined and communicated to all employees.

6. Training and development

BCF-P prioritizes continuous learning and development for all staff and volunteers. Training programs cover a range of topics, including child protection, community engagement, health and nutrition, and organizational policies. We also provide opportunities for professional development through mentoring, workshops, seminars, and access to online learning platforms.

B. Financial Management

1. Budgeting and budget monitoring

BCF-P adopts a systematic approach to budgeting, involving all relevant stakeholders in the planning process to ensure that resources are allocated effectively to meet organizational goals. Budget monitoring is conducted regularly to track expenditures against the budget, identify variances, and make necessary adjustments.

2. Tracking of grants and donations

A tracking system is in place to manage general and earmarked grants, donations, and in-kind contributions. This ensures transparency and accountability, with detailed records maintained for each source of funding and how it is utilized.

3. Payroll and other reimbursements

BCF-P ensures timely and accurate processing of payroll, including the calculation of overtime, volunteer coordinator and volunteer regional coordinator transportation and meal allowances, and reimbursement of prior-approved out-of-pocket expenses. Policies are clearly defined, and processes are in place to handle claims efficiently.

4. Acquisitions and purchasing

The acquisition and purchasing processes are managed to ensure cost-effectiveness and quality. BCF-P follows WHO guidelines and other accepted protocols for acquiring nutrient dense supplements, quality equipment, and supplies necessary for program delivery. Vendor relationships are managed to secure favorable terms and ensure timely delivery.

5. Inventory management

Inventory management records track all assets and supplies, ensuring that stock levels are maintained to support program needs. Regular audits are conducted to verify inventory accuracy and identify any discrepancies.

6. Assets management

BCF-P maintains an assets register to track and manage all organizational assets, including property and equipment. Regular maintenance and audits ensure that assets are in good condition and used effectively to support the organization's mission.

7. Independent auditing

BCF-P undergoes regular independent audits to verify the accuracy and integrity of its financial statements. These audits provide assurance to donors and stakeholders that funds are managed responsibly and transparently.

C. Property and supplies management

1. Acquisitions

BCF-P follows processes for the acquisition of nutritional supplements, equipment, and supplies, ensuring that all purchases meet quality standards and are cost-effective. Procurement policies are in place to guide the acquisition process and maintain transparency.

2. Property management

Property management at BCF-P involves regular maintenance, calibration, and inventory checks of equipment such as scales, infant measurement boards, and computers. This ensures that all tools and equipment are in optimal working condition for accurate and effective program delivery.

3. Management of nutritional supplements

BCF-P implements protocols for the receipt, storage and distribution of nutritional supplements. Storage facilities are maintained to ensure the safety and quality of supplements, and distribution is managed to ensure that supplements reach the intended beneficiaries in a timely manner.

4. Inventory of property and supplies

An inventory system tracks property and supplies, with regular updates and periodic audits to ensure accuracy. This system helps in planning for future needs, managing resources efficiently, and preventing losses.

D. Communication and Information System

1. App

BCF-P utilizes an application to streamline communication and data collection. The app supports program management, accurate calculation of child nutritional status, volunteer coordination, and beneficiary tracking, enhancing the efficiency and effectiveness of operations.

2. Database

A secure database is maintained to store and manage child enrollment and longitudinal nutritional status data, including beneficiary information, and program outcomes. Data security measures are in place to protect sensitive information and ensure data integrity.

3. Paper file archives, security, and records retention

BCF-P maintains paper file archives for critical documents, with secure storage and access controls to protect against unauthorized access. Records retention policies ensure that documents are kept for the required duration and disposed of securely when no longer needed.

4. Digital file archives, security, and records retention

Digital file archives are managed with robust security measures, including encryption, access controls, and regular backups. Records retention policies for digital files ensure compliance with legal requirements and organizational needs.

E. Policy-Making Structure and Process¹⁷

1. Board

The Board of BCF-P is responsible for strategic oversight, policy formulation, and governance. Board members bring diverse expertise and provide guidance to ensure the organization achieves its mission and goals.

They play crucial roles in the strategic management of the organization. The specific roles and responsibilities are as follows:

- **President:** The President provides overall leadership and direction for the organization, presiding over board meetings, and representing BCF-P in external affairs. The President ensures that the organization's mission and vision are upheld and strategically guides the organization towards its goals.
- **Vice President:** The Vice President supports the President in their duties and steps in during the President's absence. They assist in strategic planning and may oversee specific initiatives or programs within the organization.
- **Secretary:** The Secretary is responsible for maintaining accurate records of board meetings, including minutes and official documents. They ensure compliance with regulatory requirements and manage the organization's documentation and correspondence.
- **Treasurer:** The Treasurer oversees the financial management of BCF-P, including budgeting, financial reporting, and ensuring fiscal responsibility. They manage financial records, monitor expenditures, and ensure that financial policies and procedures are followed.
- **Auditor:** The Auditor provides an independent review of the organization's financial practices and internal controls. They conduct regular audits to ensure transparency and accountability, and report findings to the board to support sound financial management.

These officers work collaboratively to ensure the effective governance and administration of BCF-P, aligning organizational activities with the strategic objectives and maintaining high standards of accountability and integrity.

¹⁷ Refer to the BCF-P [Corporate Documents](#), Appendix 17.

2. Social worker

The social worker plays a crucial role in assessing the aggregate needs of beneficiaries, coordinating support services, and ensuring that programs are aligned with the needs of the communities served. They are available to guide and consult with the volunteer regional coordinators and local community coordinators who provide direct support to children and families and advocate for their well-being.

3. Volunteers

Volunteers are the backbone of BCF-P's operations. They provide invaluable administrative and local support:

- Administrative volunteers assist with all aspects of safekeeping and updating of office files, accounting, communications, development, advertising, fundraising, social media presence, and website maintenance.
- Local volunteers give program support to children and their caregivers, including nutritional support, health education, reading readiness, reading, and community engagement.

All volunteers are trained, supported, and recognized for their contributions to the organization's mission.

4. Volunteer regional coordinators

Volunteer regional coordinators, within assigned geographic areas, oversee the activities of volunteer community coordinators. They ensure that volunteers are effectively engaged, trained, and supported to deliver BCF-P programs and services.

5. Volunteer community coordinators

Volunteer community coordinators work closely with local communities to implement programs and gather feedback. They serve as the link between BCF-P and the communities, facilitating communication and ensuring that community needs are addressed.

VIII. Personnel

A. Volunteer and Employee Personnel Positions

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
-- Board --				
Chairman/President	Vol		Cristina B Deyro MD	2019
Member/Vice President	Vol		Jane P. Cabugao	2015
Member/Secretary	Vol		Anna Liza S. Butones	2019
Member/ Treasurer	Vol		Melinda S. Vitor	2019
Member/Auditor	Vol		Cherryl F. Florencondia	2015
Member	Vol		Rhyza C. Ventenilla	2015
Member	Vol		M. Lelinneth B. Novilla	2024
-- Employees --				
Social Worker	Emp	P21,000	Hanna Libre	2024
-- Admin. Volunteers --				
Communications				
Accounting				

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
-- Regional Coordinators --				
Pangasinan	Vol	Allowance 2,000	Dina M. Junio	2016
NCR/Rizal	Vol	Allowance 2000	Mazy S. Papa	2019
Bicol	Vol	Allowance 2,000	Ludivina M. Ballan	2015
Cebu/Bohol	Vol	Allowance 1,000	Susana Alburo	2018
Panay	Vol	Allowance 2,000	Eleonor C. Roberto	2014
Negros	Vol	Allowance 2,000	Jiffy C. Marabe	2014
Local Program Coordinators				
PANGASINAN				
Alaminos	Vol	Meal, Transportation and Allowance	Vivian Vallejo	2017
Bayambang	Vol	Meal, Transportation and Allowance	Alta Grace Evangelista	2016
Aguilar	Vol	Meal, Transportation and Allowance	Estela Lagno	2016

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
Dagupan	Vol	Meal, Transportation and Allowance	Rhyza Ventenilla	2016
Malasiqui	Vol	Meal, Transportation and Allowance	Dina M. Junio	2016
Tayug	Vol	Meal, Transportation and Allowance	Ma. Elena A. Gonzales	2024
San Carlos	Vol	Meal, Transportation and Allowance	Marites Cancino	2016
Urdaneta	Vol	Meal, Transportation and Allowance	Mylene Aduca	2022
<i>NCR/Rizal</i>	Vol			
Caloocan	Vol	Meal, Transportation and Allowance	Mazy S. Papa	2019
Montalban	Vol	Meal, Transportation and Allowance	Germelyn J. Angeles	2015
Makati	Vol	Meal, Transportation and Allowance	Jane P. Cabugao	2015
<i>BICOL</i>				
Legaspi/Rapurapu	Vol	Meal, Transportation and Allowance	Ludivina M Ballan	2015

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
Donsol	Vol	Meal, Transportation and Allowance	Lily Llamoso	2017
Tabaco	Vol	Meal, Transportation and Allowance	Lesly Leddy Joy M Ballan	2018
Bacacay	Vol	Meal, Transportation and Allowance	Janice Ramada	2016
Matnog/Irosin (Bulan 1)	Vol	Meal, Transportation and Allowance	Mary Anne Gabelo	2018
Bulan	Vol	Meal, Transportation and Allowance	Heisa Losanta	2016
Catanduanes	Vol	Meal, Transportation and Allowance	Lilibeth I. Pabico	2013
CEBU/BOHOL				
Lapulapu (Mandaue)	Vol	Meal, Transportation and Allowance	Susana Alburo	2018
Liloan	Vol	Meal, Transportation and Allowance	Jocelyn R. Napigkit	2023
Calape	Vol	Meal, Transportation and Allowance	Abegail D. Baguio	2013

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
Jagna (Tagbilaran)	Vol	Meal, Transportation and Allowance	Antonia C. Sangria	2018
PANAY				
Antique	Vol	Meal, Transportation and Allowance	Jocelyn Maza	2014
Guimaras	Vol	Meal, Transportation and Allowance	Gilda Tabaque	2014
Aklan	Vol	Meal, Transportation and Allowance	Eleonor Roberto	2014
Iloilo City	Vol	Meal, Transportation and Allowance	Jessa Talidano	2023
San Joaquin	Vol	Meal, Transportation and Allowance	Lubell Joy Roberts	2024
Iloilo/Leganes	Vol	Meal, Transportation and Allowance	Joyce Pedroso	2014
Pototan/Passi	Vol	Meal, Transportation and Allowance	Apple Joy Pampag	2023
Roxas	Vol	Meal, Transportation and Allowance	Hjiacienth B. Pascua	2023

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
NEGROS OCCIDENTAL				
Bacolod Central	Vol	Meal, Transportation and Allowance	Ma Josefina B. Eramis	2015
Bacolod South	Vol	Meal, Transportation and Allowance	Danica Lopez	2014
EB Magalona	Vol	Meal, Transportation and Allowance	Sheila P. Bolivar	2014
Cadiz	Vol	Meal, Transportation and Allowance	Evelyn Salcedo	2014
Sagay	Vol	Meal, Transportation and Allowance	Jennifer Alagahit	2014
Minapasuk	Vol	Meal, Transportation and Allowance	Fanny Bustamante	2014
La Carlota	Vol	Meal, Transportation and Allowance	Jiffy Marabe	2014
La Castellana	Vol	Meal, Transportation and Allowance	Rowena Oliverio	2014
Isabela	Vol	Meal, Transportation and Allowance	Ritchel Oreta	2014
Himamaylan	Vol	Meal, Transportation and Allowance	Maremy Pioquinto	2014

Volunteer and Employee Personnel Positions	Emp/Vol	Monthly Salary/ Allowance	Name of Incumbent	Served Since
Sipalay	Vol	Meal, Transportation and Allowance	Cherryl Florencondia	2014

B. Child Protection Policy and Agreement

Refer to the BCF-P [Child Protection Policy and Agreement](#), found in Appendix 5, which is required to be executed by all volunteers and employees.

C. Available Code of Behavior Training Resources:

1. **Child Safeguarding Training:** The YouTube channel for Child Safeguarding provides numerous training videos that cover various aspects of child protection, including recognizing signs of abuse and how to report concerns. These videos can be very helpful for visual learners and provide a comprehensive overview of safeguarding principles (YouTube).
2. **ChildSafeguarding.com:** This site provides a variety of child protection training materials, including a guide for Designated Safeguarding Leads, templates for school child protection policies, and training options for all members of the school community. These materials can be adapted for use in your organization to ensure that all volunteers and staff are well-informed about their roles in child protection.
3. **The NSPCC (National Society for the Prevention of Cruelty to Children)** offers a range of child protection training courses designed for different roles. Their introductory courses cover essential skills needed to keep children safe, while more advanced courses are available for those with specific safeguarding responsibilities. These courses can be accessed online and are designed to be flexible to fit around the schedules of busy volunteers and staff (NSPCC Learning).
4. **"The Child Protection Handbook" by Kate Wilson and Adrian L. James:** This comprehensive guide covers a wide range of topics related to child protection, including legislation, policies, and best practices. It can serve as a valuable reference for in-depth understanding.

5. "Child Protection: An Introduction" by John Devaney: This book provides a clear overview of child protection issues and is suitable for both beginners and experienced practitioners.

By combining these resources, the BCF social worker and volunteers in leadership positions will conduct robust training for new employees and volunteers and conduct refresher training annually that covers all necessary aspects of child protection, ensuring that all staff and volunteers are well-equipped to maintain a safe environment for children.

D. Child Protection Training Procedures

1. **New Volunteer and Employee Training:** BCF-P ensures that all new volunteers and employees undergo child protection training upon joining the organization. New recruits are required to complete this training before they begin any duties where they would have contact with children, ensuring they understand their roles and responsibilities in maintaining a safe environment for the children. Upon completion, trainees must sign an acknowledgment form confirming their understanding and commitment to adhere to the child protection policies. These acknowledgments are documented and stored in their personnel files.
2. **Annual Refresher Training:** To maintain a high standard of child protection, annual refresher training will be provided for all staff and volunteers. This training updates participants on any changes in legislation, policies, and best practices. After completing the annual refresher, participants must complete a brief assessment to ensure understanding and sign an acknowledgment form. These acknowledgments are documented and stored in their personnel files.

E. Photography and Videography Policy

Refer to the BCF-P [Photography and Videography Policy and Agreement](#), found in Appendix 6, which is required to be executed by all volunteers and employees.

IX.Budget

BCF -PHILIPPINES INC OPERATING BUDGET 2024-2025

REVENUES

CORPORATE DONATIONS	8,120,000.00
INDIVIDUAL DONATIONS	149,600.00

TOTAL REVENUES	8,269,600.00
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EXPENSES

PROGRAM EXPENSES

FOOD SUPPLEMENTS	
CALORIES	4,230,000.00
MNP	585,675.00
SCREENING EXPENSES	37,000.00
COORDINATOR ALLOWANCES	2,103,960.00
SOCIAL WORKER SALARY	305,640.00
CHRISTMAS GIFTS	176,125.00
COORDINATOR BONUSES	210,000.00
COORDINATOR TRAINING	85,912.00
CAREGIVER TRAINING	140,900.00

TOTAL PROGRAM EXPENSES	7,875,212.00
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ADMINISTRATIVE EXPENSES

GOVERNMENT FEES	10,000.00
BIR	
SEC	
DSWD	
BUSINESS PERMIT	
AUDIT FEE	20,000.00
STAFF ALLOWANCES	
IT/COMMUNICATIONS	84,000.00
ACCOUNTANT	162,000.00
MISCELLANEOUS (MAIL, NOTARY, PRINTING)	5,000.00

TOTAL ADMINISTRATIVE EXPENSES	281,000.00
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GRAND TOTAL OF EXPENSES	8,156,212.00
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X. Monitoring and Evaluation

A. System for Ensuring Program and Service Implementation

The Bountiful Children's Foundation - Philippines (BCF-P) employs a comprehensive monitoring and evaluation (M&E) system designed to ensure that its programs and services are implemented effectively and achieve the desired impact. This system integrates regular monitoring activities, periodic evaluations, and systematic reporting to provide a clear picture of program performance and outcomes.

B. Monitoring and Evaluation Methods and Tools

a. Regular Monitoring Visits

- **Purpose:** To observe and assess the ongoing activities, ensure adherence to planned procedures, and provide immediate feedback.
- **Frequency:** Monthly
- **Responsible Personnel:** Program Managers and Field Officers
- **Tools Used:** Checklists, and site visit reports.

b. Beneficiary Feedback Mechanisms

- **Purpose:** To gather insights and feedback from the beneficiaries regarding the services received.
- **Frequency:** Quarterly
- **Responsible Personnel:** Program Managers and Community Volunteers
- **Tools Used:** Surveys and focus group discussions.

c. Progress and Performance Reviews

- **Purpose:** To assess the progress of programs against the set objectives and indicators.
- **Frequency:** Bi-annually
- **Responsible Personnel:** Executive Director and Program Managers
- **Tools Used:** Progress reports, performance review meetings, and data analysis.

d. Outcome and Impact Evaluations

- **Purpose:** To evaluate the effectiveness and impact of the programs on the target population.
- **Frequency:** Annually
- **Responsible Personnel:** External Evaluators and M&E Specialists
- **Tools Used:** Baseline and endline surveys, impact assessment studies, and case studies.

C. Indicators and Logical Framework

The following logical framework outlines the key indicators used to measure the impact and outcome of BCF-P's operations:

Objective	Indicator	Means of Verification	Frequency	Responsible
Improve child nutrition	% of children with improved nutritional status	Nutrition assessment reports	Semi-annually	President
Enhance child early cognitive development	% of children with improved preschool skill levels	School admission records	Annually	Social worker
Increase community participation	Number of community members actively involved	Participation records	Monthly	Social worker
Strengthen organizational capacity	Number of staff trained in child development	Training attendance records	Annually	HR Manager Social Worker

D. Periodic Accomplishment Reports

1. Monthly Monitoring Reports

- Prepared by: Community Coordinators
- Submitted to: Regional Coordinators

2. Quarterly Progress Reports

- Prepared by: Program Managers
- Submitted to: Executive Director

3. Annual Impact Reports

- Prepared by: External Evaluators and M&E Specialists
- Submitted to: Executive Director and Board of Directors

4. Special Evaluation Reports

- Prepared by: M&E Specialists
- Submitted to: Executive Director as required

D. Implementation in the Context of BCF-P

BCF-P's M&E system is designed to be integrated within the organizational operations and program activities. This ensures that monitoring and evaluation are not standalone activities but are embedded in the day-to-day functions of the organization. The system provides a continuous feedback loop, allowing for timely adjustments and improvements to be made, thereby enhancing the overall effectiveness and impact of the foundation's work.

This structured approach to monitoring and evaluation enables BCF-P to maintain high standards of program delivery, demonstrate accountability to stakeholders, and ensure sustainable positive outcomes for the children and communities it serves.

XI. Reporting and Documentation

The Bountiful Children's Foundation – Philippines (BCF-P) maintains comprehensive records of all its social development and welfare activities to ensure effective decision-making, transparency, and accountability. The following outlines the records system and reporting framework of the organization:

A. Programs and Services Records

- **Program Implementation Records:** Document activities, beneficiaries, and outcomes. These records are essential for tracking progress, evaluating program effectiveness, and informing decisions on program continuation or expansion. Updated regularly.
- **Beneficiary Records:** Maintain detailed information on individuals and families receiving assistance, including their needs, services provided, and outcomes. This ensures personalized service delivery and impact monitoring. Updated with each interaction.
- **Monitoring and Evaluation Reports:** Summarize program performance metrics, achievements, and areas needing improvement. These reports are crucial for assessing program impact and guiding strategic planning. Prepared monthly and annually, Google Workspace, Google forms and Messenger groups

B. Organizational/Administrative Records

- **Financial Records:** Include all financial transactions, receipts, disbursements, budgets, and financial statements to ensure transparency and accountability. Continuously maintained with periodic audits.
- **Personnel Records:** Record staff employment history, roles, performance evaluations, and professional development activities. These records are vital for effective human resource management and legal compliance. Updated as necessary.
- **Operational Reports:** Document administrative functions, resource utilization, and organizational performance. These reports facilitate efficient administration and strategic planning. Prepared monthly and annually.

C. Specific Reports

- **Annual Report:** Provides a comprehensive overview of the organization's activities, financial status, program outcomes, and future plans. This report informs stakeholders, including the community and donors, about the organization's performance and impact. Prepared annually.

- **Quarterly Program Reports:** Offer updates on program activities, outcomes, and challenges, providing ongoing insights into program implementation. These reports facilitate timely adjustments. Prepared quarterly.
- **Financial Reports:** Include detailed financial statements such as income, expenditures, and budget variance analysis. These reports ensure financial accountability and inform budget planning. Prepared monthly and annually.
- **Monitoring and Evaluation Reports:** Analyze program effectiveness, including performance metrics and beneficiary feedback, to evaluate impact and guide improvement. Prepared quarterly and annually.
- **Incident Reports:** Document any incidents affecting beneficiaries or staff and actions taken in response, ensuring appropriate follow-up and improving safety and service quality. Prepared as needed.

This comprehensive records and reporting system enables BCF-P to maintain high standards of transparency, accountability, and effectiveness in delivering social development and welfare services.

Bountiful Children's Foundation - Philippines

Manual of Operations

Appendixes

Administrative Policies and Forms

1. Volunteer Coordinator Agreement
2. Volunteer Coordinator Information Sheet
3. Volunteer Agreement
4. Volunteer Information Sheet
5. Social Worker Employment Contract
6. Employee Information Sheet
7. Confidentiality Policy and Agreement
8. Conflict of Interest Policy
9. a. Child Protection Policy and Agreement
b. Child Incident Report
10. a. Photography and Videography Policy and Agreement
b. Patakaran at Kasunduan sa Pagkuha ng mga Larawan at Video
11. Leave Application Form

Program Management

12. Participant Enrollment Form (Intake/Screening)
13. Participant Pledge and Agreement
14. Conducting a Nutrition Screening
15. ALIMA Guidelines for Implementing Mother MUAC
16. App and Database Description
17. Treatment Guidelines
18. Global Scales for Early Child Development v1.0
19. Coordinator Monthly Reporting Form
20. Regional Coordinator Checklist
21. Health Lesson Plans for Local Coordinators

Financial Management

22. Reimbursement Request/Cash Advance Form
23. Cash Donations Acknowledgement Form
24. Non-Cash Donations Acknowledgement Form
25. Supplementary Feeding Program Budget Policy
26. Anti-Money Laundering Policy

Corporate Management

27. Records Creation and Retention Policy
28. BCF-P Corporate Documents