



PANTAWID PAMILYANG PILIPINO PROGRAM

OPERATIONS MANUAL



INTRODUCTION

Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) is a social protection measure of the Philippine government that focuses on human capital investment to the poor households in the country. It is a developmental program that uses conditional cash transfers to poor households based on their compliance with verifiable conditions that have been identified and agreed upon by the beneficiaries.

The *Pantawid Pamilya* is modeled after conditional cash transfer programs (CCTs) that have been successfully implemented in Latin America. It is there, where experience has shown that investment in human development, particularly in education and health, vastly improves a country's chances of reducing poverty. CCTs have been proven to positively impact outcomes such as: increasing the enrolment rate of children in schools in Mexico, Colombia, Bangladesh and Turkey; proven to decrease the incidence of child labor among children aged 7 to 13 years old in Mexico and Nicaragua; lower the incidence of illness among young children; increase the utilization of health services among young girls in Honduras and improve their nutritional status by increasing the average consumption rate and food expenditure.

In the Philippines, the *Pantawid Pamilya* serves as the vehicle for combating the poverty cycle in Filipino households. Implemented by the Department of Social Welfare (DSWD), it is one of the key poverty alleviation programs of the national government that seeks to contribute in breaking the intergenerational transmission of poverty in the country. The program also embodies the vision, mission, and mandate of DSWD, and reinforces its role as the lead agency in championing social welfare and development. It also contributes to efforts in achieving the country's Millennium Development Goals namely: (a) *Eradicate Extreme Poverty and Hunger*, (b) *Achieve Universal Primary Education*, (c) *Reduce Child Mortality*, (d) *Improve Maternal Health*, and (e) *Promote Gender Equality*.

Pantawid Pamilya is anchored on the Social Welfare Reform Agenda of the DSWD through the National Sector Support on Social Welfare and Development Reform Project (NSS-SWDRP). It focuses on the more disadvantaged sectors of society by providing faster and better social protection through improved and appropriate models and programs.

This Operations Manual (OM) is a “living document.” If either Government or the World Bank Group (WBG) or Asian Development Bank (ADB) considers it necessary to introduce changes to this OM during the implementation of the program, parties must discuss the proposed changes with the National Project Management Office (NPMO) of Pantawid Pamilya. Changes must be agreed to in writing. Likewise DSWD, WB and ADB shall systematize process for making

DEFINITION OF TERMS

Alternative Learning System (ALS) is a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both the formal and informal sources of knowledge and skills.

Alternative Delivery Mode (ADM) refers to all alternative modes of delivering education services within the frame of the formal education system.

Beneficiaries shall refer to eligible poor households who are enrolled in the Pantawid Pamilyang Pilipino Program.

Central Office shall also refer to the Department of Social Welfare and Development.

Child/ren refers to the son, daughter, grandson, granddaughter of the household head.

Child Labor refers to any work or economic activity performed by a child that subjects him/her to any form of exploitation or is harmful to his/her health and safety or physical, mental or psychosocial development. (DOLE-DO No. 65-04).

Community Assembly refers to the activity where validation, registration, and enrollment of eligible beneficiaries take place.

Compliance Verification refers to the checking and monitoring of households' compliance to conditionalities on health and education set forth by the Pantawid Pamilyang Pilipino Program.

Conditionalities/Co-responsibilities shall refer to a set of duties/ obligations that each household must comply with in order to continue receiving cash grants.

Convergence is a strategy employed by the program which brings together the three (3) core programs of the Department that contribute to poverty reduction, namely *Pantawid Pamilya*, Sustainable Livelihood Program (SLP), and Kapit-Bisig Laban sa Kahirapan–Comprehensive Integrated Delivery of Social Services (KALAHI-CIDSS).

Eligibility Check is a process where poor households identified by the National Household Targeting System for Poverty Reduction (NHTS-PR) are validated to check whether the households have met the qualification criteria of the program.

Eligible Household refers to the poor household with children 0-18 years old and/or with a pregnant mother at the time of the enumeration. They qualify as beneficiaries of the program but are not yet registered or enrolled in the program.

State of Calamity refers to unforeseen events that affect the lives of the majority of the people in an area or community, hampering the fulfillment of the beneficiaries to the conditionalities of the program.

Gender is a social and cultural construct, which distinguishes differences in the attributes of men and women, girls and boys, and accordingly refers to the roles and responsibilities of men and women. The concept of gender includes the expectations held about the characteristics, aptitudes and likely behaviours of both women and men (femininity and masculinity). This concept is also useful in analyzing how commonly shared practices legitimize discrepancies between sexes.

Grantee shall refer to the mother or the most responsible adult member of the households authorized to withdraw or receive the grants.

Grant shall refer to the amount being received by the households as a result of compliance to the conditionalities.

Grievance-refers to the complaints/ issues, and concerns received in relation to the program implementation.

Household is a social unit consisting of a person living alone or a group of persons who: a) sleep in the same housing unit; and b) have a common arrangement for the preparation and consumption of food (Philippine Statistic Authority, NSCB Resolution No.11 Series of 2013, Annex-BR-2003-1).

Human Capital refers to the development of skills and abilities of an individual that can help in the improvement of his/her economic status.

Indigenous Peoples (IP) shall refer to a group of people or homogenous society identified by self-ascription and ascription of others who have continuously lived as organized community or communally bounded and defined territory, and who have under claims of ownership, since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, through resistance to political, social, cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of the Filipinos. (Indigenous Peoples Rights Act of 1997).

National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan is an information management system that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor households as reference in identifying potential beneficiaries of social protection programs and services.

Over-the-Counter Payment shall refer to modes of payment other than through the use of cash card wherein cash grants are released directly to the beneficiaries.

Parent Leader refers to point person, program beneficiary and volunteer leader in a group of 25–30 household grantees.

Poor refers to individuals and families whose income fall below the poverty threshold as defined by the National Economic and Development Authority (NEDA) and/or cannot afford in a sustained manner to provide their minimum basic needs of foods, health, education, housing and other essential amenities of life. (RA 8425 or the Social Reform and Poverty Alleviation Act).

Potential Beneficiaries are the households whose total family income is equal to or below the poverty threshold of the province as identified by the National Household Targeting System for Poverty Reduction(NHTS-PR).

Poverty Threshold is the minimum income/expenditure required for a family/individual to meet the basic food and non-food requirements. (Philippine Statistical Authority, NSCB Resolution No.2 Series of 2007, Annex-BR-02-2007-01a)

Proxy Means Test is a statistical method used to predict the income of a household based on observable characteristics that correlate with, but are easier to measure, than income. This is the methodology used by the NHTS-PR for estimating the per capita income of households based on a set of verifiable indicators that are difficult to manipulate such as source of income, properties and many more.

Registered Household shall refer to the beneficiary household enrolled in the program.

Registration of Eligible Households refers to the process of enrollment of eligible households into the program.

Small Area Estimate (SAE) refers to poverty estimates at lower levels of geographic disaggregation, (cities and municipalities) done by the Philippine Statistics Authority (PSA). It utilizes survey data from the Family Income and Expenditure Survey (FIES), the Labor Force Survey (LFS), and Census of Population and Housing (CPH).

Supply Side refers to the facilities such as schools and health centers in a specific area that are necessary for beneficiaries to comply with their co-responsibilities or conditionalities.

ACRONYMS

ABC	Approved Budget for the Contract
ADB	Asian Development Bank
ADM	Alternative Delivery Mode
ADSDPP	Ancestral Domain Sustainable Development and Protection Plan
ALS	Alternative Learning System
APL/PL	Assistant Parent Leader/Parent Leader
ARD	Assistant Regional Director
ASD	Administrative Support Division
AusAid	Australian Aid
BAC	Bids and Awards Committee
BDMD	Beneficiary Data Management Division
BEC	Basic Education Curriculum
B/CEmONC	Basic/Comprehensive Emergency Obstetric and Newborn Care
BSP	Bangko Sentral ng Pilipinas
BTr	Bureau of the Treasury
BUS	Beneficiary Updating System
CB	Capability Building
CBD	Capability Building Division
CDDP	Community Driven Development Program
CCT	Conditional Cash Transfer
COA	Commission on Audit
CPH	Census of Population and Housing
CVD	Compliance Verification Division
CVS	Compliance Verification System
CWC	Council for the Welfare of Children
DBM	Department of Budget and Management
DepEd	Department of Education
DILG	Department of the Interior and Local Government
DOF	Department of Finance
DOH	Department of Health
DSWD	Department of Social Welfare and Development
ECCD	Early Childhood Care and Development
ECDP	Early Childhood Development Project
ECR	Eligibility Check Routine
ERPAT	Enhancement and Reaffirmation on Paternal Abilities Training
FAP	Foreign Assisted Project
FBS	Fixed Budget Selection
FDS	Family Development Session
FDD	Family Development Division
FDAPP	Family Drug Abuse Prevention Program
FDS PLUS	Family Development Session Plus
FIES	Family Income and Expenditure Survey

FNSP	Family in Need of Special Protection
FMS	Financial Management Service
FO	Field Office
GASSG	General Administration and Support Services Group
GIDA	Geographically Isolated and Disadvantaged Area
GPH	Government of the Philippines
GRD	Grievance Redress Division
GRS	Grievance Redress System
GSIS	Government Service Insurance System
HAF	Household Assessment Form
HOBAC	Head Office Bids and Awards Committee
HH	Household
HSF	Homeless Street Families
ICB	International Competitive Bidding
ICT	Information and Communication Technology
ICTMS	Information, Communication and Technology Management System
IPD	Institutional Partnership Division
IPPF	Indigenous Peoples Policy Framework
IRR	Implementing Rules and Regulations
ISDD	Information System Development Division
KALAH-CIDSS	Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services Project
LBP/LandBank	Landbank of the Philippines
LPC	Landbank Prepaid Cards
LFS	Labor Force Survey
LGU	Local Government Unit
M/CAC	Municipal/City Advisory Committee
MCCT	Modified Conditional Cash Transfer
MIS	Management Information System
M/CL	Municipal/City Link
MSWDO	Municipal Social Welfare and Development Office
NAC	National Advisory Committee
NAPA	Notice of Approved Payroll Action
NAPC	National Anti-Poverty Commission
NCB	National Competitive Bidding
NCIP	National Commission on Indigenous People
NEDA	National Economic and Development Authority
NFCC	Net Financial Contracting Capacity
NGC	National Grievance Committee
NGO	Non-Government Organization
NIAMC	National Independent Advisory and Monitoring Committee
NPMO	National Project Management Office
NPMT	National Project Management Team
NHTO	National Household Targeting Office
NHTS-PR	National Household Targeting System for Poverty Reduction (Listahanan)

NSCB	National Statistical Coordination Board
NSO	National Statistics Office
NTAG	National Technical Advisory Group
NTSC	National Targeting System Committee
ODA	Official Development Assistance
OM	Operations Manual
OPG	Operations and Program Group
OTC	Over the Counter
PAC	Provincial Advisory Committee
PBD	Philippines Bidding Document
PES	Parenting Effectiveness Service
PCUP	Philippine Commission for Urban Poor
PCW	Philippine Commission on Women
PEP	Program Expenditure Plan
PGC	Provincial Grievance Committee
PHIL	Philippines
PhilGEPS	Philippines Government Electronic Procurement System
PhilHealth	Philippine Health Insurance Corporation
PL	Provincial Link
PMED	Planning, Monitoring and Evaluation Division
PMO	Project Management Office
PMT	Proxy Means Test
PO	People's Organization
POO	Provincial Operation Office
POS	Point of Sale
POPCOM	Commission on Population
PPIS	Pantawid Pamilya Information System
PSA	Philippine Statistics Authority
PSD	Procurement and Supply Division
QCBS	Quality and Cost Based Selection
RAC	Regional Advisory Committee
RCT	Randomized Controlled Trial
RD	Regional Director
RDD	Regression Discontinuity Design
REI	Request for Expression of Interest
RFQ	Request for Quotation
RGC	Regional Grievance Committee
RHU	Rural Health Unit
RIAMC	Regional Independent Advisory and Monitoring Committee
RO	Regional Office
RPMO	Regional Project Management Office
SAE	Small Area Estimate
SBD	Standard Bidding Document
SBCQ	Selection Based on Consultant's Qualifications
SDLC	Systems Development Life Cycle

SEMP	Social Expenditure Management Project
SLP	Sustainable Livelihood Program
SMU	Social Marketing Unit
SNP	Supervised Neighborhood Play
SSA	Supply Side Assessment
SSS	Single Source Selection
SWA	Social Welfare Assistant
SWI	Social Welfare Indicator
SWDRP	Social Welfare and Development Reform Project
TOR	Terms of Reference
WBG	The World Bank Group
UFMS	Unified Financial Management System
UFMU	Unified Financial Management Unit
UNICEF	United Nations Children's Fund
UNFPA	United Nations Population Fund
WFP	World Food Program

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CHAPTER ONE: PROGRAM OVERVIEW

The *Pantawid Pamilya* is a social protection program that focuses on human capital development through the provision of cash grants to eligible poor households. It is one of the flagship social protection programs of the national government that seeks to enable poor households to meet certain human development goals, particularly along health and education outcomes, aimed at breaking the intergenerational cycle of poverty. The provision of cash grants is conditional upon the fulfillment of the beneficiaries of the conditionalities of the program.

As one of many social assistance programs, *Pantawid Pamilya* contributes to the improvement of attendance of children in school, maternal and child health, nutrition, and efforts in preventing child labor.

A. Program Objectives

The goal of the program is to promote the accumulation of human capital among young children (0-18 years old), and to contribute in breaking the intergenerational cycle of poverty among poor households. Its objectives are the following:

1. *To improve the health of young children and mothers by promoting preventive health care*
 - a) to increase growth and nutrition monitoring visits of infants and children under five years old
 - b) to promote complete immunization of infants and children under three years old
 - c) to ensure regular visit to health centers of pregnant women and young children
 - d) to increase child growth and lower stunting among children 5 years old below
 - e) to lower the incidence of complications in pregnancy and maternal deaths

2. *To increase the enrollment and attendance rate of children in Day Care, Kindergarten, elementary, and secondary schools*
3. *To contribute to the reduction of incidence of child labor*
4. *To raise the average consumption rate in food expenditure of poor households*
5. *To encourage parents to invest in their children's health, nutrition and education*
6. *To enhance the performance of parenting roles of beneficiaries and their participation in community development activities*

B. Target Beneficiaries

The beneficiaries of the program are eligible households with children aged 0-18 years old and/or with a pregnant household member identified by the Pantawid NPMO through the Eligibility Check Routine (ECR).

1. Program Eligibility:

Eligible households are those that have been found to meet the following criteria:

- a) Identified as poor by Listahanan¹. It uses Proxy Means Test (PMT) where it applies a formula that uses proxy variables in estimating household income. The use of PMT ensures a uniform, objective and transparent means of identifying poor households as potential beneficiaries.
- b) Are located in the cities, municipalities and barangays selected for the Pantawid Pamilya Progra
- c) Have children² aged 0–18 years old or have a pregnant woman.
- d) Are willing and able to commit to conditions specified by the program

¹ Formerly known as the National Household Targeting System for Poverty Reduction or NHTS-PR

² Only the child or the grandchild of the household head is eligible to the program.

C. Program Conditions

The program prohibits adding new conditions by any of the implementers and stakeholders at any time during the implementation of Pantawid Pamilya. Any changes in the conditionalities shall be subject to the approval of the Pantawid Pamilya National Advisory Committee, the World Bank Group, and the Asian Development Bank.

The following are the conditionalities of Pantawid Pamilya:

1. Health and Nutrition

- a) Pregnant Household Member/s Should visit their local health center at least once in every two months to avail of pre- and post-natal care starting from the first trimester of pregnancy and accomplish the following activities:
 - i. Have one pre-natal consultation each trimester during the course of the pregnancy
 - ii. Avail of appropriate delivery services by a skilled health professional at the appropriate level of Basic/Comprehensive Emergency Obstetric and Neonatal Care (BEmONC/CEmONC) services. In case the supply side of BEmONC/CEmONC services is not available, delivery of pregnant women should be assisted by skilled health professional.
 - iii. Within the first six (6) weeks after childbirth, avail of at least one post-natal care service.
- b) Children 0-5 Years Old - Members of the household who are below five (5) years old should visit the City/Municipal Health Center or Barangay Health Station to avail the following health services:
 - i. Children below 2 years old should visit health center once a month to avail immunization with the following schedules:

Table 1: Vaccination Schedules of Infants

Age of Child	Type of Vaccination	Number of Doses
Upon Birth	BCG (Bacillus Calmette-Guérin)	1 shot
6 weeks old	OPV (Oral Polio Vaccine)	1st dose
	DPT(Diphtheria, Tetanus, and <i>Pertussis</i>)	1st dose
10 weeks	OPV	2nd dose
	DPT	2nd dose
14 weeks	OPV	3rd dose
	DPT	3rd dose
0 month	Hepa (Hepatitis) 1	1st dose
1 month after	Hepa 2	2 nd dose
6 months after the first dose	Hepa 2	3 rd dose
9 months	Measles	shot

- i. Children 2 to 5 years old (24 months to less than 72 months) should visit health center at least once in every two months or bi-monthly for the weight monitoring.
- ii. Children 6-14 years old and attending elementary school must receive deworming pills twice yearly.

2. Family Development Session (FDS)

The household grantees must attend monthly Family Development Sessions and to the extent possible attended by the couple, except for the topics on Family Planning, Responsible Parenthood and Gender Sensitivity where both parents are required to attend.

3. Education

- a) Children aged 3-5 years old must enroll in Day Care Program or Kindergarten and maintain a class attendance rate of at least 85% per month
- b) Children aged 6-18 years old must enroll in Daycare, Kinder, Elementary or Secondary schools and maintain a class attendance rate of at least 85% per month.

D. The Grant Package

Compliant household beneficiaries shall receive PhP500.00 per month for health grants. For education, each child in day care, kindergarten and elementary shall receive PhP300.00 per month and PhP500.00 per month per child in high school. The education grant is provided to a maximum of three (3) children for 10 months for each school year. A household (with three (3) high school children) may receive a maximum of PhP2,000.00 per month including health grant. Households are not dictated on how to utilize the grants. Instead, households are encouraged, through the FDS to spend the grants on improving food consumption and augmenting expenditures particularly on health and education.

The grants are released on a regular basis as established by the National Project Management Office (NPMO) to beneficiary household for the duration of their participation in the program, subject to their compliance with conditionalities.

For the initial release of the grants or the 1st payment, compliance with conditions is not a requirement for the payment of grants.

1. *Types of Grant*

a) Health/Nutrition

This package amounts to PhP500.00 per month per household for a total of PhP 6,000.00 pesos per year. This is released to beneficiary households for the duration of their participation in the program, subject to their compliance with health-related conditionalities or co-responsibilities. Non-compliance to any of the health conditionalities will result to the non-payment of this grant for the period covered.

b) Education

The education grants vary according to the educational level of children beneficiaries. Compliant children in daycare, kindergarten and elementary shall receive PhP300.00 per child per month or a total of PhP3,000.00 for ten months. On the other hand, compliant children in high school shall receive PhP500.00 per child per month or a total of PhP5,000.00 for ten months. A maximum of three (3) selected children for the program is allowed to benefit from the education grant.

In the event that the child beneficiary of the education grant turns 19 during the school year, he or she shall continue to receive education grants until the end of that school year after which he or she will be removed as beneficiary from the program.

Table 2: Summary of Grants per month for Different Type of Eligible Poor Households

HOUSEHOLD TYPE	(A)	(B)	(C)	(D)
No. of children in DC, K& E ³	0	1	2	3
No. of children in HS	3	2	1	0
Grant for DC, K & Elem. @ Php300.00	0	300	600	900
Grant for HS @ Php500.00	1500	1000	500	0
TOTAL EDUC. GRANTS	1500	1300	1100	900
HEALTH GRANTS ⁴	500	500	500	500
TOTAL CASH GRANTS	2000	1800	1600	1400

2. *The Household Grantee*

Preferably, the mother is assigned as the grant recipient⁵. If the mother is absent or no longer part of the household, the father shall be the household grantee. In case the father is absent or no longer part of the household, either the grandmother or the grandfather will be the household grantee.

Further, in cases where parents and grandparents do not constitute part of the household, other responsible adults or members in the household can be designated as a guardian or household grantee subject to verification and endorsement by the city/municipal social worker. The basis for the selection of replacement of household grantee shall be the roster members in the household assessment form (HAF).

Furthermore, if there is more than one mother in the household, only one may be designated as the household grantee.⁶

³ Daycare, Kinder and Elementary

⁴ Subject to compliance with applicable health conditionalities

⁵ Studies from other countries indicate that mothers tend to use the household's financial resources for food, nutrition and education of children. (Rubalcava, 2004)

⁶ The most responsible mother/member in the household shall be the household grantee and in case there will be two or more families in the household, the selection of household grantee shall be subject for recommendation of the social worker in the city/municipality.

3. *Modes of Grant Transfer*

Grants are paid to grantees mainly through two payment modes: cash cards and over-the-counter transactions. The disbursement of cash grants is made through an authorized government depository bank (AGDB), in this case, the Land Bank of the Philippines (LBP/Land Bank). The modes are described as follows:

- a) CASH Cards – grantees use cash cards to withdraw grants from Automatic Teller Machines (ATMs) of Land Bank and other banks’.
- b) Over-the-Counter (OTC) – The Land Bank or other financial conduits such as rural banks, cooperatives and private money remittance service providers to conduct the on-site and off-site over-the-counter transaction pay-outs.
 - i. On-site – when the cash grants are paid to grantees in cash within the premises of the conduit bank or service provider
 - ii. Off-site – when the cash grants are paid to grantees in plaza-type arrangement by the conduit bank or service provider closest to where beneficiaries come from

The contracting of services of other financial conduits will be carried out through the authorized government depository bank subject to existing procurement laws, rules and regulations.

- c) Landbank Prepaid Card (LPC) – The LPC account will enable beneficiaries to perform local and international transactions or access his/her account via the network of JCB, CUP and BancNet through the ATMs, Point-Of-Sale (POS) terminals and online application channels of accredited/participating merchants. LPC can be transacted through OmniPay’s accredited Cash In/Cash Out Agents like LBC and Direct Agent 5 or DA5 (an affiliate of Western Union)
 - i. LPC is a preloaded card that provides alternative payment method and also functions as ATM/Debit Card which is not link to any bank account
 - ii. The card is reloadable thru all accredited Cash In/Cash Out Agents of OmniPay

4. *Payment Suspension and Termination*

Payment of grants may be put on hold, suspended and subjected to eventual termination due to any of the following reasons:

- a) Alleged violation/s of program rules and policies
- b) Willful and repeated non-compliance to all program conditionalities by grant recipient for at least three (3) consecutive monitoring periods
- c) Allegation of ineligibility to the program due to being non-poor or not having eligible children

All cases of putting grants on hold, suspension and termination go through due process as stipulated in the program's grievance redress policies (Chapter 9).

E. Implementation Procedure

The implementation of the *Pantawid Pamilya* follows an 8-step cycle beginning with: 1) selection of target areas; 2) supply side assessment; 3) selection of household beneficiaries; 4) registration and validation of beneficiaries; 5) the preparation of the Family Registry; 6) the release of the initial cash grant; 7) verification of compliance; and 8) the release of the second and succeeding cash grants.

Steps 1 to 3 cover the selection of target areas and households (demand side) based on the assessments of their eligibility, as well as of service providers (supply side). These are primarily the responsibilities of DSWD-Project Management Offices (PMOs)⁷ and Field Offices (FOs).

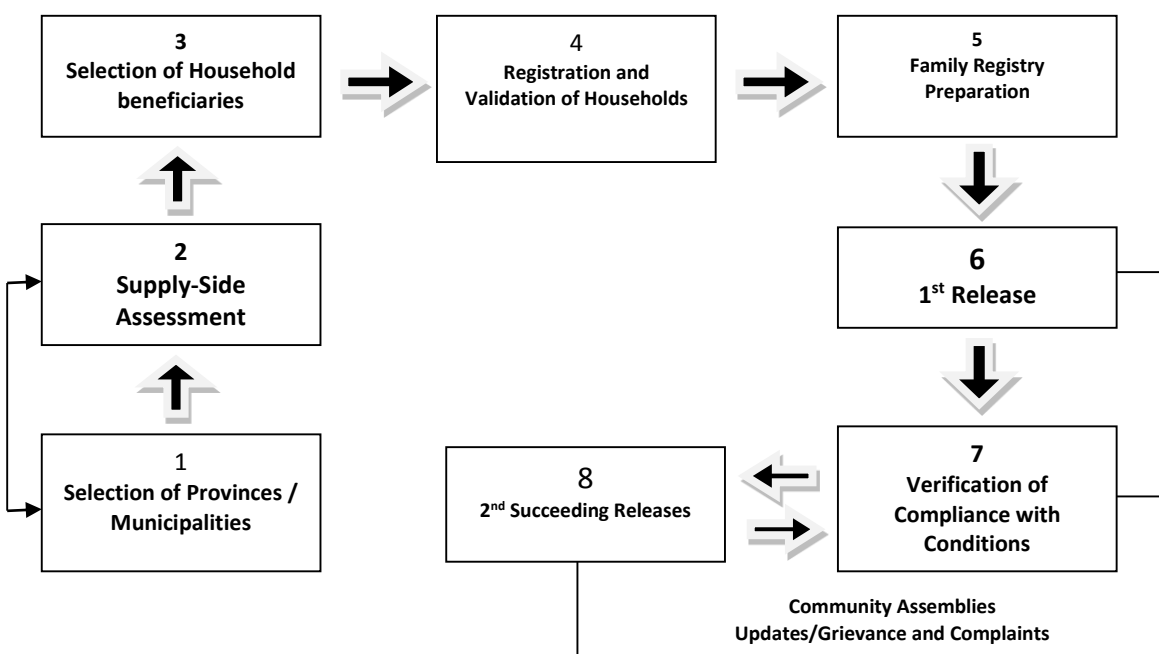
Steps 4-6 focus on engaging the prospective households from registration to the release of the initial cash grant, all of which are undertaken by the DSWD in close coordination with the appropriate Local Government Units (LGUs).

Steps 7-8 cover the cyclical process of verifying compliance with conditionalities and the initial release of cash grants and succeeding payments.

⁷ The DSWD-PMO refers to the National Household Targeting System on Poverty Reduction (NHTS-PR Project Management Office) and the Pantawid Pamilyang Pilipino Program Project Management Office. NHTSPR in-charge of the conduct of household assessment while the Pantawid NPMO on supply side assessment.

Additional steps include beneficiary updating of household data and implementation of Transition Strategy in preparation for the completion program period.

Figure 1: Pantawid Pamilya Cycle



Step 1: Selection of Provinces, Municipalities, Cities, and Barangays

The *Pantawid Pamilya* follows the selection process and criteria of the National Household Targeting System for Poverty Reduction (NHTS-PR). It is a transparent and objective two-step process in the selection of program beneficiaries. The first step is the geographic targeting ⁸ or selection of provinces, municipalities, cities, and barangay.

Step 2: Supply-Side Assessment (SSA)

The supply side assessment is conducted upon selection of the target areas to assess the present condition of health and education systems at the city/municipality and barangay levels. It defines the gaps and needs, if any, and their corresponding solutions and recommendations to enable the *Pantawid Pamilya* beneficiaries to meet the conditionalities of the program.

The supply side assessment is also conducted to secure specific commitments of the LGUs and key partner agencies to comply and respond to the expected increase of demand on education and health services from beneficiaries in compliance with conditionalities of the program (details on Chapter Four).

⁸ At the very start of expansion of the Pantawid Program, geographical criteria to select the target areas for Set 1 are the poorest municipalities in the top 20 poorest provinces in the country. See Appendix 6.

Step 3: Selection of Households

A two-step process shall be followed in the selection of households: The first will be the selection of poor households as potential beneficiaries of the program and the second, the selection of eligible household beneficiaries.

Step 4: Registration and Validation of Beneficiaries by Community Assembly

Registration and validation of household beneficiaries comes after the selection of eligible households. The list of selected eligible households shall be posted in strategic areas in the barangay to let the people know who among poor households in the community are selected. After one month of posting, a community assembly shall be conducted.

The Community Assembly serves as the venue in orienting the participants on their roles and key responsibilities in the program, registration and validation of eligible households, signing of oath of commitment in the program and enrollment in the Land Bank cash card program and distribution of Identification cards.

Step 5: Finalization and Issuance of the Family Roster (Preparation of the Final List of Validated and Registered Household Beneficiaries)

After the Regional Director's approval of the encoded registration forms, the NPMO confirms and prepares the final list of the registered households within two (2) weeks. This shall now be the final composition of each household in the database. The validated roster of each household beneficiary shall be the basis in the preparation of the Notice of Approved Payroll Action (NAPA) and to be submitted to the Finance Management System (FMS) for payroll processing.

Step 6: Initial Release of Grant Transfer

Release of grants to household beneficiaries shall be according to the mode of payments identified to specific area of program implementation. This shall be in agreement with the Regional Action Center (RAC) composed DSWD and LBP in the region) to ensure that the cash grants will be given at the least transportation cost to the beneficiaries as well as facilitate on time release of cash grants. These areas must be accessible and will not require the beneficiaries to spend much to the area where they will claim their grants.

Step 7: Verification of Compliance

The compliance verification provides regular feedback on the beneficiaries' status relative to compliance with the conditionalities which provides the basis for periodic payment of grants to household beneficiaries. Compliance verification is implemented jointly by three partner agencies: the DSWD, the Department of Education (DepEd), and the Department of Health (DOH) together with the LGUs and done every two months (details on Chapter Seven).

Step 8: Second Payment and Succeeding Release of Cash Grants

The second payment and succeeding release of cash grants will depend on the compliance with the conditionalities on health and education, subject to verification.

Any failure to collect the transfer of cash grant for two consecutive payment periods, the Regional Project Management Office (RPMO) shall conduct validation and investigation. RPMO shall also provide the necessary intervention

Other Key Program Procedures:

Additional activities and procedures in the implementation of the program are as follows:

Step 9: Beneficiary Updating

Updating of Household information is a very important procedure in monitoring the household's continuous eligibility in the program. Beneficiary updating tracks changes such as new birth, new enrollees, transfer of residence, transfer of school and health centers and other pertinent information that has a bearing on the monitoring of compliance with the conditions of the program (details on Chapter Seven).

Step 10: Transition Strategy

In preparation for the graduation of the household from the program, transition strategies are implemented under the DSWD convergence framework. The main transition strategy is to facilitate provision of support and referrals to programs and services that prepare households beneficiaries for exiting the program. This includes provision of Sustainable Livelihood Program (SLP), Family Development PLUS (FDS PLUS), Community-Driven Development Program (CDDP), and Case Management and Referrals.

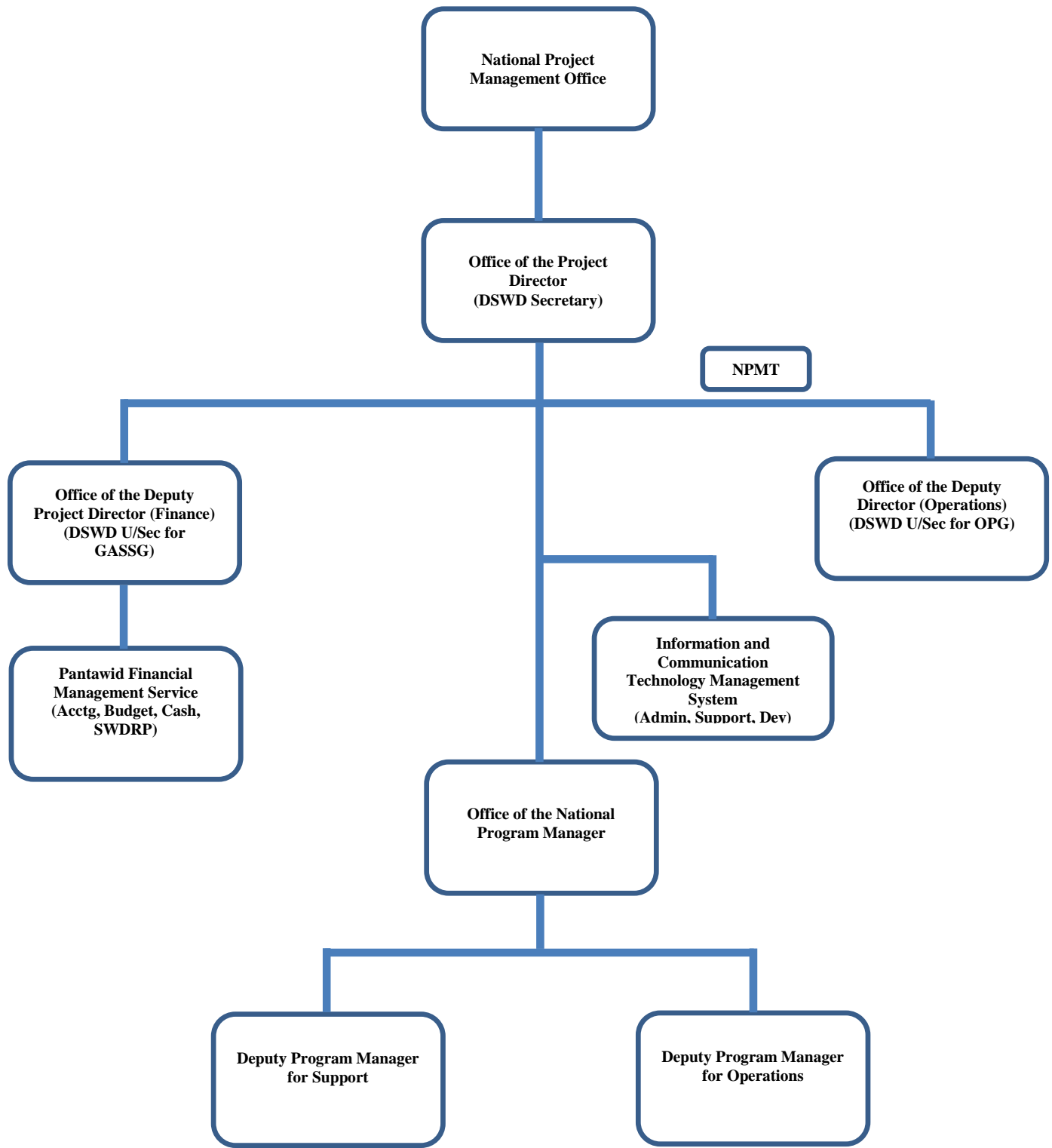
F. Exit Rules

Exit from program is when the youngest child reaches the age of 18 at any time during the school year, he or she will continue to receive the education grant until the school year ends and/or when his or her household will cease to be a beneficiary of *Pantawid Pamilya*.

In addition, HH found non-poor by the Listahanan during the second round and succeeding assessment will exit from the program and will be referred to other DSWD /Government social protection programs.

Other ground for exiting the program is through the Grievance Redress System. The beneficiary may be delisted if they are reported for third offense for misdemeanor (pawning of cash cards; using the cards for loan collateral; use of cash grants for livelihood activities, drug abuse, alcoholism and gambling).

CHAPTER TWO: ORGANIZATIONAL STRUCTURE AND KEY FUNCTIONS



A. National Program Management Office

As the lead agency for the implementation of the Pantawid Pamilyang Pilipino Program, the Secretary of the Department of Social Welfare and Development (DSWD) acts as the National Project Director and shall be responsible of the management of project implementation activities. A full time National Project Manager and two (2) senior executives of DSWD are designated as National Deputy Project Managers for Operations and Finance to head and manage the day to day operations of the National Project Management Office (NPMO). The NPMO shall be staffed by a combination of detailed and contractual professional/technical and administrative support personnel.

1. *Planning, Monitoring and Evaluation Division (PMED)*

PMED is primarily responsible for the development and implementation of the monitoring mechanism in the implementation of Pantawid Pamilya. It is also involved in the evaluation of the program and in-charge of the generation of data for use by the NPMO.

2. *Social Marketing Division (SMD)*

SMD is responsible for the marketing and advocacy efforts of *Pantawid Pamilya* from the national down to the barangay level. It shall promote public acceptance of the program and work to generate support from the different stakeholders during its implementation. It is also responsible for developing and disseminating advocacy and marketing materials at all levels of the program implementation

3. *Gender and Development Division (GAD)*

The Gender and Development Division is responsible for the increase in the capacity of program implementers to do gender analysis and gender mainstreaming by providing them ladderized GAD capability building program. It is also responsible for increasing the number of government as well as non-government partners who will create a multiplier effect to propagate the advocacy of women empowerment and gender equality and to transform unequal gender relations through strengthening the impact of the FDS, FDS Plus and other relevant activities

The IP and GAD divisions are more of special consultative divisions of the NPMO and act as technical specialists that ensures that the activities, trainings, programs, and operational procedures and mechanics used in the implementation of the Pantawid Pamilya are culturally and gender sensitive.

4. *Beneficiary Update and Data Management Division (BDMD)*

BDMD is primarily involved in the processing, review and approval of registration and updates of household beneficiaries. It keeps track of the household data/information to ensure/monitor their continued eligibility in the program. It is focused on operationalizing the data management system at the central office level. It also provides technical assistance and monitoring of Beneficiary Registration and Updating System at the regional level including monitoring, maintenance and use of beneficiary data.

5. *Grievance Redress Division (GRD)*

GRD is in-charge of facilitating resolutions of grievances and complaints of household beneficiaries and the community at all levels of implementation. It prepares detailed guidelines and instructions in responding to grievances and complaints on the program.

It ensures the functionality of grievance committees at the national, regional and provincial levels including provision of technical assistance and monitoring of field implementation.

6. *Compliance Verification Division (CVD)*

CVD manages the implementation of the compliance verification system of the program through provision of technical assistance and monitoring. Its focus is on strengthening the compliance monitoring procedures and mechanics of the program. It is also involved in developing guidelines and policies to ensure timeliness and accuracy of compliance results and active engagement of partner agencies in facilitating compliance verification.

7. *Institutional Partnership Unit (IPD)*

IPD is primarily involved in assessing the health and education systems and ensuring that the issues and gaps on the supply side are met by key partner agencies – the Departments of Health and Education, and the Local Government Units through technical consultations, monitoring and evaluation.

It is also involved in the coordination and engagement of partner agencies and other stakeholders for resource augmentation and technical support. It acts as the technical arm of the NMPO in establishing program network with international and local welfare agencies and donors including government agencies and steer the convergence of other stakeholders to facilitate accessing of additional support services for *Pantawid Pamilya* beneficiaries and their household members.

8. *Family Development Division (FDD)*

The Family Development Division is in-charge of developing policies, guidelines and learning modules for the conduct and implementation of the Family Development Sessions (FDS) as an intervention for achieving an improved family well-being using the Social Welfare Indicators (SWI).

It also oversees the integration of the *Pantawid Pamilya* program in the Convergence process of the DSWD, as well as case management strategies of families in the conduct of FDS to improve the level of well-being of the beneficiaries.

9. *Modified Conditional Cash Transfer Division (MCCTD)*

MCCT facilitates the implementation of CCT to other families not covered by the regular CCT. It serves as the bridging intervention to assist 1) homeless street families (HSF) which include families who live and work on the street without permanent abode and itinerant Indigenous Peoples; 2) Indigenous People in Geographically Isolated and Disadvantaged Area (IP-GIDA) and Families in Need of Special Protection such the disaster stricken families and other vulnerable groups under hazardous and disabling working conditions towards their possible mainstreaming into the regular CCT Program. The MCCT Division is responsible in giving technical assistance and monitoring to the field offices ensuring that the program is well implemented.

The MCCT Division is also in charge in ensuring the Indigenous Peoples component of the program is regularly monitored.

10. *Administrative Support Division (ASD)*

ASD is responsible for the provision, maintenance and management of the logistical requirements in support to the operation of the NPMO of the *Pantawid Pamilya*. It is responsible for the procurement of goods, services, and supplies needed by the NPMO, in coordination with the General Administrative Service of the Department. It also handles the record management, property and maintenance, including coordination communication and transportation operations.

11. *Capability Building Division (CBD)*

CBD is mainly responsible for the development of training modules and conducting actual training programs to enhance the implementation of *Pantawid Pamilya*. CBD's goal is to equip the program and field implementers, including partner agencies, with the knowledge and skills needed to ensure the efficient and effective implementation of the program.

12. *Risk Management and Quality Assurance Division (RMQAD)*

The Division is the Program's lead in identifying, assessing, characterizing, communicating, and responding to the different risks which may obstruct it. In so doing, RMQAD provides reasonable assurance that the Program is able to prevent or manage the impact of risks throughout its implementation. RMQAD is also responsible in formulating and continuous assessment of quality standard adhered to by all processes and procedures implementing the Program to ensure that beneficiaries benefit fully.

B. Unified Financial Management Unit (UFMU)

The Unified Financial Management Unit (UFMU) of the Pantawid Pamilya is in-charge of the management of the financial requirements of the program. Tasks entail the preparation of the budgetary plan and the subsequent utilization/disbursement of funds allocated at the National and Regional level, including liquidation and reporting of the same to the central office. Unified Financial Management Unit (UFMU) is linked directly with the Financial Management System (FMS) of the Department under the supervision of the General Administration Service and Support Group.

1. *Program Budget Management Division*

- a) Overall supervision of the Social Welfare and Development Reform Project (SWDRP) Budget Division
- b) Prepares the Project Annual Budget Proposal for Pantawid Pamilya and in-charge of Budget Hearing concerns in Congress and Senate
- c) Assists the Unified FM Specialist for Foreign Assisted Projects (FAPs) to establish the cost parameters applicable to the operating costs of the project
- d) Reports preparation and submission to the Department of Budget and Management (DBM) and other monitoring agencies relative to Pantawid Pamilya's budget
- e) Controls and monitors budget implementation

2. *Grants Payroll Management Division*
 - a) Supervises Payroll Generation for all types of Payroll (Initial, Regular, Retro and MCCT)
 - b) Supervises, reviews and monitors Cash Card processes (Rejected Top-ups, new enrolments, other concerns)
 - c) Monitors payouts (reconciliation of reports on claimed and unclaimed cash grants gathered from the FOs and conduits, monitor refunds of unclaimed grants under each mode of payment, and reconcile cash balances)
 - d) Coordinates with LBP/other concerned offices/agencies regarding the issues and concerns on funding and disbursements of CCT grants
 - e) Prepares various Pantawid Pamilya Payment Reports as needed by Management and other concerned entities.
 - f) Sees to it that the internal control system designed and installed to safeguard resources of Pantawid Pamilya is being maintained during the process of funding and disbursements of CCT Grants
 - g) Constantly checks and evaluates every processes and conform with the Internal Control measures in place
3. *Grants Liquidation and Reporting Division- Analyzes the consolidated cash grants liquidation of the Pantawid Pamilya*
4. *Loans Compliance Division*
 - a) Overall supervision of the Loans Compliance Division
 - b) Prepares Statement of Expenditures for both cash grants and implementation, and operating costs;
 - c) Preparation of Withdrawal Application for the Financing Institutions (World Bank and ADB) on the basis of the Statement of Expenditures of the central and regional offices;
 - d) Coordinates with Accounting Division regarding the Withdrawal Application for recording of the same in the books of accounts;
 - e) Manages the Designated Account, and prepares withdrawal application for submission to the World Bank and ADB;
 - f) Coordinates with the World Bank, Asian Development Bank, the Department of Finance (DOF), the Department of Budget and Management (DBM), the Bureau of Treasury (BTr), the Bangko Sentral ng Pilipinas (BSP) and the Land Bank of the Philippines (LBP) for the timely release of project funds.

C. Information and Communication Technology Management Service (ICTMS)

The Information Communication Technology Management Unit of the *Pantawid Pamilya* is primarily responsible for promoting the effective use of Information and Communication Technology (ICT) throughout the implementation of *Pantawid Pamilya*. Given the magnitude of the number of program beneficiaries, the ICTMS plays a key role in maintaining the *Pantawid Pamilya* database to facilitate system requirements and operations.

It is the Information Technology Officer II that oversees the operations in the National Program Management Office and Regional Program Management Offices. The tasks and responsibilities are as follows:

1. Conducts business process and requirement analysis;
2. Conducts system analysis and develop system design;
3. Design, write, test, debug or troubleshoot and maintain the source code of information system;
4. Conduct systematic monitoring of software engineering processes, tools and methods used to ensure quality of applications developed;
5. Provide technical assistance in the preparation of system maintenance, monitoring, change management and sustainability plans;
6. Process requests for change management and sustainability plans;
7. Coordinate with other ICT teams/groups on project management requirements and the performance of assigned tasks;
8. Prepare and submit documentation of tasks performed and service rendered;
9. Prepare ICT service management reports and recommendations; and
10. Perform other related tasks as may be assigned for the effective and efficient implementation of the MISS information and Communications Technology Service Management (ICTMS)

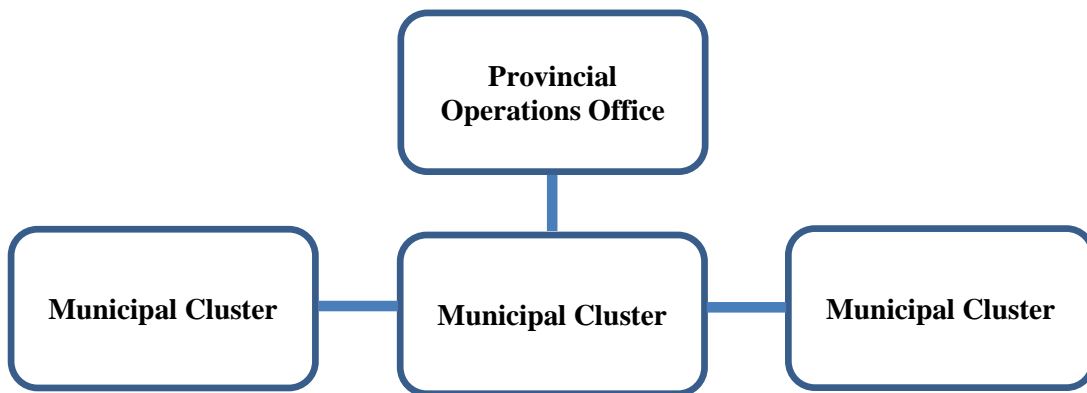
D. Regional Program Management Office

The Regional Program Management Office (RPMO) is in-charge of the regional implementation of *Pantawid Pamilya*. The RPMO provides support and technical supervision to make sure that all functions are carried out according to the OM in an efficient and timely manner. It operates an extended field office at the provincial level and directs operations of field implementers at the City/Municipal level.

The RPMO ensures the execution and implementation of the program is at its full capacity at the regional level. The RPMO is also responsible for the program planning and report preparation of field operations, fund management, approval of system inputs, internal/external stakeholder support, monitoring and Q/A of field operations, provisions of technical assistance, human resources and staffing, and policy recommendations.

The lead in the RPMO is the Regional Program Manager (Regional Director), assisted by the Regional Deputy Program Manager (Assistant Regional Director) and the Regional Program Coordinator (RPC). The RPC directly reports to the Regional Deputy Program Manager, and oversees the implementation of the program at the regional level, the operations in the Field Office and in the Provincial Operations Offices.

1. Provincial Operations Office (POO)



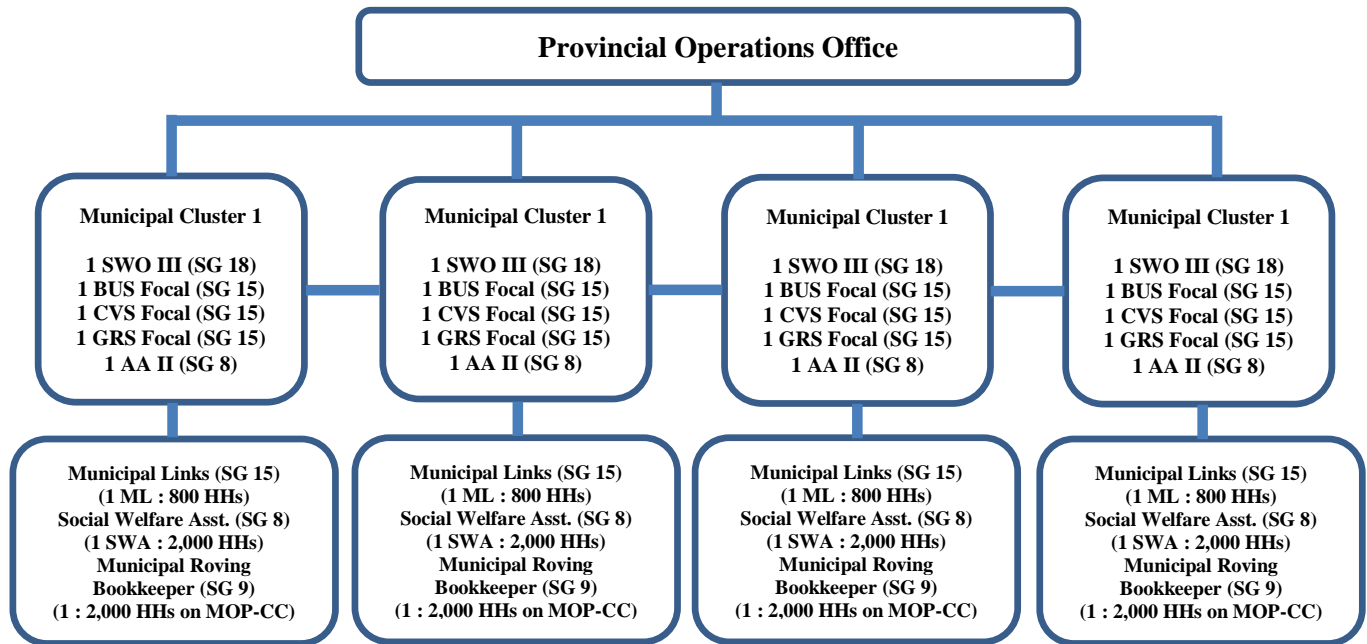
- a) The Provincial Operations Office (POO) facilitates the coordination and management of program implementation at the local level. The POO is composed of cluster offices in a province and its number of cluster offices is dependent on the total number of household beneficiaries in a province which provides direct supervision to the local operation at the city or municipal level implementation
- b) The POO is responsible for the following:
 - i. Monitoring and quality assurance of systems/field operations
 - ii. Entry, consolidation and processing of data
 - iii. Ensuring formulation and monitoring of implementation of interventions plans
 - iv. Convergence and advocacy for the supply side requirements

The POO is headed by the Provincial Link (PL) and supervises one (1) Provincial Grievance Officer, one (1) Monitoring and Evaluation Officer, and one (1) Administrative Assistant in his office. The PL also oversees the operations of municipal clusters in the province.

A province is divided into municipal clusters depending on the number of the Pantawid HHs in the area. The municipal cluster is the frontline systems operations i.e. intake of updates, grievance, distribution and retrieval of CVS forms. It is responsible for the monitoring and conduct of the FDS and the FDS Plus. It is also responsible for the implementation of intervention plans and is accountable for the convergence and advocacy for supply side requirements.

A province with 100,000 households (HHs) and above is considered extra big and is divided into 4 municipal clusters. A province with 75,000-100,000 HHs is also considered big and is divided into 3 municipal clusters. A province with 50,000-75,000HHs is considered medium and is divided into 2 municipal clusters. A province with 25,000-50,000HHs is considered small and has 1 municipal cluster. A province with less than 25,000 HHs is also 1 municipal cluster and has no Provincial Operations Office, it is the SWO III who heads and acts as the Provincial Link.

2. Municipal Cluster Composition

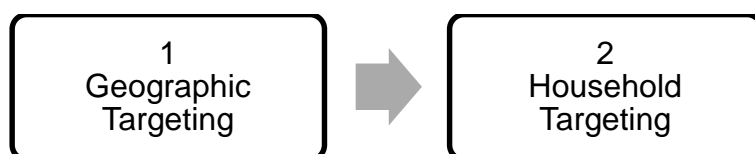


The operations at the municipal level involve the City/Municipal Links with the assistance of the Social Welfare Assistants and LGU Links who are in-charge of actual implementation at the local level. The City/Municipal Links with the SWAs works closely with the City/Municipal Social Welfare Development Office in the management and operations of *Pantawid Pamilya*.

CHAPTER THREE: TARGETING MECHANISM

The Pantawid Pamilyang Pilipino Program targets eligible poor households residing in the poor areas of the Philippines. Eligible households are those that must be located in the poor areas selected by the program, must be identified as poor by the *Listahanan*, must have pregnant member or at least one child aged 0-18 years old, and must be willing to commit to meeting the program conditionalities.

The *Pantawid Pamilya* follows a two-step process in the selection of program beneficiaries. Both steps of targeting process are done at the National Program Management Office.



A. Step 1: Geographic Targeting

The first step is the geographic targeting or selection of provinces, municipalities, cities, and barangay to be covered by the program. The *Pantawid Pamilya* areas are selected based on the poverty incidence published by the Philippine Statistics Authority - National Statistical Coordination Board (PSA-NSCB). Note, however, that geographic targeting prior to household selection is only applied at the start of the program. After Set 2, subsequent expansions of the program no longer used geographic targeting in actual implementation and uses direct household targeting.

1. Selection of Provinces⁹

The selection of provinces is based on the official provincial poverty statistics released by the PSA-NSCB based on the 2006 Family Income and Expenditure Survey (FIES) conducted by the National Statistics Office (NSO). The provinces nationwide are ranked according to the incidence of poverty. The National Project Management Office (NPMO) determines the cut-off targets at the provincial level.

⁹ The provincial ranking was applied in the 1st phase of expansion (Set 1) in 2008. Starting 2nd expansion in 2009 (Set 2) onwards, the geographic targeting process shifted from provincial ranking to municipal ranking.

2. *Selection of Municipalities*

The selection of municipalities is based on the 2003 Small Area Poverty Estimates (SAEs)¹⁰ by the PSA-NSCB. Municipalities are likewise ranked according to the incidence of poverty. The NPMO then determines the cut-off targets or number of municipalities that will be covered by the program.

3. *Selection of Cities*

Cities are ranked based on a standard set of indicators. The NPMO determines the indicators as well as the cut-off targets.

4. *Selection of Barangays*

All barangays within the selected municipalities and cities surveyed by the National Household Targeting Office (NHTO) having poor households are selected.

B. Step 2: Household Targeting

A two-step process shall be followed in the selection of households to be included in the program. The first is the selection of poor households and the second, the selection of eligible household beneficiaries.

1. *Selection of Poor Households*

The selection of poor households is conducted by the Listahanan formerly known as National Household Targeting System for Poverty Reduction Program (NHTS-PR). Listahanan serves as a system for identifying who and where the poor households are. It lays the foundation for the establishment of a unified, objective, and transparent targeting system that will identify who and where the poor and disadvantaged households are.

In the selection of the household beneficiaries of the Pantawid Pamilya, the NHTS-PR undertakes two major stages as follows:

¹⁰ The 2003 SAE is the latest available municipal poverty incidence during the start of the program in 2008.

a) Selection of Poor Provinces

The first stage involves the selection of poor provinces based on poverty incidence according to the latest and FIES conducted by the NSO. The selection of municipalities in the selected poor provinces is based on poverty incidence according to the latest SAEs by the NSCB. In the case of cities, data on identified poor areas (pockets) are provided by the Presidential Commission on the Urban Poor (PCUP). Note, however, that this step only applied at the beginning of the program.

b) Household Assessment through the Use of Proxy Means Test

The second stage involves household assessment through the application of the PMT methodology to predict income of households on the basis of household composition, education, socio-economic characteristics, housing conditions, access to basic services, assets, tenure status, and regional variables.

c) The information for estimating the PMT is gathered using a two-page questionnaire called the HAF, which contains relevant variables that predict income of households. Application of the PMT provides information of households' predicted incomes which are then compared with poverty thresholds at the provincial levels to determine which households are below (poor), equal, or above (non-poor) those thresholds.

The process in the selection of poor households covers four (4) phases of the operational cycle of the *Listahanan* as follows:

a) Preparatory Phase

The Preparatory Phase involves two main steps – Selection of Provinces, Municipalities and Cities and identification of Data Collection Strategy.

In the *selection of provinces, municipalities and cities*, the NSCB classification on poverty incidence data was used in the prioritization of provinces/municipalities/cities in the conduct of household assessment in all the provinces in the country.

The *identification of Data Collection Strategy* is done first considering total enumeration of housing units and households in selected municipalities, cities or areas within municipalities or cities. The second part is to respond to on-demand application after the total enumeration has concluded in a certain area.

In either strategy, information is collected through home visits and interview with target households.

b) Data Collection and Analysis Phase

The Data Collection and Analysis Phase involve Data Collection and data Entry, Analysis and Determination of Poverty Status.

Data collection is through total enumeration in municipalities or cities with over 50% and above poverty incidence. This means that all housing units and households residing in said units will be visited by the Enumerators to perform the survey using the HAF. Total enumeration will also be done in urban areas or barangays identified as “pockets of poverty,” as defined by the Presidential Commission for the Urban Poor (PCUP).

The **Data entry, analysis and determination of poverty status** involve encoding of data on the household assessment form into the management information system. The data are checked first by the area supervisor to ensure completeness and accuracy.

Once the data has been entered in the MIS, the list of poor households will be determined through the application of the PMT using the indicators found in the HAF.

Proxy variables were selected from the analysis of data of two main surveys produced by the NSO - the FIES and LFS. Selected variables which are easily observable and verifiable are determined by the *Listahanan*.

The PMT as a methodology calculates the indicators or variables in the HAF with corresponding weights that when summarized and computed will provide an estimated income of the household. The estimated income of the household is compared or applied to the provincial thresholds to select poor households.

c) Validation and Finalization

The Validation and Finalization Phase involves posting of lists of classified poor and non-poor households and review by assigned local verification committees; preparation of final list by poverty level and launching of on-demand application for household assessment.

List of households classified as poor based on the results of PMT is sent to the municipal level for posting and shall be validated by the Local Verification Committee to facilitate the following:

- i. Resolve complaints and appeals received
- ii. Check the list of households for completeness
- iii. Identify and certify households that have not been assessed based on appeals and complaints received

On demand application is done if needed and it is conducted through unannounced home visit and conduct of household assessment. Households inadvertently omitted from the list may submit an appeal to the Local Verification Committee.

The Local Verification Committee responds to appeals and complaints using the Application for Appeal and should the appeal be meritorious, necessary correction is made on the entries in the HAF.

Households in areas not subject to complete enumeration or households willing to enter into the *Listahanan* but were not included in the enumeration can request assessments by contacting the LGUs through the local committee chairperson or the representative of the NHTS.

To apply for inclusion in the *Listahanan* and be enumerated, the household head or his/her representative must:

- i. Present one (1) valid identification card, i.e. Voter's ID, SSS, GSIS, PhilHealth that shows his or her name and complete address
- ii. Obtain a certification from the LGU that the household has not been interviewed before by the *Listahanan*;
- iii. Agree to an unannounced visit to the home to have the interview.

The NHTS-PR Coordinator will review the list and prepare a workplan detailing the number of households to be assessed. The *Listahanan* Coordinator will conduct the interviews and enter the data into MIS following the verification process that has been established.

The registry of poor and non-poor households shall be finalized and considered as completely closed two (2) months after the last enumeration is conducted.

- d) Report Generation Phase
Report generation phase shall include Finalization and Updating of List of Poor Households, profiling of households in MIS and feed backing to MIS from program using the *Listahanan*.
- e) The list of poor households shall be finalized and will serve as the basis in granting access to stakeholders involved in social protection programs and social services delivery.

2. *Selection of Eligible Households*

From among the poor households in the *Listahanan*, the eligible households to be included in the program shall be selected through Eligibility Check Routine System. The ECR System is an application that is used to identify poor households in the *Listahanan* with pregnant women and/or those with children aged 0-18 years old.

The same program shall generate the list of eligible households that shall be downloaded to the region for posting in the barangay and eventual validation through the community assembly. The ECR results shall be validated at the field level and households in the said list shall be registered in the program once validated as eligible.

In the downloading of eligible households, the names of eligible household beneficiaries will be arranged alphabetically by barangay and by municipality. The regional offices will coordinate with respective LGUs for the posting of these lists in conspicuous places for a period of one (1) month to give all members of the community sufficient time to find out who the eligible beneficiaries are and to confirm that those who have been selected are indeed poor. During the posting period, any members of the community may file complaints and appeal for inclusion/exclusion cases with the Municipal/City Links or with the City/Municipal Social Welfare Officer of the locality. Also included in the posting are information about the time and place of validation in their respective municipalities and barangays.

No replacement will be made from within the same municipality if the total target households, is not reached in the selected city/municipality due to non-registration and ineligibility of the households, absence of qualified beneficiaries, and other rightful reasons. The selection for new eligible households will be based on poor households in the next remaining municipalities in the *Listahanan* which are not covered yet by the program.

CHAPTER FOUR: SUPPLY SIDE ASSESSMENT

A. Supply Side Assessment Framework

The supply-side assessment provides a framework for prioritizing, gathering, analyzing supply-side information on health and education and incorporating them into the design and implementation of *Pantawid Pamilya*.

The *Pantawid Pamilya* Program provides cash grants to families provided they comply with the conditionalities on health and education. The expected response is that families will visit health centers to avail of preventive health services and enroll their children in school, thereby posing an additional demand for health and education services, facilities, supplies and service providers.

The three main objectives of the conduct of supply-side assessment are as follows:

1. Assess the current health and education supply side at the city/municipality and barangay levels
2. Define the gaps and needs, if any, and their corresponding solutions and recommendations to enable the *Pantawid Pamilya* beneficiaries to meet the conditionalities of the program
3. Lobby with key partners and LGUs on addressing the supply-side gaps.

There is a need to inform partner agencies of the identified supply side gaps and find solutions to help household beneficiaries meet the conditionalities of the program. The main process involved in the conduct of supply side assessment is as follows:

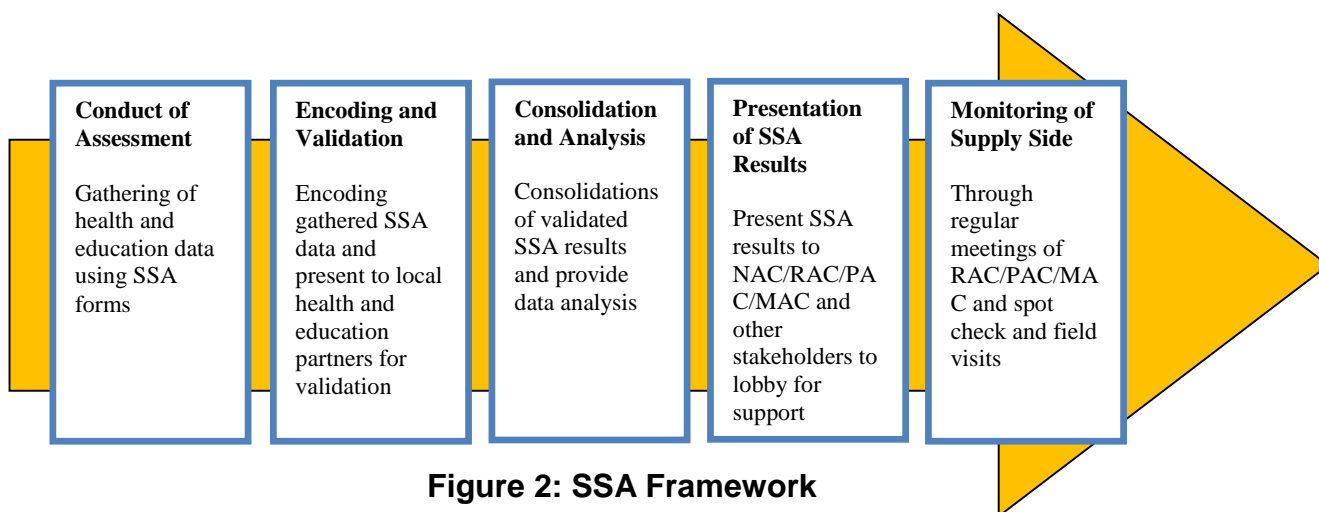


Figure 2: SSA Framework

B. Mechanics in the conduct of Supply Side Assessment

The following are the specific activities for the conduct of the supply side assessment:

1. *Pre-SSA Activity*

Memorandum of Agreement with the Local Government Units¹¹

A Memorandum of Agreements (MOA) shall be entered into between the DSWD and LGUs to formalize their partnership in the implementation of the *Pantawid Pamilya*. The MOA shall define the roles and responsibilities of the DSWD as the lead agency of the program, and the LGU as the implementing unit.

As major partners in program implementation, LGUs are required to honor the following commitments as stipulated in their Memorandum of Agreement (MOA) with the DSWD and the Joint Memorandum Circular 4:

The Provincial Government shall:

- a) Provide logistical support to the municipality to ensure the effective implementation of *Pantawid Pamilya*, particularly on the supply side for health and education
- b) Organize an inter-agency Provincial Grievance Redress and Advisory Committee to address complaints, queries, and cases filed in connection with the implementation of *Pantawid Pamilya* in the province as well as recommend policies for elevation to the Regional and National Advisory Committee
- c) Serve as advocate to other partner agencies and non-government organizations (NGOs), people's organization (POs), and other intermediaries to gain support for the *Pantawid Pamilya* program
- d) Coordinate and assist the municipalities on a regular basis to resolve issues in program implementation
- e) Assist the municipalities in providing support services and programs such as value formation and education, livelihood assistance, health and sanitation, and the organization of neighborhood groups to facilitate program implementation
- f) Monitor program implementation at the municipal level in accordance with established rules, regulations, and procedures
- g) Convene and conduct regular (monthly) Provincial Advisory Committee and preside the meeting as Chair of the Committee.

¹¹ The Memorandum of Agreement stipulates the specific responsibilities of the Local Government Units particularly on the Supply Side requirements of the Program. See Appendix 8 – Provincial Level and Appendix 9 – City/ Municipal Level.

Ensure supply side updates are discussed and gaps are addressed in the regular meetings.

The Municipal Government shall:

- a) Collaborate with the DOH and DepEd to ensure that the health and education services required by the program are available, and ensure enrollment of the beneficiaries in the PhilHealth (Philippine Health Insurance Company) Program.
- b) Provide other logistical support including but not limited to office space and equipment for the city/municipal link for the duration of program implementation
- c) Designate a permanent focal person for the program
- d) Receive and send updates of household beneficiaries to the RPMO, including birth of children, change of address, change in the household grantee, and other information as specified in the manual
- e) Provide the RPMO with the information required to verify that household beneficiaries are indeed in compliance with the conditionalities of the program
- f) Review progress reports on the verification of commitments and supply of services and take action needed
- g) Address queries and complaints of families concerned
- h) Help promote and disseminate information on the program to different stakeholders
- i) Set up an interagency network to ensure the convergence of services and to serve as an advisory group in program implementation
- j) Perform regular monitoring and provide technical assistance to city/municipal links and parent leaders
- k) Shall be appropriately represented in the Provincial Grievance Redress Committee.
- l) Preside as Chair of the Municipal Advisory Committee (MAC), conduct regular (monthly) meetings and ensure that supply side assessment is discussed and addressed during meetings.

Strong collaboration and coordination with the LGUs shall be conducted on cases of non-fulfillment of commitments as indicated in the MOA, including but not limited to (1) the non-designation of a focal person at the municipal level to assist the municipal link; and/or (2) not having office space in which to receive and process queries and updates from as well as complaints by program beneficiaries

The misuse and misrepresentation of *Pantawid Pamilya*, including but not limited to (1) obtaining the favor and patronage of household beneficiaries for purposes other than the program's; and (2) imposing other obligations and

conditionalities outside those stipulated in the implementing guidelines shall be dealt with in accordance with the Grievance Redress System policies of the program.

2. *SSA Process*

Conduct of the Assessment

Supply-Side Assessment on Health

The supply side assessment on health will require all public health facilities in a target municipality or target area in a city to accomplish the supply side assessment form on health. The health personnel in-charge of the health facility shall be the one to accomplish the Questionnaire Form on Health¹².

The forms contain general information about the health center, staffing requirement, health services, and the availability of supplies, vaccines, and equipment. Every health facility shall complete the form with the municipal health officer, nurse or midwife as respondent.

The supply side assessment on health determines the following:

- a) Physician ratio per population
- b) Nurse ratio per population
- c) Midwife ratio per population
- d) Availability of vaccines for children 0-5 years old (in accordance with DOH protocols)
- e) Availability of services for pregnant women
- f) Availability and accessibility of health facilities

Supply-Side Assessment on Education¹³

The Supply-Side Assessment Form on Education contains basic information about the school, the number of teachers assigned, the classroom area per student, the availability of Basic Education Curriculum (BEC) books, and other facilities in the school. The supply- side assessment on education covers all the primary and secondary schools in the municipality or target barangays in a city. The primary schools shall be consolidated separately from the secondary schools. The school principals shall be the main respondents of the SSA.

¹² The Fill-up Instruction Guide on the Use of Supply Side Assessment Form on Health (Appendix 10) and Questionnaire on Health (Appendix 11) are completed by the health personnel.

¹³ The Fill-up Instruction Guide on the Use of Supply Side Assessment Form on Education (Appendix 12) and Questionnaire on SSA on Education (Appendix 13) are completed by the school principal or designated teacher/staff in the school facility.

The SSA will be validated and consolidated by the District Supervisor at the primary level, and by the assigned representative for the high school level.

Key indicators in determining supply-side availability on education are as follows:

- a) Student-teacher ratio
- b) Student-classroom ratio
- c) Area per student ratio
- d) Student Textbook ratio (only BEC textbooks)
- e) Student Desk ratio
- f) Student to deworming ratio
- g) Areas and providers of Alternative Learning System (ALS) and Alternative Delivery Mode (ADM):

These indicators will be used as proxies for school quality and quantity. School quality is measured by the pupil-teacher ratio (PTR), while quantity is measured by the number of (lower) primary schools.

3. Consolidation and Analysis of Supply Side Results

For each of the indicators on health and education, three measures will be obtained. The first is the actual ratio (which is based on the data gathered using the SSA tools on health and education). The second is the estimated ratio (which is based on the estimated demand due to *Pantawid Pamilya*). The third is the benchmark ratio (based on the official ratios of the DOH and DepEd).

- a) Actual ratio: This will be calculated based on the consolidated data for each of the key categories or indicators on health and education using the completed SSA tools on health and education.
- b) Estimated ratio: This will be calculated on the basis of expected increases in key indicators on health and education based on the implementation of *Pantawid Pamilya* in 2008.
- c) Benchmark ratio: This will be based on the standards provided by the DOH and DepED.

The supply side assessment reports on health and education in every municipality and city covered by the program shall be consolidated. The gap is calculated as the difference between the estimated and benchmark ratios.

The Regional Office, in coordination with the Municipal and Provincial Links, shall consolidate gaps and issues identified at the Municipal and Provincial level based on the results of the SSA. The Regional Office in collaboration with the Provincial Links and Municipal Links shall provide initial analysis on the gaps identified and recommendations for lobbying at the MAC, PAC and RAC.

3. Monitoring of Supply Side Commitments

Monitoring of the supply side on health and education shall be conducted through the Municipal, Provincial and Regional Advisory Committees throughout the implementation of the program. This may be done via regular meetings of the MAC, PAC and RAC and through field visits and consultations. The NPMO shall conduct supply side spot-checks on a regular basis (once or twice a year) to enable beneficiaries to meet the conditionalities of the program.

At the national level, The DBM shall convene the technical working group composed of the DSWD, DOH, DepED and DILG to ensure that all key partners are responsive in meeting the supply needs or gaps of the program as considered in their annual budget (reflected in their Program Expenditure Plan or PEP). A convergence strategy both internal and external is adopted to facilitate other supply needs of the program as well as help meet other support services needed by the beneficiaries of the program. Close coordination and technical assistance to the LGUs shall be provided to municipalities not meeting the supply side requirements. Continuous monitoring of the municipality will be done and the LGUs shall be encouraged to provide the necessary support to their respective constituents.

CHAPTER FIVE: BENEFICIARY REGISTRATION (COMMUNITY ASSEMBLY)

The beneficiary registration (community assembly) is an important activity of the *Pantawid Pamilya* as this serves as the entry point of the Program. It should be conducted rigorously as it affects the subsequent activities and procedures such as payment, compliance verification and management of caseload. It is conducted to gather the identified eligible beneficiaries for validation and registration to become part of *Pantawid Pamilya*. This is also a venue where the registered beneficiaries are oriented on the Program

The objectives of the beneficiary registration are as follows:

- Validate and verify the identity of the household
- Update the information of validated eligible households;
- Register validated eligible household beneficiaries, make them sign in the Oath of Commitment, fill-out a LBP Enrollment Form and provide them *Pantawid Pamilya* ID cards;
- Select household grantee and children to be monitored in the education program; and
- Orient the beneficiaries about the Program, its conditionalities, as well as other responsibilities as beneficiaries;
- Provide counseling, through the C/MSWDO, to those beneficiaries who are found to be ineligible for the program.

A. Preparatory Activities

The preparatory activities that shall be undertaken include, but not limited to the following:

1. *Generation of the Results of Eligibility Check Routine (ECR) and Pre-generated Registration and Validation Forms*

The list of eligible households from the conduct of the ECR together with the pre-generated validation forms and other registration related foorms shall be generated by the *Pantawid Pamilya* NPMO and released to the Field Offices.

2. *Printing and Distribution of List of Eligible Households*

The list of eligible households, pre-generated validation forms and other registration related documents shall be printed by the concerned Field Offices for onward distribution to the City/Municipal Links for information and

reference in planning the actual conduct of Community Assembly and for posting in the concerned barangays.

3. Coordination and Planning with Local Government Units (LGUs)

Planning and organizing community assembly includes proper coordination with concerned LGUs under whose jurisdiction the community assembly shall be held. This is in consideration to the magnitude of the people expected to come into the venue in addition to the number of household members listed as eligible beneficiaries of the Program.

Coordination and planning with the LGUs shall include finalizing of schedules of community assembly in the concerned barangays and ensuring the provision of additional manpower, security and logistical requirements from the LGUs and partner agencies as counterparts.

4. Posting of the List of Eligible Households

Posting of the list of eligible households shall be done in preparation for the actual conduct of community assembly. This aims to inform the community who among the poor households are selected to be eligible in the Program, when the community assembly shall take place and what are the requirements to bring in the community assembly.

The list of eligible households should be posted in conspicuous places in the community such as municipal/city hall, markets, health and school facilities, etc.

5. Orientation and Organization of the Working Teams

Working teams are organized prior to the conduct of community assembly to ensure that there will be an organized committee who will plan and be in-charge of its overall conduct. The members of the team shall be composed of DSWD staff, LGUs and key partner agencies in the locality.

Details of the work and functions of the members of team who shall do the community assembly should be clearly outlined to avoid duplicity and redundancy. In anticipation of the number of person who shall attend the said activity, every member should play a key role to guarantee that the desired output and needed data will be captured.

B. Community Assembly Proper

The community assembly is where the eligible households identified by the Pantawid NPMO through ECR are gathered for validation and registration in the Program.

The conduct of community assembly proper includes, but not limited to, the following:

1. *Recording of Attendance*

The recording of attendance of identified eligible households shall be the start of the conduct of community assembly. The attendance sheet shall be used as an aid in monitoring the status of registration of eligible households. The households who are not able to attend the community assembly shall be subjected to follow-up validation.

2. *Orientation*

The attendees should be oriented about the *Pantawid Pamilya* program, on the following:

- a) Definition and Objectives of the Program;
- b) Eligibility and Selection Process;
- c) Program Package: Conditionalities and Cash Grants;
- d) Basic information on the different systems of the Program such as on compliance verification, grievance redress, and updating; and
- e) Reminders on the limitations or prohibitions in the misuse of cash grants or cash cards which could be a basis either for the suspension or termination of the household in the Program.
- f) Registration process

3. *Validation of the Grantee and Updating of the Profiles of the Household Members*

Validation of eligible households can be seen as the most important activity of the community assembly. This shall be conducted rigorously to verify the eligibility of the identified potential beneficiaries.

This process also includes updating of data of the households. This is the part where all the necessary data and information of the members are corrected and updated as this may affect the eligibility of the household to wit:

- a) households must be located in the poor areas selected by the program,
- b) households must be identified as poor by the *Listahanan*,

- c) households must have pregnant member or at least one child aged 0-18 years old

If the households are found to be eligible after thorough validation, they shall be registered and called *Pantawid Pamilya* beneficiaries.

It is also during the validation where the grantee of the registered household is identified. The grantee is defined as the mother or the most responsible adult member of the households authorized to withdraw or receive the grants. He/She should be included in the household roster.

Moreover, the grantee shall choose from among his/her eligible children who shall be selected for education monitoring. The maximum number of children that could be selected for education monitoring should not exceed the allowable three (3) children as designed by the program. The children can be selected for education monitoring provided that:

- a) The children are 3-18 years of age
- b) The children are sons/daughters/grandsons/granddaughters
- c) The children are included in the roster

If the households are found to be ineligible after thorough validation, the said findings shall be the basis of the RPMO in taking action in changing the status of the concerned households in the *Pantawid Pamilya* database, to wit:

- a) No pregnant mother nor children aged 0-18 years old;
- b) Waived enrollment/Not interested and/or elected as LGU officials;
- c) Transfer of residence to a municipality outside the area of program coverage.
- d) Transfer of children's residence to a municipality outside the area of program coverage.

4. Filling-out of LBP Cash Card Enrollment Form

After the validation, the grantee shall fill the LandBank Cash Card Enrollment Form. The data stated in the form should be verified to reflect the correct information of the grantee.

5. Signing of Oath of Commitment and Oath of being a new Pantawid Pamilya Beneficiary

All beneficiaries who have undergone the validation process should sign an Oath of Commitment as confirmation of their agreements to follow the conditions set by *Pantawid Pamilya*. The signing of Oath of Commitment

implies that the beneficiaries have accepted and fully understood the conditions of *Pantawid Pamilya* and commit themselves to follow the inclusive policies and guidelines provided therein. This document shall serve as a living proof to their acceptance, which should be kept safely together with all other documents issued.

The signing of the Oath Commitment of being a new *Pantawid Pamilya* beneficiary is important in ensuring that all the new households registered into the program is not yet a *Pantawid Pamilya* beneficiary or have not been identified and previously registered into the program nor any member of his/her household are/were enrolled into the program. This shall minimize the possibilities of registering households who are/were already program beneficiaries, hence minimizing duplicate households.

6. Picture Taking and Release of Identification Cards

All identified grantees of registered households shall have their picture taken which shall be attached to the LBP Cash Card Enrollment Form and to the identification card to be issued by *Pantawid Pamilya* to the beneficiary.

The RPMOs, together with the working team, will be responsible for taking the ID pictures of each and every household beneficiary. Once this has been completed, the potential beneficiaries will sign in the ID card bearing their unique household number. As much as possible, the ID cards must be released on the actual day of community assembly and it is important also that somebody from the local government unit or the barangay should be present to witness the ID capture of the beneficiary to establish and to confirm the identity of newly enrolled beneficiaries.

If the ID will not be released to the beneficiaries on that day, the beneficiaries may be asked to return home as they will just be informed of the scheduled release of their ID and Cash Cards by the Municipal/City Link in coordination with the Municipal/City Social Worker.

7. Help/Counseling Desk

The Help/Counseling Desk is allotted to receive and entertain the questions, queries, issues and concerns from the people either included in the list as eligible beneficiaries or not. These queries, issues and concerns should be treated separately so as not to cause delay in the regular process of registration. These queries and inquiries may include additional information about the program, e.g. selection procedures, inclusion error, exclusion error and eligibility criteria.

All issues and complaints captured at the time of community assembly should be documented to be able for the *Pantawid Pamilya* Team to immediately undertake validation visits to the household beneficiaries and to provide the appropriate reports to be filed with the City/Municipal Advisory Committee for its action.

CHAPTER SIX: THE BENEFICIARY UPDATING SYSTEM (BUS)

Updating the *Pantawid Pamilya* Database is an essential component in the implementation of the program. In updating the beneficiary data, *Pantawid Pamilya* uses the Beneficiary Updates Form to gather, validate, report and record the changes that have occurred on the status or condition of any member of the household during its tenure in the program. This, in turn, would be used as basis in the monitoring of compliance of the registered beneficiaries.

It helps to monitor the amount of cash grant that was originally given to a household, and also determines the amount of money the beneficiary household should be eligible for. It serves as reference on whether to continue, suspend or terminate the grant of a certain household.

The continuity of the cash grant is dependent on two (2) important factors, such as:

- *How the beneficiaries abide by the conditionalities as would be the basis of monitoring through the Compliance Verification System (CVS)*
- *The change/s on the status/condition of each beneficiary household which would be reflected in the Update Report.*

A. Types of Updates

All updates must be accompanied by the appropriate supporting documents. The information and documents provided by the household-grantee must be accurate and may be verifiable to the pertinent documents. Any false declaration and/or documentation submitted in support of an update will be sufficient ground for the removal of the update and/or suspension of the grantee in *Pantawid Pamilya*.

Beneficiary-households must report any and all changes in the status and/or household composition resulting from a number of different circumstances which are as follows:

Table 3: Types of Updates

Type of Update	Description	Supporting Documents (Most Recent)
1) Newborn	<p>Child/ren born resulting from the pregnancy of any member of the household at the time of assessment and during program period.</p> <p>Children born out of the pregnancy of the household member in the course of Program implementation.</p>	<p>a) Birth Certificate [National Statistics Office (NSO) / Office of the Civil Registry (OCR)]</p> <p>b) Rural Health Units (RHU) / Barangay Health Station (BHS)</p> <p>c) Registration Certificate</p>
2) Change of Address (Within <i>Pantawid Pamilya</i> Areas)	<p>Applies to Households who transferred residence to other <i>Pantawid Pamilya</i> Program Areas. The following are the different levels of updates transaction of beneficiaries who transferred residence:</p> <p>a) Household transferring residence within the Barangay.</p> <p>b) Households transferring residence to other barangays within the city/municipality.</p> <p>c) Household transferring to other city/municipality within or other provinces.</p> <p>d) Household transferring to other regions.</p>	<p>a) Certification of transfer of residence from Barangay Captain (BC);</p> <p>b) Certification of transfer of residence from BCs of old and new addresses;</p> <p>c) Same as b), plus Certification of previous residency from C/ML of former address, photo copies of <i>Pantawid Pamilya</i> ID and LBP cash card (If issued)</p> <p>d) Same as b), plus filled-out LBP form if the household has not been issued with cash card.</p>
3) Moved Out of the Province, City or Municipality a) (NON- <i>Pantawid Pamilya</i> AREA)	<p>Applies to household transferred to a non-<i>Pantawid Pamilya</i> Area, it will be delisted by the RPMO.</p>	<p>a) Certification from Barangay Captains of Old and New Addresses</p> <p>b) C/ML Certification</p>

4) Change of Servicing Health Unit (Health Center, Rural Health Unit or Barangay Health Station)	If household decided to avail health services from a different health unit or station.	c) Registration Certificate from the new health center/unit signed by Municipal Health Officer (MHO)/Station Head
5) Change of School/New Enrollment	If household decided to change the school of child/ren, and; If household decides to enroll a new student aged 3-18 years old.	Proof of Enrollment from receiving school signed by the Principal or Head Teacher
C. Change of Beneficiary/ Mother Grantee	Applies to households who needs to replace the current grantee enrolled in the program, because of the following reasons: a) Death; b) Long absence (within 6 months period) in the household; c) Poor health condition/disability, Old age; and d) Abandonment	a) Death Certificate b) Certification by C/ML stating reason for Long Absence c) Medical Certificate d) Filled-out LBP form of substitute beneficiary paired with either document a), b), c), and d) e) Incident report or case study by the Municipal Social Welfare Development Office (MSWDO). For C/ML case study to be validated by MSWDO
D. Death/Deceased Household Family Member	Reporting of deceased household member	Death Certificate
E. Returning Biological or Legally Adopted Child 18 Year Old and Below	a) Qualified child/ren of the couple who were not included in the HAF during the survey /inadvertently excluded during encoding. b) Children born outside of marriage	a) Birth Certificate; (if biological child) b) Legal Adoption papers (if adopted child); c) School Enrollment Certificate if 3-below 18 years old; d) Certification of Enrollment to Health

		Center if 0-5, and; e) C/ML certification that child is not a <i>Pantawid Pamilya</i> beneficiary from place of origin
F. Correction of Basic Information, i.e. Name, Sex, Date of Birth, etc.	<p>Typographical errors in the names, sex, date of birth, etc.</p> <p>a) Errors in Names (Spelling, Sequence, etc.)</p> <p>b) Sex</p> <p>c) Date of Birth</p> <p>d) Relationship to Household Head</p> <p>e) Differently-abled</p>	<p>a) School Enrollment Certificate (if 3-18 years old and in school)</p> <p>b) RHU/BHS Registration Certificate (if 0-5 year old) and Medical Certificate (for the Differently-abled Child certifying the disability and incapacity)</p>
G. Identification of IP Tribal Membership (Tribal Affiliation/ Group)	IP membership	Certification from the IP Tribal Leaders
H. Selection/Replacement of Child/ren Beneficiary/ies	<p>Applies to 0–18 years of age members of the household being monitored, if one of the three (3) children eligible for education monitoring reached the age of majority, died, became differently abled, with full scholarship, replacement of such child shall be facilitated.</p> <p>Child currently monitored by the program can be replaced due to the following conditions:</p> <p>a) The child is deceased</p> <p>b) The child is with disability (or condition) that hinders the child from benefitting from any form of education.</p> <p>c) The child acquired full academic scholarship</p>	<p>a) Medical Certificate (for the Differently-abled Child certifying the disability and incapacity)</p> <p>b) Death Certificate if deceased</p> <p>c) Birth Certificate</p> <p>d) Certificate of Enrollment</p>

I. Succeeding pregnancy	<p>This category also includes updating of pregnancy of a household member while under the program. The following are the household members eligible for the said update:</p> <ul style="list-style-type: none"> a) Head (female) b) Wife of the Household Head c) Daughter of the Household Head d) Grand Daughter of the Household Head e) Daughter-in-law of the Household Head 	Rural Health Units (RHU) / Barangay Health Station (BHS) Registration Certificate
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B. How the Update System Works

The BUS works with the participation of household-grantees themselves, parent leaders, city/municipal links, the program staff, and through the use of computer program that was developed for this purpose.

To facilitate the update system, the following people shall be involved with specific responsibilities:

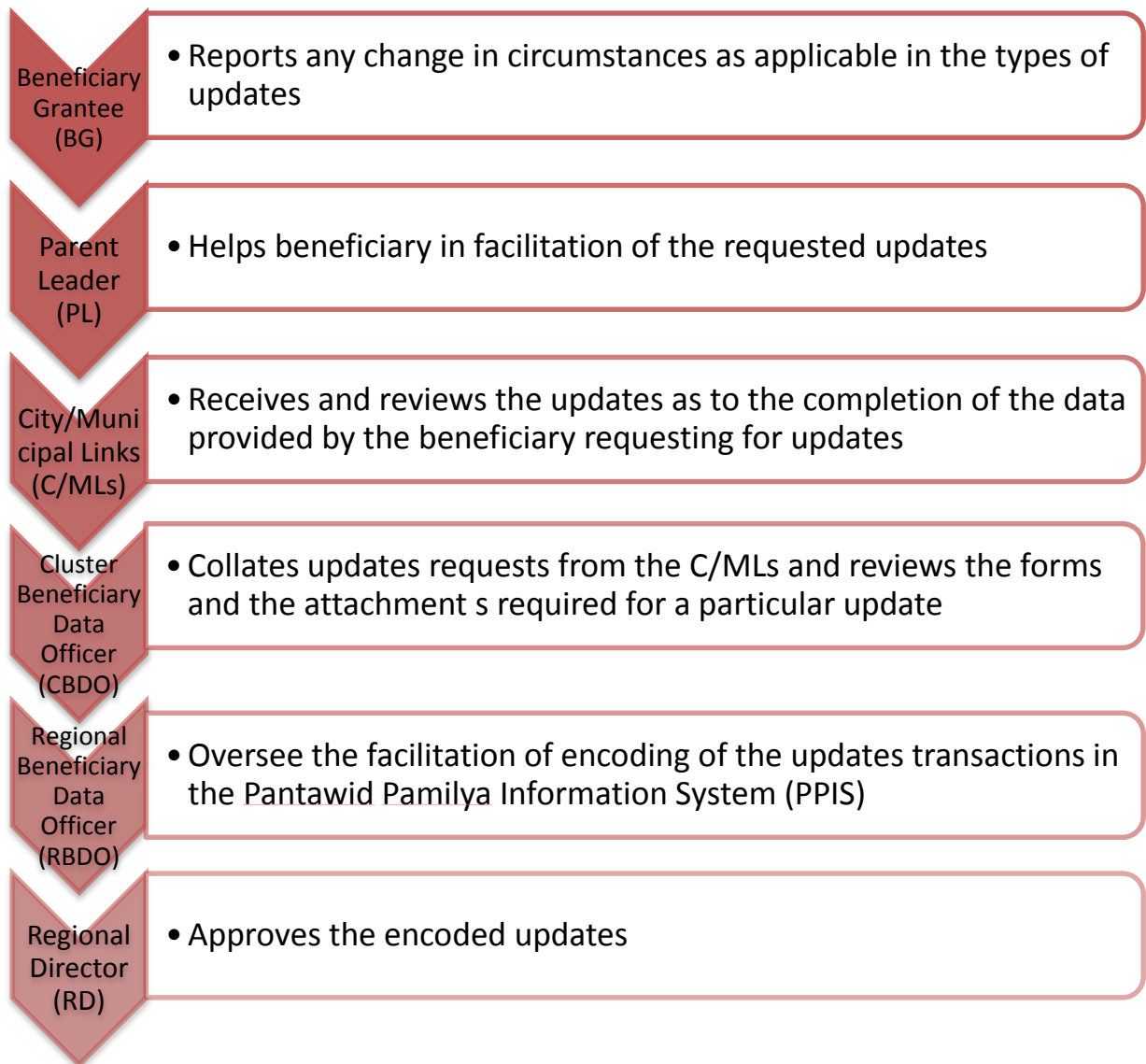


Figure 3: Update System

C. The Updating Process

1. *Sources/Availability of Update Forms*

Copies of Beneficiary Update Form 5 (Form 5) and the Log Sheet are always available at the city/municipal link's office for parent leaders and/or household grantees immediate facilitation.

2. *Gathering, Reporting, and Recording an Update*

Updates shall be reported by the household grantee to the parent leader during the regular group meetings of beneficiaries, which is held once a month. Updates can be presented also directly by the Mother-Grantee to the C/ML provided the Form 5 is signed by the Parent Leader.

The household grantees are expected to fill out the Form 5 personally. They may be assisted by the parent leader should they have difficulty reading and writing on their own. In the event that they are unable to do it completely, they will be interviewed by the parent leader and will fill out their forms on their behalf. Updates that require supporting documentation must be submitted with proper attachments as basis for updating the database.

After all information has been provided, the household grantee and parent leader should sign on top of their printed names on the spaces provided (on the lower half of the form) as a proof that to the best of their knowledge, all information supplied are accurate and all supporting documents complete.

The completed form (with the necessary attachments) should then be submitted to the Social Welfare Assistant/ LGU Link or city/municipal link, which in turn, will be required to fill out and sign the Log Sheet (LS) as proof that the updates were received. The Log Sheet will serve as a record of the transaction and will be given to the household grantee as reference when following up with *Pantawid Pamilya* personnel.

On the change of household grantee, the NPMO uses the ICTMS Change Request Form to effect the necessary changes in the *Pantawid Pamilya* Database.

3. *Monitoring and Updating the Household Roster*

Reported pregnancy during registration shall be accepted as an update under newborn baby resulting from the pregnancy of qualified beneficiary at the time of household assessment and during program duration.

Other than for the registration of a newborn baby, the other insertion allowed for a new household member in the roster is the Guardian assigned for orphaned/abandoned *Pantawid Pamilya* children beneficiaries as stipulated in the IRR of “Guardianship of Orphaned *Pantawid Pamilya* Children Beneficiary”. Updates submitted by the *Pantawid Pamilya* beneficiaries can be tracked down through the BUS Tracking System. This system provides quick access and ready reference in responding to queries and follow-ups raised by the beneficiaries and other concerned personnel regarding the status of the update request they submitted.

CHAPTER SEVEN: THE COMPLIANCE VERIFICATION SYSTEM

Compliance Verification System (CVS) monitors how the beneficiaries comply with the conditions set by the *Pantawid Pamilya*. It processes compliance data until it is ultimately used as basis for payment.

Upon inclusion to the program, beneficiaries will undergo a non CVS period. This refers to the first period of monitoring wherein the compliance of the beneficiaries is automatically waived and they shall receive the allocated full payment (Education and Health). However, payments for the succeeding period shall already be based on the actual compliance of the household beneficiary. During this period names of the beneficiaries are already included in the generated CV Forms for monitoring. The monitoring forms get the data from the database which is constantly being updated by the BUS.

The CVS cycle begins with the generation of CV forms from the NPMO and is distributed to the RPMOs for the printing and distribution of the forms to their respective monitoring educational and health facility. Our partners from DepEd and DOH including our C/MLs record the compliance of the beneficiaries through the CV forms. Depending on the set timeline, the ML/SWA from the RPMO will collect the forms to be encoded in the database. The collected compliance data will undergo the various level of approval from the Regional Director, to the NPMO-CVS focal until the Final approval from the National Program Manager. The request for payroll shall commence only after the final approval has been given.

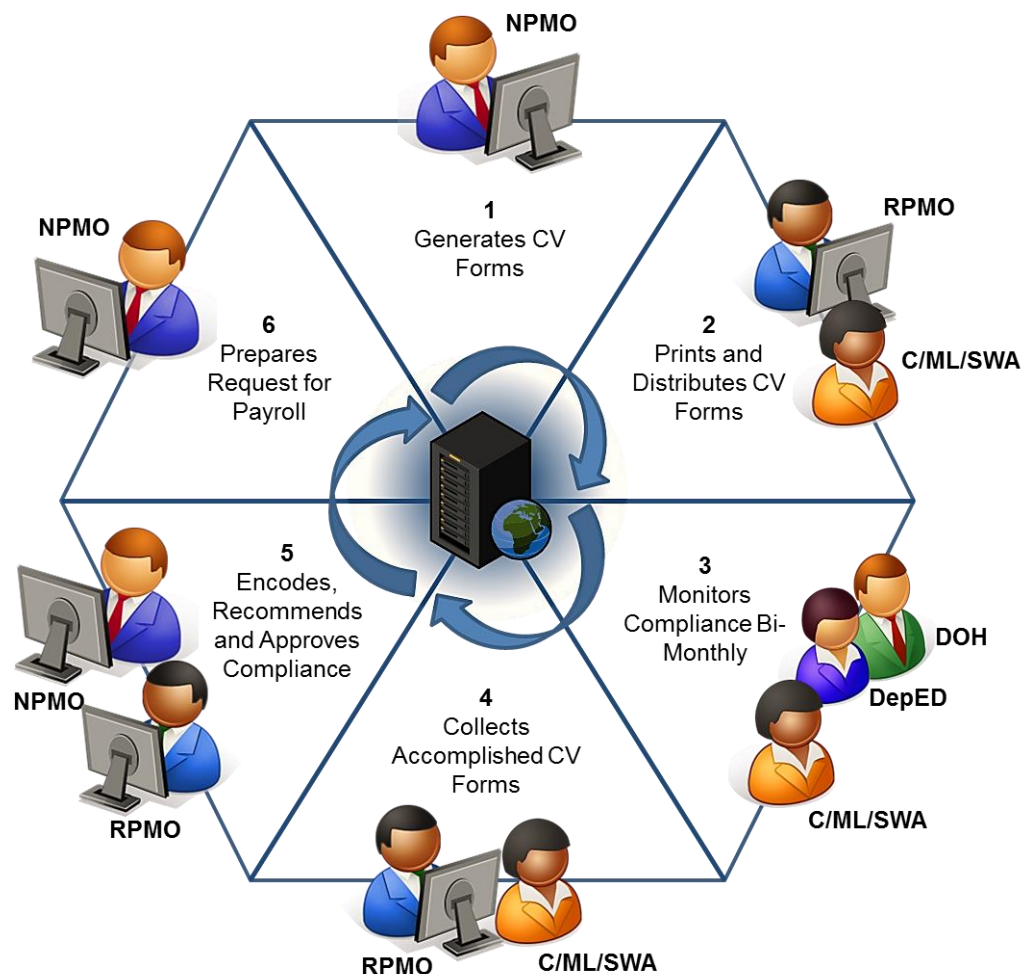


Figure 4 Compliance Verification Process Cycle

The cash grant provided by the Program does not denote a custom of dole out. In order for the beneficiaries to receive the cash grants, they are required to comply with the conditions set by the program. For us to be able to properly monitor their compliance on those conditions, the program uses various monitoring tools which are used by our program implementers to capture the compliance of the beneficiaries on various program conditionalities.

To aid in the monitoring process the Compliance Verifications system was designed to monitor how faithfully the beneficiaries comply with the conditions set by the Pantawid Program . It processes compliance data until it is ultimately used as basis for payment.

Below highlights the CVS process cycle which is conducted every two months.

A. Generate CV Forms

Compliance Verification Forms (CV Forms) are generated based on the database of beneficiaries and their historical compliance data. The softcopy of the CV Forms electronically (in PDF Format) to the corresponding Field Offices within 4th week of the first month of the two (2) month monitoring period.

B. Print and Distribute CV Forms

Corresponding electronic copies of the CV Forms are downloaded and printed at the Field Offices/Provincial Offices. The printed forms (physical documents) are distributed to the schools and Health facilities by the City/Municipal Link or by the Social Welfare Assistants (SWAs) within their respective cities/municipalities. This should be done within the 1st – 4th week of the second month of the period verified.

C. Monitor Compliance Once every two (2) months

The head of educational and health facilities and City/Municipal Link shall conduct monthly monitoring of compliance, as appropriate, and record it on the corresponding CV Forms. The monitoring may be delegated however, the responsibility to ensure that monitoring is conducted still lies with the School Head, Health Facility officer and City/Municipal Links, respectively.

For simplicity, the **non-compliant beneficiaries** are preferred to be **identified and marked** in the corresponding CV Forms instead of the compliant beneficiaries. Operational statistics and common practice support that the non-compliant beneficiaries are always lesser than the compliant beneficiaries even on their 1st CV Cycle.

D. Collect Accomplished CV Forms

City/Municipal Link should ensure collection of the CV Forms from education facilities (schools/day care centers and health facilities/units) within the approved NPMO timeline. The collection of the CV Forms may be delegated to the Social Welfare Assistants (SWAs) however, it is still the responsibility of the City/Municipal Link to ensure that CV Forms are completed, reviewed and submitted to the respective POO and subject to the review of the Cluster CV Focals who will ensure that the same will be submitted to their respective Field Office.

E. Encode, Recommend and Approve Compliance Data

Upon acknowledgement of receipt of the CV Forms (physical documents), the conversion of the physical data to its electronic format may commence. The encoding, recommendation and approval of the electronic data represents the actual compliance for the particular period. It is necessary that the encoded CV data go through the approval process from the Regional Program Management Office to the National Program Management Office .

F. Prepare Notice of Approved Payroll Action (NAPA) and Generate Payroll

Notice of Approved Payroll Action (NAPA) is the final output of this process.. Once the CVS data is approved by the National Program Manager, the same data is automatically processed for payroll preparation. Payroll preparation and processing are scheduled on the last two (2) weeks of the month following the verified period.

The actual processing of the payments is covered by the Financial Management System (FMS) of NPMO. It is further noted that the same source of data is tapped by the FMS for the processing of payment of grants. The grants due the household beneficiaries are dependent on the encoded compliance results.

G. Compliance Monitoring Tools

1. Compliance Verification Form 1 (CV F1) Master list

The CV Form 1 provides the general information on the beneficiaries that are sufficient for the user to infer on the identification of the beneficiary. It includes monitoring information about the household along with the specific profiling factors such as the complete name of household members, sex and birthdate.

2. Compliance Verification Form 2 (CV F 2) Education

The CV Form 2 serves as a monitoring tool on the compliance of the beneficiaries with regard to education. It contains the list of beneficiaries with ages 3-18 years old and “continuing” children enrolled in an

educational facility. The form is accomplished by the school head based on the reports submitted by the teachers.

3. *Compliance Verification Form 3 (CV F 3) Health*

The CV Form 3 serves as a monitoring tool on the compliance of the beneficiaries with regard to health. It contains the list of children beneficiary with ages 0-5 years old and pregnant women sorted according to their respective health facility. The Municipal Health Officer (MHO) or Barangay Health Worker shall supervise the monitoring of compliance by the household grantees with pregnant family members or children with ages 0-5 years old.

4. *Compliance Verification Form 4 – (CV F 4) Family Development Session (FDS)*

The CV Form 4 provides verification on the attendance of qualified grantees on family development sessions. The primary user of this form is the City/Municipal Link assisted by the parent/mother leaders.

H. Areas for Verification

The following table gives the user an overview of what is monitored by CVS under the Program.

Table 4: Summary of Compliance Verification Monitoring

Areas for Verification	Criteria	Conditionality	Frequency	Tool	Assignee	Responsibility
Education Maximum of 3 children per household	3–18 years old	At least 85% attendance per month	Monthly	CV Form 2	School Head	Monitor Compliance
					Pantawid Focal Person (DepEd)	Alternate in Monitoring Compliance
Health	Pregnant	Pre-natal care	Once every two (2) months	CV Form 3	Head - Health Facility	Monitor Compliance
		At least one post-natal care within 6 weeks after childbirth				
	0–below 2 years old	Avail of immunization	Monthly	CV Form 2	Pantawid Focal Person (Health Facility)	Alternate in Monitoring Compliance
	2–5 years old	Weight monitoring and nutrition counseling	Once every two (2) months		School Head/ Pantawid Focal Person (DepEd)	
	6–14 years old enrolled in elementary	Receive deworming pills	Twice (2) every school year			
	Any of the Parent grantee	FDS	Monthly	CV Form 4	CL/ML/SL/SA	Monitor Compliance

I. Handling Compliance Verification for Areas under State of Calamity

In reference to NAC Resolution No. 13 S-2013: *“Handling of Compliance Verification in cases of State of Calamity, Disaster, Complexity and other Exceptional Cases”* beneficiaries in affected areas are deemed compliant by school principals and health. Exceptional cases include those situations which were not defined by law. The DSWD Regional Director of the affected area must submit a formal request to invoke the NAC Resolution 13 to the National Program Management Office (NPMO), specifying the areas affected and program conditions requested to treat the beneficiaries as deemed compliant with. The supporting document for the declaration of such is attached. Upon approval of the request, the RPMO is advised to refrain from encoding compliance data for all areas declared under the State of Calamity. Instead of using the regular compliance encoding module, the RPMO shall use the encoding module for the State of Calamity to indicate the affected areas and facilities.

J. Mechanism to Monitor and Capture Reasons for Non Compliance

The Beneficiary Tracking Report (BTR) is an offline application used by the RPMO that records and monitors reasons for Non Compliance of Household/Children Beneficiaries and those eventually tagged as “Not Attending School, Health Center Visit or FDS. The BTR helps to facilitate the proper monitoring of beneficiaries and provide them with immediate and appropriate case interventions.

K. END-TO-END RETROACTIVE PAYMENT PROCESS

The retro payment application is designed to proactively address the payment concerned of households that were unable to receive grants due to non-updating of school facilities. The affected households will only receive corresponding payment once they have updated their facility where their children are currently enrolled (This will cover the not-monitored turned monitored beneficiaries.)

This initiative is an additional mechanism that helps the program proactively verify and process retropayment claims before beneficiaries file grievance.

CHAPTER EIGHT: PAYMENT SYSTEM

CASH GRANTS PAYROLL, PAYMENT AND LIQUIDATION

The provisions of the General Appropriations Act on the disbursement of *Pantawid Pamilya* Funds state that:

“The DSWD shall deposit funds released by the Department of Budget and Management (DBM) for the CCT actual cash grants to authorized government deposit banks (AGDB): PROVIDED, That in case where there is no AGDB in the locality, the DSWD may enter into agreements with rural and other thrift banks and such other institutions engaged in money remittances duly accredited by the Bangko Sentral ng Pilipinas (BSP): PROVIDED, FURTHER, That such CCT funds shall be accessed directly by the beneficiaries through the foregoing banks or institutions: PROVIDED, FINALLY, That the amount to be deposited to the AGDB and other institution shall be based on the list of beneficiaries in the NHTSPR conducted by the DSWD.”

In accordance with the above provisions, the *Pantawid Pamilya* cash grants shall be deposited to the LBP) or any authorized depository bank recommended and approved by the Department of Finance which shall be authorized by the DSWD to identify, negotiate, accredit, and enter into separate agreement/s with qualified conduits to ensure that said funds can be directly accessed by the PP registered, eligible and compliant beneficiaries.

A. Engagement with Land Bank of the Philippines or other AGDB

There shall be a MOA, between the DSWD and LBP/other AGDB that shall stipulate the procedures on the distribution of cash grants mutually agreed by both parties. The said MOA shall require the creation of Committees at three levels e.g. National Coordination Committee (NCC), National Action Center (NAC), and Regional Action Center (RAC) to ensure prompt, proper, effective and efficient distribution of cash grants to *Pantawid Pamilya* eligible beneficiaries:

1. National Coordinating Committee (NCC)

a) Composition

- i. Chairman – DSWD Secretary
- ii. Co-Chairman – LBP President and CEO
- iii. Three (3) members:
- iv. *Pantawid Pamilya* National Deputy Project Director for Finance;
- v. *Pantawid Pamilya* National Deputy Project Director for Operations; and,

- vi. Head of LBP Agrarian and Domestic Banking Sector (ADBS)/ or corresponding authority in other AGDB

The DSWD and LBP/AGDB shall designate their respective representatives who jointly, shall head the NCC Secretariat.

b) Duties and Responsibilities

- i. Oversee the implementation of the payment of cash grants for the *Pantawid Pamilya*;
- ii. Establish and/or enhance the policies and guidelines for the efficient implementation of the distribution of the cash grants to 4Ps beneficiaries; and
- iii. Resolve issues and concerns that are elevated by the respective NACs of LBP/AGDB and DSWD.

2. *National Action Center (NAC)*

a) Composition

- i. Chairman – DSWD Program Manager for *Pantawid Pamilya*
- ii. Co-Chairman – Head of LBP National Capital Region Branches Group (NCRBG)/corresponding position title for other AGDB.
- iii. Three (3) members from the DSWD and LBP:
- iv. DSWD Financial Management Specialist for *Pantawid Pamilya* or DSWD Financial Management Service (FMS) Director;
- v. DSWD Management Information Systems Service (MISS) Director; and
- vi. Head of LBP Electronic Products Department/ corresponding position title for other AGDB.

The DSWD and LBP/AGDB shall designate their respective representatives who jointly, shall head the NAC Secretariat.

b) Duties and Responsibilities

- i. Recommend/Revise policies for the payment of cash grants for the Pantawid Familyang Pilipino Program;
- ii. Identify, evaluate and approve the accreditation of conduits;
- iii. Resolve issues and concerns regarding the payment of cash grants for the Pantawid Pamilya Program and formulate action plan beyond the RAC's authority; and
- iv. Prepare a monthly status report for submission to LBP/AGDB and DSWD.

3. *Regional Action Center (RAC)*

a) Composition

- i. Chairman – DSWD Regional Deputy Project Manager for 4Ps
- ii. Co-Chairman – Head of LBP/AGDB Regional Office
- iii. Three (3) members from the DSWD and LBP/AGDB:
- iv. DSWD designated Representative;
- v. DSWD Regional Accountant; and
- vi. LBP/AGDB designated Representative

b) Duties and Responsibilities

- i. Assess the existing list of CCT areas mapped out by DSWD and LBP/AGDB per area of coverage;
- ii. Identify and facilitate accreditation of qualified conduits available in the area of coverage;
- iii. Agree on the programmed payout for the next six (6) months which shall include the payout date, estimated number of beneficiaries, estimated amount, mode of payment and municipality. The programmed payout, as agreed shall be provided to the respective LBP/AGDB servicing branch.
- iv. Identify and resolve issues and concerns on the distribution of cash grants at Regional level;
- v. Facilitate and finalize requirements needed in the payment of cash grants to beneficiaries in the region;
- vi. Monitor payment of Service Fees to conduits and LBP/AGDB servicing units; and
- vii. Submit to the National Action Center the monthly reports on the status of the implementation of the payment of cash grants.

B. Determining the Mode of Payment of Cash Grants

1. *The DSWD-LBP/AGDB RAC shall determine the most economical and efficient mode of payment/distribution (MOP) of cash grants to eligible and compliant beneficiaries both on the part of the Government and the beneficiaries. It shall agree on the most appropriate mode of payment of cash grants based on the following:*

- a) Cash Card (CC) – if there are Automatic Teller Machines (ATM) accessible to and from the beneficiaries, cash cards shall be issued to the beneficiaries that shall enable them to withdraw their cash grants from ATM of LBP and other Banks.

- b) Land Bank/AGDB Conduits- in case there is no available ATM in the area, the LBP as authorized by DSWD, shall acquire using existing Government laws, rules and regulations, the services of other banks or institutions engaged in money remittances as its conduit in the distribution of cash grants such as rural banks, cooperatives, money couriers, postal companies both public and private.

The following procedures shall be followed in the engagement of public and private money couriers and institutions as Land Bank conduits:

- i) On the basis of the proposal submitted by the public and private money couriers and institutions as potential conduits, DSWD shall invite the potential conduits to present its plans, strategies and methodologies in the distribution of cash grants as well as its liquidation to the DSWD Field Office.
 - ii) DSWD shall ensure that the Information Systems of the potential conduits can readily communicate with the IS design of the *Pantawidamilya*.
 - iii) DSWD shall negotiate for a reasonable fee to the potential conduits in consideration of its services.
 - iv) DSWD shall then issue a clearance that the potential conduit may now join the bidding process undertaken by Land Bank of the Philippines/AGDB using the Philippine Procurement Law.
 - v) DSWD shall participate in the bidding process of Land Bank/AGDB as part of the Technical Working Group and as an observer at the Head Office Bid and Awards Committee (HOBAC) proceedings.
2. *The mode of payment of cash grants per barangay as agreed by the RAC shall be submitted to the PP UFMU at the Central Office prior to the date of computation of cash grants. The Regional Director and Deputy Regional Project Manager as Chair of the RAC shall jointly be responsible on the correctness of the MOP submitted to the PP UFMU.*

C. Cash Grants Payroll Computation

1. *On the basis of the results of the CVS, BUS, and GRS, the NPMO thru the National Program Manager (NPM) shall issue certification of approved compliance report stating that the compliance verification process has been completed and its data can already be used as basis for the preparation of the Notice of Approved Payroll Action (NAPA). The certification which likewise signals the start of the processing of the cash grants of compliant beneficiaries is addressed to the Deputy Project Director for Finance.*

The NPM shall be responsible for the accuracy, correctness and validity of information specified in the NAPA.

- 2. The NAPA which details the list of areas with number of beneficiaries that are entitled to the cash grants for both Health and Education for the period together with the Mode of Payment submitted by the FOs shall be the basis for the electronic computation of the total cash grants by the DSWD ICTMS headed by its Director.*
- 3. The computation of the cash grants shall be on a per transaction basis. One payroll transaction shall consist of one Region/Set/Mode, example:*
 - a) Region I /Set 1 / Cash Card*
 - b) Region I /Set 1 / LBP OTC*
 - c) Region I /Set 2 / Cash Card*
 - d) Region I /Set 3a / Rural Bank*
 - e) Region I /Set 3b / Rural Bank*
- 4. The approval process of the electronically computed cash grants payroll shall likewise be done electronically and shall have the following authorized signatories:*
 - a) The Deputy Project Director for Finance, who shall confirm the cash grants payroll for funding. The confirmation of the DNPd for Finance shall be on the basis of availability of funds; and*
 - b) The PP NPM together with the Director for ICTMS, who shall be fully responsible and accountable for the accuracy and validity of the Cash Grants Payroll.*

D. Cash Grants Payroll Funding Process

On the basis of the approved and confirmed cash grants payroll, the PP UFMU shall immediately proceed with the funding process which is mainstreamed with the DSWD Financial Management Service.

- 1. To proceed with the funding process, the cash grants payroll together with the Payroll Summary, Obligation Requests (OR) and Disbursement Vouchers (DV) shall be printed and signed by the authorized signatories.*

2. *The Central Office FMS shall obligate the cash grants payroll, process the DV and issue check equivalent to the amount indicated in the DV following the procedures for each mode of payment. There shall be two (2) peso current bank accounts to be maintained as repository of the cash grants e.g. one account for LBP OTC mode and another bank account for payouts to be made by the other conduits of LBP.*

a) Cash Card

The most ideal mode of payment of cash grants to the *Pantawid Pamilya* eligible beneficiaries shall be thru cash card mode. Under this mode the beneficiaries shall be issued Cash Cards that they shall use in withdrawing their cash grants from any available ATM in the area. The beneficiaries may withdraw not only from LBP ATMs but also from the ATMs of other banks.

b) Other Conduits

In cases when there are no available Land Bank branches in the area particularly in areas located in far flung barangays, the LBP, as authorized by the DSWD, shall engage the services of rural banks, cooperatives, money couriers and other government banks as conduit in the distribution of cash grants.

- The check that shall be issued for cash grants thru other conduits shall be in favor of Land Bank and deposited to the peso current account opened for the purpose.

3. *Simultaneous to the mainstreamed funding process, the Pantawid Pamilya Unified Financial Management Unit shall proceed with the electronic generation of payroll files, payroll list, and Acknowledgement Receipts for sending to the following:*

a) To the respective Field Office:

- i. Payroll List
- ii. Payroll in CSV file format.
- iii. Acknowledgement Receipts

b) To the Land Bank of the Philippines Batasan Branch

- i. Payroll Schedule of Payout
- ii. Payroll that shall be used for Liquidation Reports
- iii. Text files for cash card top-up

E. Cash Grants Actual Payment to Eligible Beneficiaries

The actual payment of cash grants to eligible *Pantawid Pamilya* beneficiaries shall be the responsibility of the LBP/AGDB, being the disbursing arm of the DSWD. To ensure efficiency of payouts, the DSWD and LBP/AGDB shall enter into MOA/IRR that shall detail the roles and responsibilities of each agency as well as the procedures and processes for distribution of cash grants to the beneficiaries under the different modes.

1. Prior to actual payout, the Municipal Link shall inform the beneficiaries of the schedule and venue of distribution of cash grants. He/she shall likewise coordinate with LBP and/or conduits on the necessary logistical requirements for payout.
2. During payout, the Regional Director shall ensure that concerned Program Field staffs are present to ensure that the whole payout process shall run effectively. At a minimum, a) the MLs shall validate the identity of the person claiming the cash grants by checking his/her Household Identification Card issued by the DSWD versus the payroll files, and b) the Municipal Roving Bookkeeper shall see to it that the cash grants reach the hands of the beneficiary validated by the ML.

F. Cash Grants Liquidation Process

1. The cash grants that are paid to eligible beneficiaries thru the cash card need not be liquidated by the LBP. The funds, once loaded to individual cash cards of beneficiaries, are considered disbursed.
2. The cash grants payrolls that are funded thru modes other than cash card shall be liquidated by the LBP following the procedures indicated below:
 - a) Immediately after payout, the Municipal Roving Bookkeeper shall reconcile the list of paid and unpaid beneficiaries based on the copies of signed and unsigned Acknowledgement Receipts and the markings in the payroll list. After which, the MRB, Land Bank, and/or conduits shall sign the List of beneficiaries paid for the day.
 - b) Within five (5) working days after the last day of payout, Land Bank and/or conduits shall transmit to the DSWD Field Office the liquidation documents for accounting of the total cash grants paid for the period.
 - c) Upon receipt of the liquidation documents from Land Bank, the concerned FO FM staff shall review the veracity of said documents and

issue certificate of liquidation to the PP UFMU for recording in the books of accounts.

- d) All documents necessary to support the Certificate of Liquidation submitted by the FO shall be forwarded to the FO-COA for safekeeping. Said documents shall be made available upon request by any party for official purpose.

G. DISBURSEMENT PROCEDURES

Expenditures chargeable against each fund source shall follow strictly the expenditure items appearing in the approved Work and Financial Plan (WFP). At the Regional level, any reallocation from one expenditure item to another shall be made with the approval of the Deputy National Project Director for Finance.

Disbursements at the Central and Regional Level shall follow the regular procedures for disbursements.

H. CASH CARD PROCESSES

1. Enrollment of New Accounts for Newly Registered Household

- a) On the basis of the accomplished electronically generated enrolment forms and the *Pantawid Pamilya* Database, the RPMO shall request for the cash card account opening for the household in the name of the HH grantee.
- b) Pending the receipt of the cash card, the household shall temporarily claim their grant via over-the-counter.
- c) Upon proof of receipt that the cash cards are in the possession of the household, the account numbers opened by the bank for the respective household shall be assigned to the household in the *Pantawid Pamilya* Database. Succeeding payrolls of the HH will be via cash card.
- d) Succeeding payrolls of the household shall be via cash card.

2. *Enrollment of New Accounts for New Grantees*

- a) As a general rule, the bank account is assigned to the *Pantawid Pamilya* household and not to a specific grantee. That is, upon change of grantee within the household, the cash cards should be turned over to the new grantee; thus, there is no need to open a new account.
- b) However, creation of new account shall be requested by the Regional Office (RO), in the following circumstances:
 - i. If the cash card under the old account is impossible to be turned over to the new grantee or was lost/stolen;
 - ii. In case the cash card was not claimed by the old grantee from their respective LBP Servicing Branch
- c. For the household to continuously receive their cash grants, the old account shall be deactivated/ assigned with null values in the PP database by the ICTMS. Thus, the household's mode of payment pending the receipt of the cash card shall be via over the counter (OTC).

3 . *Enrollment of New Accounts with Changes or Updates in the Name of Grantee*

- a) Changes or updates to the grantee's name will not affect the validity of the household's cash card. However, there is a need to synchronize/match the PP Database with LBP's Database in compliance with Section 9 of the Anti-Money Laundering Act which states that "banking institutions shall establish and record the true identity of its clients based on official documents".

However, in cases when the cash card under the old name was not claimed by the beneficiary from their respective LBP Servicing Branch, creation of new account shall be requested by the RO using the new grantee's corrected/updated name.

- b) In order for the HH to receive their cash grants, while the new account with the updated/corrected name of the grantee is still being processed, the old account shall be deactivated/ assigned with null values in the *Pantawid Pamilya* database by the ICTMS. Thus, the HH's mode of payment pending the receipt of the cash card shall be via OTC.

4. *Replacement of Unreadable Pin Mailer, Unclaimed Cash Cards and Lost/stolen Cards.*

Procedures on cash card/pin mailer replacement shall be based on approved/authorized procedures of LBP/AGDB and DSWD.

5. Perforation of Claimed Cash Cards of Delisted Households

- a) Account issued to delisted households who waived from the program, committed fraud, or are cases of duplicate HH ID Nos., shall be closed or cancelled from both LBP/AGDB and DSWD database. Remaining cash grants in their accounts shall be forfeited and returned to the Bureau of Treasury (BOTr).
- b) Account issued to HHs who graduated from the program and was previously issued a cash card shall not be perforated. Remaining amounts in the account will be for the account of the households.

CHAPTER NINE: THE GRIEVANCE REDRESS SYSTEM

The need for the professional handling of grievances and appeals in a systematic and transparent manner is essential to ensure that the program achieves its goals in meeting the needs of its beneficiaries.

The goal of the Grievance Redress System (GRS) is to capture and resolve all grievances effectively and expeditiously. It is intended as the venue in which both the program beneficiaries and general public can expect their concerns to be responded to, and a general guide for program staff on how to handle and resolve the grievances that invariably emerge.

A. Principles of the GRS

All grievance handlers and officers should abide by the following service principles:

1. Client Service is a Priority

- a) Client service must mean building rapport and demonstrating a genuine interest to be of service. It shall be considered as one of the key factors in the recruitment, development, and promotion of a grievance handler/officer.
- b) All concerns should be attended with utmost importance and urgency. Resolution must go beyond the defined service levels. Corrective and preventive action must be taken to ensure the improvement of the system at all times.

2. Client Service Is Everyone's Responsibility

Each grievance handler is responsible for providing responsive, efficient and timely customer service.

3. Client Service Is Valuing What Clients Value

- a) A customer must be treated in the same way you expect to be treated as a client.
- b) A professional image and positive attitude must be projected at all times.
- c) Know all program services and processes in order to assist clients optimally.

4. Client Service is Being Responsive and Reliable

- a) Responsiveness means meeting or exceeding the client's expectations. Reliability is honoring our commitments and providing what was promised on time.
- b) Promptness and courtesy in every client touch point or meet, is a true mark of an excellent client service experience.
- c) Most of all, feedback and follow ups should be practiced at all times. When the client is promised to be given an initial feedback on a specific timeframe, ensure to deliver as committed in word and in deed

5. Client Service is Communicating with your Clients

- a) Establish rapport with your client by listening and asking pertinent questions to fully capture the concerns.
- b) Take a proactive approach in providing clear, timely and accurate information, at allow points of contact.
- c) Most importantly, continuously drive to simplify rules, regulations, forms, procedures and information to greatly contribute to the client's better understanding.

B. Objectives of the Grievance Redress System

1. Goals

- a) To enable the system to capture all grievances effectively and expeditiously
- b) To respond to all grievances from program beneficiaries and general public in a satisfactory manner through enhanced client relationship management (CRM)

2. Primary Objective

To facilitate due process in the resolution of grievances and complaints arising from program implementation.

3. Specific Objectives

- a) To resolve complaints in a responsive and timely manner
- b) To obtain data on the vulnerabilities of the project with the effect of making refinements where necessary in its implementation
- c) To empower communities in ensuring accountabilities in program implementation

4. Functions

- a) To disseminate right information, respond to queries, clarify issues arising in the course of the Pantawid Pamilya's progression
- b) To address inadequacy, imperfection, weaknesses, in the policies, rules and regulations of the program implementation over time.
- c) To establish a systematic, professional, and reality-based procedures for handling complaints and appeals for efficient services delivery
- d) To provide direct access for the chronic poor to avail of government services

C. Typology of Grievances

Grievances related to program implementation that shall be processed under the GRS are categorized as follows:

Table 5: Typology of Grievance

TPOLOGY	DESCRIPTION
Not Listed	Requests from an individual or group for inclusion in the Pantawid Pamilyang Pilipino program
Ineligibility	Complaint against a potential or registered household that does not meet the minimum eligibility requirements of the Program. Cases of ineligibility filed against program beneficiaries include, but are not limited to, allegations of regular income, educational status, and ownership of properties.
Payment Issues	Complaints that refer to all issues in relation to the release of the grants which includes, but is not limited to, no cash grants, not in the payroll list, reduced grants, overpayments, and cash card problems
Facility Issues	Complaints on the absence/lack of facilities that the service providers should make available to the beneficiaries. These include, but are not limited to health and school facilities, the presence of health officers and teachers, medicine and books.

Staff Performance	Complaint on misconduct of a program staff/worker.
Partner's Performance	Complaint on misconduct of a program partner/stakeholder.
Misbehavior of Beneficiary	Offensive tendencies or manifestations of misbehavior of beneficiaries which may include, but not limited to, Cash Card Pawning, Alcoholism, Loan Collaterals, Gambling and Misrepresentation
Appeal for Reinstatement	Suspended/terminated beneficiary appealing for reconsideration due to data error or beneficiary at fault.
Cash Card-related Issues	These refer to cash card problems such captured, blocked, damaged, perforated, or stolen cards; those that have misspelled names, unreadable PIN Mailer or wrong PIN; double issuance of cash cards and account numbers. Modifications in household grantees may also trigger complaints under this category.

D. The Grievance Process

1. Complaints Handling

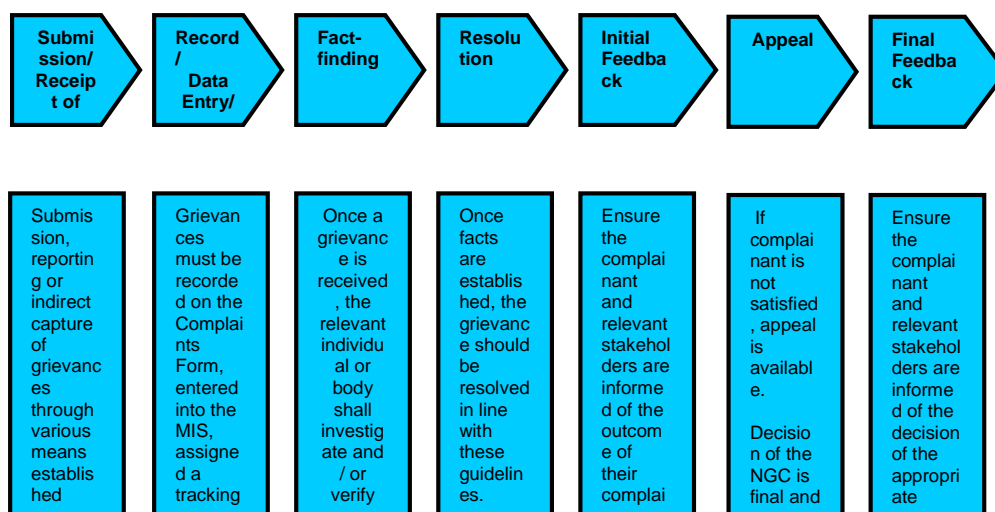


Figure 5: Complaints Handling

2. General Resolution Strategies

This is the action and decision-making process undertaken at different levels. In general, an action will be any of the following, depending on the nature and type of complaint. Sanctions will be applied if necessary or applicable.

Table 6: Grievance and Summary of Resolution Strategies

Grievance Categories	General Resolution Strategies
Not Listed	<ul style="list-style-type: none">• Check NHTS-PR validated list of poor. Explain the selection process to the complainant.• The complainant can also be referred to the MSWDO to avail of any other available social services.
Ineligibility	<ul style="list-style-type: none">• Re-validate and process using the GRS Delisting Criteria for Ineligibility. Withholding of grants may be requested pending validation of complaint.• Complaint shall be considered as resolved if still no resolution has been provided within two (2) months and concerned household would still be deemed eligible for the program.• Sanctions to concerned C/ML, CGO, PGO, RGO and RPC shall apply in the event that a succeeding complaint pertaining to the eligibility of same beneficiary arises afterwards.
Payment Issues	<ul style="list-style-type: none">• Since these usually originate in the Data- payroll and are related to errors in children's ages, data on facilities on health and education and/or verification results , refer such complaints to the NPMO/RPMO for data verification and possible <i>updating of database</i> (refer to updating guidelines) and other appropriate actions.• Request for documents/records as proof and validate actual compliance in facility and process for possible retroactive payment.
Facility Issues	<ul style="list-style-type: none">• Initially refer to appropriate Partner Agency thru the Municipal Advisory Committee (MAC).• If not acted, refer to Provincial Grievance Committee (PGC) as focal and monitor for supply side.
Staff's Performance	<ul style="list-style-type: none">• C/ML or the assigned Grievance Officer should validate and provide immediate resolution if applicable.• Refer to the Provincial Grievance Committee for discussion or to the Regional Grievance Committee for appropriate action, and to legal authorities for further investigation if warranted.
Partner's Performance	<ul style="list-style-type: none">•

Misbehavior of Beneficiary	<ul style="list-style-type: none"> • The assigned Grievance Officer should validate and provide immediate resolution if applicable. • For high profile cases and/or involvement of Officials from Partner Agencies and Local Government Units, initially refer to the Provincial Grievance Committee for discussion or to the Regional Grievance Committee for appropriate action, and to legal authorities for further investigation if warranted.
Appeal for Reinstatement	<ul style="list-style-type: none"> • Households delisted may appeal for reinstatement on two conditions or grounds: <ul style="list-style-type: none"> ➢ Due to system error and / or other reasons not of their fault. ➢ Delisted due to valid reasons except cases involving fraud which is non-appealable. • Reinstated households may request for retroactive payment if applicable.

E. Grievance Redress Structure

The core of the GRS will be a dedicated Division based at the NPMO. The fulltime function of the division is to record and monitor the resolution of grievances. It will build the capacity of people and institutions involved in the Pantawid Pamilya to resolve complaints. It will also maintain the grievance database to ensure efficient and effective tracking of complaints' resolutions.

The Division will monitor resolution of grievances at all levels, including through Grievance Committees at the national, regional and provincial levels. The main types of grievances expected to be handled are non-compliance, ineligibility, not listed, problems with payment and supply-side complaints. The monitoring of resolutions provided by the grievance monitors/officers/levels will be undertaken to ensure conformity within the prescribed rules and procedures of the System and the Program.

The NAC shall act as the **National Grievance Committee** (NGC) and has the responsibility to handle serious complaints and *appeals* on program cancellation for household grantees committing their final offense of non-compliance which may lead to termination. It also provides guidance and supervision for the Regional Grievance Committee.

The RAC shall act as the **Regional Grievance Committee** (RGC) and shall hear complaints about counseling or suspension from the program. It handles complaints about appeals, external pressure, misdemeanor and corruption-related issues (workers, partners and local officials). It also handles cases that cannot be resolved at the Provincial Level and offers technical advice to the Provincial Grievance Committees.

The PAC shall act as the **Provincial Grievance Committee** (PGC) and shall act on cases reported to and those referred directly by the Municipal Link, Barangay Captain or Parent Leaders. The Committee shall respond to all complaints it receives either through direct or indirect sources. For major urban areas, the next level appropriate committee is the RGC and is also the appropriate body to handle cases referred by the City Link.

The City/**Municipal Link** (C/ML) is the main Grievance Monitor and the key frontline worker of the GRS. The C/ML should be able to build the capacity of the other grievance monitors, including parent leaders, service providers and barangay officials, to assist him/her in providing appropriate information and even resolutions to grievances and issues associated with Program implementation.

F. Timelines for Complaints Resolution

In order to ensure that appropriate and timely resolutions are provided to grievances, **the general rule that initial resolution shall be provided no more than one (1) month at the onset/intake date of complaint shall be observed.**¹⁴

The basic timeline for resolution of grievances shall be as follows:

Table 7: Estimated maximum timelines for complaint resolution

Grievance Handling Phase	Working Days	Accumulated Working Days
Receipt of Grievance, Clarification, Entry into MIS, Categorization and Distribution	4	4
Fact-Finding	7-14	18
Complaint Resolution	7-14	32
Feedback to Complainant	2-3	35
Appeal	15	50

In consideration of the one-month general rule for the resolution, grievances should be resolved at the lowest level possible; hence, the C/ML's role in handling complaints is fundamental to the resolution process.

¹⁴ Two type of GRS forms are used to facilitate filing of grievances and complaints

G. Reporting

Grievances shall be captured for monitoring purposes and encoded in the Data Entry Software Application for resolution tracking and management.

Consolidated reports shall be generated and updated at all levels based on the Grievance database. The consolidated reports shall include relevant information on the, actions taken, and any actions required (if at all) to resolve the grievance.

It is the responsibility of the Grievance Officer assigned at a particular level to provide reports to concerned units or officials on a regular basis.

CHAPTER TEN: MODIFIED CONDITIONAL CASH TRANSFER PROGRAM

A. MODIFIED CONDITIONAL CASH TRANSFER PROGRAM

The Department of Social Welfare and Development employs a modified approach anchored on the goals of the Pantawid Pamilyang Pilipino Program in the hope of strengthening its coverage by targeting the most vulnerable and disadvantaged groups in the society. It is a modified approach designed to maximize the reach of the Conditional Cash Transfer Program for the purpose of helping families and children in difficult circumstances to overcome their situation and mainstream them into the regular CCT while generating appropriate resources and services in the community.

There were at least three major reasons to explain the intent of the MCCT:

- There are poor households who could not qualify either with Pantawid or other Protective Programs due to the fact they do not meet the minimum requirements. These poor households are in reality prejudiced by their exclusion in the enumeration of the National Housing Targeting Office.
- There are households tagged by NHTO as non-poor or near poor who might have fallen to poverty overtime.
- The timeline required to validate and register the households under the Regular CCT is rigorous and more resource intensive which counters the urgency of providing cash grants as part of the recovery phase.

There are three types of family situation that this approach targets. The first targets are homeless street families, including the itinerant Indigenous People (HSF). The second targets are the Indigenous Peoples in Geographically Isolated and Disadvantaged Areas (IP in GIDA) and lastly, are the Families in Need of Special Protection (FNSP) are the disaster stricken families, IP not found in GIDA and other vulnerable groups under hazardous and disabling working conditions.

1. General Objectives

To assist families in need of special protection, vulnerable and disadvantaged groups under extreme condition of poverty to address their social and economic issues and overcome barriers from enjoying the benefits of the government's social protection particularly the Pantawid Pamilyang Pilipino Program.

Specific Objectives

- a) To bring back children to schools and facilitate their regular attendance in school and access to Alternative Delivery Mode and other learning system;
- b) To facilitate availment of health and nutrition services
- c) To enhance parenting roles through attendance to Family Development Sessions;
- d) To prepare and mainstream them into regular CCT after 1 to 2 years of implementation or based on the readiness of the target beneficiaries.

2. Description of the Three (3) Programs under MCCT

- a) Homeless Street Families – families who consider the street as their permanent abode. These are families who live on the street/ occupy vacant areas not suitable for dwelling, spend most of their time on the street, living, working and playing. These families often create a sort of neighborhood among fellow street families, and they occupy space as their shelter like wooden pushcarts, under the bridges, cemetery or any vacant space not for human habitation and moving from one place to another.
- b) Indigenous People in Geographically Isolated and Disadvantaged Areas –As stipulated in the IP participation Framework that the Pantawid Program shall give attention to ensuring that all aspect of the program are culturally sensitive and responsive. It is therefore necessary to reach and provide needed services in the ICCs who are left out by the regular CCT due to physical distance.
- c) Family In Need of Special Protection – caters to sectors that have special cases and needs that require support intervention. It uses the case management process to uplift the social functioning of the families from acute disequilibrium or imbalance until they are able to adapt or adjust to their reality situation

3. Target beneficiaries in all the client categories

- a) They must be excluded from NHTS database and the Pantawid Program by reason of their being an HSF
- b) They must have children aged 0-18 years old and/or with pregnant member of the family at the time of selection
- c) They must be willing and committed to comply with the program conditions and cooperate in the helping process

Below are the three MCCT program and the type of clientele

HOMELESS STREET FAMILIES (HSF)

1. Objectives :

- a) Enable homeless street families have a more stable and decent dwelling unit/housing away from the streets
- b) Prepare and mainstream the homeless street families into the Pantawid Pamilyang Pilipino Program

2. Target Areas and Beneficiaries

Areas where there is a growing number of HSF will be considered to ensure a regional spread/nationwide implementation. Eligible households shall meet the following qualifications:

- a) They must be identified Homeless Street Families who do not have permanent and fixed houses and who live on the streets
- b) Their income and combined household income cannot afford housing facilities
- c) They routinely find themselves sleeping on the streets either in the open air or in makeshift dwellings or push carts.
- d) They may not actually sleep on the street but:
 - o Occupy private and public facilities and parcel of lands not intended for human habitation; and
 - o Occupy any place without any form of structure

3. Program Package

- a) Direct Grants
 - i. Education

The education grant of P300 per month is provided for each child in the beneficiary household if enrolled in day care, pre-school, and

elementary. While education grant of P500 per month is provided for each child if enrolled in high school. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under Alternative Learning System (ALS) or Supervised Neighborhood Play (SNP), unless otherwise the number of school months for the latter is provided. The education grant on the first month shall be provided to each child (3-18 years old) regardless whether the same is enrolled or not in school.

ii. Health

The health grant of P500 is provided for each beneficiary household and the transfer amount is flat regardless of the number of eligible children. All members of the beneficiary household should comply with the health conditions to receive the health grant. Otherwise, failure of only one member of the beneficiary household to comply with any of the conditions may lead to the revocation of the health grant.

iii. Family Development Session

Beneficiary households attending Family Development Sessions meet the conditionality of the FDS grant of P500 per month which will be given on the first two months from the date of registration to the program.

- *The grant for compliance to non-involvement of children in hazardous occupation or activity shall be tied with the Family Development Session grants*
- *The FDS grant will be subsumed under the health grant on the second month of membership to the program.*

4. Support Services and Interventions

a) Shelter assistance

Shelter Assistance may be offered as early as the first month of membership.

i. Modified Shelter Assistance

Homeless Street Families who have decided to return to their province/municipalities of origin for good and wished to establish a permanent abode therein shall be provided with shelter assistance.

ii. Rent Subsidy

A rent subsidy shall be offered in the amount of Php4,000 per month for a maximum period of 6 months only for household beneficiaries who do not want to return to their places of origin or who do not have provinces to go back to but wish to move out of the streets and get into a stable and decent abode.

b. *Access to Job and Livelihood Opportunities*

Access to Job and Livelihood Opportunities may be offered on the fifth month of membership.

c. *Cash-for-Work / Cash-for-Training*

Assistance can be provided to beneficiary households to help them disengage from street work/occupations that put their children to risk/hazards.

d. *Micro-Capital Assistance and Employment Facilitation and Placement through Self Employment Assistance-Kaunlaran (SEA-K) Program*

The Sustainable Livelihood Program is a capacity building program which aims to improve the beneficiaries' socio-economic status, either through the supports micro enterprises or employment opportunities that are appropriate to their skills and competencies.

e. *Other Support Services and Interventions based on the Assessment of Case Workers*

- i. Psychosocial Counseling
- ii. Case Management and Referral Services
- iii. Functional Literacy for Adults
- iv. Family Camp and Family Life Enrichment Activities/Services

5. *Conditions*

a) Program Conditions

Household beneficiaries are monitored by conditionality to give them confidence that they will continue to receive cash grants from the program as long as they comply to the program conditions on health, education, and FDS. Conditions are designed to improve their social and health outcomes as well as to enforce good behavior and commitments for their eventual mainstreaming to Pantawid Pamilyang Pilipino Program by familiarizing and habituating them to the program conditions.

i. Education

- a. Compliance verification to education to each child beneficiary already enrolled in school commences on the second month from the date of registration.
- b. Compliance verification to education to each child beneficiary NOT enrolled in school commences on the fourth month from the date of registration.
- c. Children aged 3-5 years old must attend Day Care Program or Pre-school Classes while children 6-18 years old must enroll Elementary and Secondary Education whether formal or by Alternative Delivery Modes of Learning. In the absence of which, children may avail of the Alternative Learning System and supervised Neighborhood Play for Day Care Children.
- d. Children must observe school attendance
 - Of at least 60% for the 2nd to 4th month
 - Of at least 70% for the 5th to 7th month; and
 - Of at least 85% for the 8th and 12th month

ii. Health

- a. Compliance verification to Health commences on the second month from the date of registration in the program
- b. In accordance with Department of Health (DOH) protocols:
- c. Pregnant household members must avail pre and post-natal care starting from the first trimester of pregnancy and delivery must be assisted by a skilled personnel in a birthing facility
- d. Children 0-5 years old shall visit the City/Municipal Health Center to avail immunization, monthly weight monitoring and nutrition counseling and proper management of diseases
- e. Children 6-14 years old in elementary school are required to take de-worming pills.
- f. Health care services availed by household beneficiaries during medical missions or outreach program is sufficient to qualify the beneficiaries as compliant if services availed followed the DOH protocols.

iii. Family Development Sessions

- a. Compliance verification to Family Development Sessions commences on the first month upon registration
- b. Attendance to the Family Development Sessions shall be made:
 - Four times a month for the first two months
 - Twice a month for the next two months; and

- Once a month for the succeeding months
- c. Children covered by the program grants are prohibited from engaging in any form of economic activity that is subject to exploitations and/or hazardous situation
- d. Compliance verification to this condition shall commence on the first month upon registration

6. *Strategies*

Case management is a method of providing services whereby a case worker assesses the needs of the household beneficiaries, when appropriate and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific household beneficiaries' complex needs. It addresses both the household beneficiaries' bio-psychosocial status as well as the state of the social system in which case management operates. Both micro and macro in nature: intervention occurs at both the household beneficiaries and system levels. It requires the worker to develop and maintain a therapeutic relationship with the household beneficiaries, which may include linking the household beneficiaries with systems that provide them with needed services, resources, and opportunities. Services provided under the case management may be located in a single agency or may be spread across numerous agencies or organizations.

The primary goal of case management is to optimize household beneficiaries functioning by providing quality services in the most efficient and effective manner to individuals with multiple complex needs.

B. INDIGENOUS PEOPLES IN GEOGRAPHICALLY ISOLATED AND DISADVANTAGED AREAS

1. *Objectives*

- a) To create and operationalize a programming that engages the full and meaningful participation of beneficiary IP households in the context of their indigenous cultural communities.
- b) To facilitate the establishment of an accessible and suitable health care delivery system responsive to the specific conditions of IP children, pregnant and lactating mother
- c) To formulate community development projects for the immediate and continuing improvement of the economic and social conditions of the IPs and ICCs specifically in the areas of employment, training, sanitation and security in the spirit of convergence of services

- d) To facilitate the development of an accessible and alternative mode of learning relevant and appropriate to the specific necessities and situation of children and to keep those who are already in formal schools
- e) To develop and implement IP sensitive program systems (i.e. Grievance Redress System (GRS), Beneficiary Data Management System (BDMD), and Compliance Verification System (CVS) that effectively and appropriately addresses the specific concerns of the IP households
- f) To initiate and integrate within the indigenous structure a sustained participatory monitoring, evaluation and reporting process

2. *Package of Services*

a) Program Package

i. Cash Grants

The MCCT for IP in GIDA Program will adapt the regular CCT cash grant. Each household shall be entitled to receive P500 per month per household for health and education grant amounting to P300 per child/month for elementary and P500 per child/month for High School. The cash grant for education shall be a maximum of children per household per month for 10 months per year.

These grants are released on a regular basis as established by the National Project Management Office to beneficiary household for the duration of their participation in the program, subject to their compliance to conditionalities.

For the initial release of the grants (1st Payment/for the first 3 months), the program does not require a compliance-based computation of grants. The first payment will serve as the initial investment of the family to health and education of children in preparation to the compliance-based monitoring of grants release.

a. Education Package

- Support for children's enrollment and attendance in public elementary and secondary schools which include documentary requirements for enrolment
- Establishment of home-based ECCD Program, Supervised Neighborhood Play or any appropriate ECCD delivery mode for 3-5 year old children.

- In the absence of school facilities, the community facilitators in coordination with other key players will ensure availability of community based para-teachers.
- Support for enrollment of 1 adult family member in Technical-Vocational School for a maximum of 2 years (relevant to the development need of the community)
- Establishment of Alternative Learning System or Alternative Delivery Modes of education in the IP communities with IP coordinators or IP-Sensitive coordinators and
- Inclusion of Madrasah, and Arabic literacy and schools of living tradition

b. Health Package

- Prevention, control and cure of communicable and lifestyle-related diseases including relevant lectures, essential medicines, and appropriate behavior change communication materials
- Support for skilled delivery at home or in birthing facilities in the community
- Free birth registration, death certificate, and marriage-certification
- In the absence of health facility, the community facilitator in coordination with other key players will ensure availability of para-medics

b) Community and Family Development Sessions (CFDS)

These are regular community gatherings, where the parents, care givers and household leaders enhance their skills in effective and responsible parenting. These are also a venue to discuss and agree on actions to key issues and concerns.

CFDS are conducted with full respect for the IP's traditions practice, customary laws, system and practices in the community and in the language that they understand. The sessions are held in venues accessible to the majority and on a schedule that is acceptable and suitable to their rhythm of life

c) Support Services Interventions

The program will support other interventions based on the need and assessment of the community facilitator. These intervention will address the needs related to health, sanitation, education, livelihood activities, capability building training, promotion of IP rights, or any collective engagement that will enhance self-determination.

The program will also provide IP communities with technical assistance in planning, implementing and monitoring and evaluation to enable them IP communities to develop and manage their own project.

3. Program Conditions

To continuously receive the program package and cash benefits, the IP beneficiaries need to comply with the following conditions/commitment. The method of implementation and monitoring of the beneficiaries' compliance will be defined in consultation with ICCS and with guidance from DepEd and DOH.

a) Education

- i. Compliance verification to education to each child beneficiary already enrolled in school commences on the fourth month from the date of registration
- ii. Compliance verification to education to each child beneficiary NOT enrolled in school commences on the fourth month from the date of registration.
- iii. 85% attendance of all IP children and adults enrolled in elementary and high schools, including in ALS and ADM. (to be consulted by DepEd)
- iv. 85% attendance of all 3-5 years old IP children in Day Care or home-based ECCD Programs

b) Health

- i. Compliance verification to health commences on the seventh month from the date of registration
- ii. Regular health status monitoring of pregnant and lactating women
- iii. Full immunization for children and pregnant women
- iv. Deworming (traditional deworming methods are accepted as approved by DOH)
- v. Pre- and post- natal care
- vi. Delivery in birthing facilities/attended by a skilled/professional

c) Community/ Family Development Sessions

- i. The only conditionality during the social preparation stage (4th to 6th month) is attendance and participation in the Community Family Development Sessions CFDS
- ii. Attendance to CFDS twice a month for the first 6 months
- iii. During the social preparation period, attendance of any family member (mother, father, or other adult members of the family) in

the discussion and/or consultation shall be sufficient compliance to the CFDS.

4. *Strategies*

a) Community Organizing

The Community Organizing process will facilitate the development of a community-based system that will allow the IP Communities to have meaningful participation in the operations of the program such as the targeting and selection of program beneficiaries and validation process.

The strategy will endeavour to organize, train and support a core group of community volunteers that will be tasked to oversee the program implementation and sustainability. The CO process will be done in close coordination and with full transparency with the barangay officials.

b) Convergence (Partnership-Building, Networking, and Coordination)

The program will establish a system of networking and partnership with other support groups and stakeholders at the municipal level to ensure convergence and coordination of services of agencies at the community and family level.

c) Capacity-Building

This is a key strategy in improving and sustaining the quality of health and education services, and support to children and women. This strategy will also ensure that the Tribal leaders, community volunteers of the program, including concerned Barangay Officials, will acquire the necessary knowledge, skills and attitude to effectively perform their assigned roles and responsibilities relevant to the implementation of the CCT-IP Program.

d) Quality Service Delivery

Through this strategy, the IP program beneficiaries will receive basic services in an appropriate, culturally responsive, humanizing, and sensitive manner. The service delivery system will be cost-efficient, sustainable, responsive to the needs of ICCs, and receptive to the unique characteristics of tribal groups. The educational and health services will be timely and appropriate.

e) Community-based monitoring and reporting

This strategy will involve the active participation of community leaders and key members in program monitoring to ensure that the program is proceeding according to plan and that the planned activities are undertaken according to schedule.

A community-based system will be established to ensure that the implementation gaps and issues identified in the monitoring exercises will be acted as early as possible. The program will establish a reporting flow that will allow the Regions an opportunity to capture important actions and decisions at community level.

f) Participatory Research

This strategy will tap selected community members and IP leaders in identifying relevant research agenda and in carrying out the research. This will be done in consultation with the academe, and NGOs in the community. Of particular research interest will be agenda related to indigenous knowledge, skills, and attitude in health and education with FPIC from the communities, and consistent with NCIP guidelines in obtaining IKSP.

g) Policy Advocacy

The program will develop a comprehensive policy advocacy plan that will address the identified policy gaps, and law enforcement issues and concerns at national and sub-national levels. The plan will include lobbying for recognition of IKSP in health and education, and in making schools and health services accessible to IP children, women, and the whole community. It will include mobilization of Local Government Units (municipal, city and barangay) in committing policy and budgetary support to make CCT work for IPs.

h) Program Support Communication for Cultural Enhancement

The program will develop a behavior change communication plan with DOH and DepEd to ensure that the program beneficiaries will adopt appropriate health and education practices related to the achievement of program goals. The plan will use a combination of behavior change communication strategies, and instruments that will inform parents and equip them with knowledge and skills in maternal and child care, and in supporting the education needs of their children. This strategy will also target the service providers, particularly in adopting proper attitude and behavior that are sensitive to IP's unique characteristics, and their particular ways of doing things.

FAMILIES IN NEED OF SPECIAL PROTECTION

1. Objective

To provide psychosocial interventions to improve psychosocial wellbeing, alongside perception of social environment (e.g. healing strategies)

2. Target Beneficiaries

Areas most seriously affected by various disasters and other areas inhabited by indigenous peoples and vulnerable groups.

Eligible households for the program shall meet the following qualifications:

- a) They must be identified disaster stricken families who are temporarily placed in the evacuation center or in transitory shelters; or
- b) They must be identified indigenous peoples not found in geographically isolated and disadvantaged areas; or
- c) They must be identified vulnerable groups under hazardous and disabling working conditions;

(Exception: A household tagged as non-poor may be included provided that the household has fallen below the poverty threshold overtime and has not yet been covered by Regular CCT.)

3. Program Package

a) Direct Grants

The Modified CCT provides health and education grants, with the total amount of grants per household depending on the number of eligible household members aged 3-18 years old and on their compliance to conditions.

i. Education

The education grant of P300 per month is provided for each child in the beneficiary household if enrolled in day care, pre-school, and elementary. While the education grant of P500 per month is provided for each child in the beneficiary household if enrolled in high school. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under ALS or SNP, unless otherwise the number of school months for the latter is provided.

The grant for compliance to non-involvement of children in hazardous occupation or activity shall be tied with the Family Development Session grants.

ii. Health

The health grant of P500 is provided for each beneficiary household and the same is flat regardless of the number of eligible children. All members of the beneficiary household should comply with the health conditions to receive the health grant. Otherwise, failure of any member of the beneficiary household to comply with any of the conditionalities may lead to the revocation of the health grant.

iii. Family Development Session

Beneficiary households attending Family Development Sessions meet the conditionality of the FDS grant of P500 per month which will be given on the first three months from the date of registration to the program.

The FDS grant will be subsumed under the health grant on the fourth month of membership to the program.

iv. Psychosocial Interventions

Psychosocial Interventions are responses that appropriately address specific psychosocial issues and aim to promote psychosocial well-being. For purposes of this program, psychosocial interventions are offered to target clients to help them achieve an adequate level of well-being and as ways of reducing the toll of individual traumatic events.

a. Offering General Information- “consists of reassuring explanations about normal reactions, the provision of the indicators for when to seek help, and advice on how to continue with the daily routine”

b. Other disaster related interventions, for follow-up along:
Psychological Debriefing- “described as a standardized crisis intervention, the purpose of which is to prevent and reduce the adverse psychological effects of traumatic events” It focuses on disclosure of traumatic experiences and education about stress reactions as well as enhancement of effective coping mechanisms. **Critical Incident Stress Management**- includes debriefing, pastoral crisis intervention, family CISM, organizational consultation and follow-up/referral. **Psychological First Aid**- “prevents the development of chronic psychological disorders”. PFA aims at reducing the initial distress caused by the trauma, and to foster short- and long- term functioning.

c. Behavior Interventions- consists of teaching of coping skills for managing symptoms of stress and anxiety especially those who are experiencing eminent danger within their work place.

d. Psychosocial Care- “consists of health assessments needed to monitor the health of those affected and based on these assessments support can be directed appropriately”

e. Liberating the Indigenous People From Indignity (LIPI)- provision of LIPI modules to the itinerant IPs to make them appreciate again their culture and indigenous way of living.

4. *Program Conditions*

Household beneficiaries will receive cash grants from the program as long as they comply with the program conditions on health, education, and FDS. Conditions are designed to improve their social and health outcomes as well as to transform towards positive outlook in life and commitments for their eventual mainstreaming to Pantawid Pamilya Pilipino Program by familiarizing and habituating them to the program conditions.

a) Education

- i. Compliance verification for Education grants shall commence on the fourth month from the date of registration in the Program.
- ii. Children aged 3-5 years old must attend Day Care Program or Preschool Classes while children 6-18 years old must enroll in Elementary and Secondary Education whether formal or by Alternative Delivery Modes of Learning. In the absence of which, children may avail of the Alternative Learning System and Supervised Neighborhood Play for Day Care Children.
- iii. Children must observe school attendance of at least 85% of the total number of school days per month

b) Health

- i. Compliance verification for Health grants shall commence on the fourth month from the date of registration in the program
In accordance with Department of Health (DOH) protocols:
 - a. Pregnant household members must avail of pre- and post-natal care starting from the first trimester of pregnancy and delivery must be assisted by skilled personnel in a birthing facility
 - b. Children of 0-5 years old shall visit the City/Municipal Health Center to avail of immunization, monthly weight monitoring and nutrition counseling, and proper management of diseases

- c. Children 6-14 years old in elementary school are required to take deworming pills
 - ii. Health care services availed by household beneficiaries during medical missions or outreach program is sufficient to qualify the beneficiaries as compliant if services availed followed the DOH protocols
- c) Family Development Sessions
 - i. Compliance verification to Family Development Sessions shall commence on the first month upon registration.
 - ii. Attendance to the Family Development Sessions shall be made:
 - Weekly for the first two months;
 - Twice a month for the next two months; and
 - Once a month for the succeeding months

5. Delivery Mechanism

There shall be two type of Delivery mechanisms that shall be adopted for the Implementation of the Modified CCT namely:

- a) Civil Society Organizations managed implementation
- b) DSWD-managed implementation

6. Institutional Partnership

- a) Department of Social Welfare and Development (DSWD)
- b) Department of Health (DOH)
- c) Department of Education (DepEd)
- d) Pantawid Pamilyang Pilipino Program
- e) National Commission for Indigenous People (NCIP)
- f) Department of Interior and Local Government (DILG)
- g) National Anti- Poverty Commission (NAPC)

C. INDIGENOUS PEOPLE UNIT UNDER REGULAR-CCT

On April 2015, the Indigenous Peoples Division was merged to the MCCT Division considering that the MCCT caters also Indigenous Peoples. Thus, some of the staff in the IP Division has been utilized to create a new Division, which is vital in the overall Pantawid Implementation, the Risk Management and Quality Assurance Division. (RMQUAD)

The IP Unit within the MCCT Division is responsible for the operationalization of the IP Participation Framework (IPPF) in the processes and systems of the Pantawid Pamilya. It works in partnership with all other divisions to ensure that the IPPF is mainstreamed and integrated in the program by working towards making IP sensitive. It is responsible for the collaboration with LGUs and other stakeholders for the mainstreaming and operationalization of IPP framework

CHAPTER ELEVEN: PANTAWID PAMILYA INFORMATION SYSTEM

A. General Operations of the Pantawid Pamilya Information Systems

The *Pantawid Pamilya* Information Systems supports the overall operation of the *Pantawid Pamilya*. It provides the information technology needed to capture process and generate data and facilitate the required processes and procedures of the different components of the program. The Information System of *Pantawid Pamilya* is under the management and supervision of the ICTMS – Special Project Division (SPD) of the Department.

The *Pantawid Pamilya* Information Systems are anchored on the eight (8) major steps in the implementation of the program, namely: 1) Selection of Provinces/ Cities/ Municipalities; 2) Supply Side Assessment; 3) Selection of Households; 4) Registration and Validation of Households; 5) Family Registry; 6) Release of Initial Grants; 7) Compliance Verification; and 8) Release of Succeeding Cash Grants.

To systematize and support the eight (8) major steps including the different components in the implementation of the program, key information systems have been developed to ensure that procedural guidelines and business processes are followed to meet the requirements and objectives of the program.

The key processes in the implementation of the program starts with the identification of priority areas based on the selection criteria in the Operations Manual of the NHTS-PR. The areas are prioritized and the conduct of household enumeration is done by the NHTS-PR.

The results of enumeration are entered into the NHTS-PR database and using the PMT, a statistical methodology to compute socio-economic variables, the estimated income of the households are established and compared with the Poverty Threshold of the province. Households with income equal to or below the provincial poverty threshold are identified as poor.

The NHTS-PR database of poor households is maintained by the NHTO. The data on poor households are forwarded to the NPMO to determine their eligibility for the program.

Once the data on poor households are received, the NPMO runs the **ECR** or the process that determines households with pregnant women and 0-18 year old children.

Upon completion of **ECR** the lists of eligible households are transmitted to the different Field Offices for posting in their respective localities. After a minimum of one week posting, the actual registration of household beneficiaries is conducted through the **Community Assembly Registration System (CARS)** using the **Household Registration Module**.

The Household Registration Module is used to register and tag the households as “Newly-Registered” based on the results of the validation during the Community Assembly. The use of Validation Forms to check and update household data and the filling-up of Land Bank Enrollment Forms are part of the process to establish the verified information on the households through the Household Registration Module using the Client Internet-based Server.

The BUS is used primarily to gather, validate, report and record the changes that have occurred on the status or condition of the grantees, children 0-18 years old and pregnant women in the beneficiary households while under the program. The **BUS** facilitates updating of household data through the Beneficiary Updates Form which are accomplished, encoded and approved at the Field Offices and confirmed by the NPMO. Approved updates on household data through the BUS generate the updates for the *Pantawid Pamilya* database maintained by the ICTMS.

The CVS is conducted on a regular basis using simple and easy to follow verification tools via internet connection through the client server. The system of compliance verification focuses on attendance using the Compliance Verification Forms 1 to 4, namely: Form 1 - the Masterlist of beneficiaries to be filled-up by the City or Municipal Links; Form 2 – for Education, to be filled-up by school teachers or principals; Form 3 – for Health, to be filled up by health personnel at the Health Centers; and Form 4- for Family Development Sessions to be filled up by the City or Municipal Links. The data captured in these forms are inputted into the database to reflect the compliance of beneficiaries to the conditionalities of the program.

Compliance refers to the beneficiaries’ attendance in schools and visits to health centers. It means that the children-education grantees attended 85% of the school days and availed of deworming pills and received health services in accordance with the DOH protocols for the period covered by the compliance verification. The **CVS** facilitates the documentation and generation of data of non-compliant beneficiaries on education and health that are processed by the system through the internet- based client server. The approved CVS results serve as basis in the computation of payment confirmed through the issuance and approval of NAPA.

The CVS is followed by the use of **Payroll Generation System (PGS)**. The **PGS** is utilized to compute the cash grants of household beneficiaries who passed the compliance verification process. It facilitates the generation of payroll for the household beneficiaries every payment period.

The GRS captures and resolves grievances effectively and expeditiously in a transparent manner. It provides a venue for the beneficiaries and the public to submit their queries and complaints and be responded to. It guides the *Pantawid Pamilya* implementers and partners on how to handle and resolve grievances from various sources. It facilitates the encoding of submitted grievance forms from the beneficiaries and non-beneficiaries of the program and accepts and tracks grievances using the short text messaging system. Its output includes the data on resolved grievances cases and/ or those still for processing and completion.

Finally, the Supply Side Assessment System (SSAS) is designed to do simple assessment to help the program determine the readiness of schools and health center facilities as a pre-requisite to the implementation of the program in a locality. It provides certain indicators that describe the present and evolving situations on the supply side conditions on education and health in a particular area.

The SSAS supports the processing of data captured through the supply side assessment forms and provides the detailed instructions guide to the user of the system. It facilitates encoding, editing and viewing of health and education data of assessed school and health facilities of a given area vis-à-vis the benchmark ratio on health and education.

In summary the information systems that support the *Pantawid Pamilya* following the eight-step cycle are as follows:

1. Eligibility Check Routine (ECR)
2. Supply Side Assessment System (SSAS)
3. Community Assembly Registration System (CARS)
4. Beneficiary Update System (BUS)
5. Compliance Verification System (CVS)
6. Payroll System (PS)
7. Grievance Redress System (GRS)

Figure 6: General Operations of the Pantawid Pamilya Information Systems



B. Development Procedures of Pantawid Pamilya Information Systems

The ICTMS is responsible for the development, maintenance and enhancement of the *Pantawid Pamilya* Information Systems. Every system developed by the ICTMS for *Pantawid Pamilya* goes through a project management cycle that closely follows the standard Systems Development Life Cycle (SDLC) model.

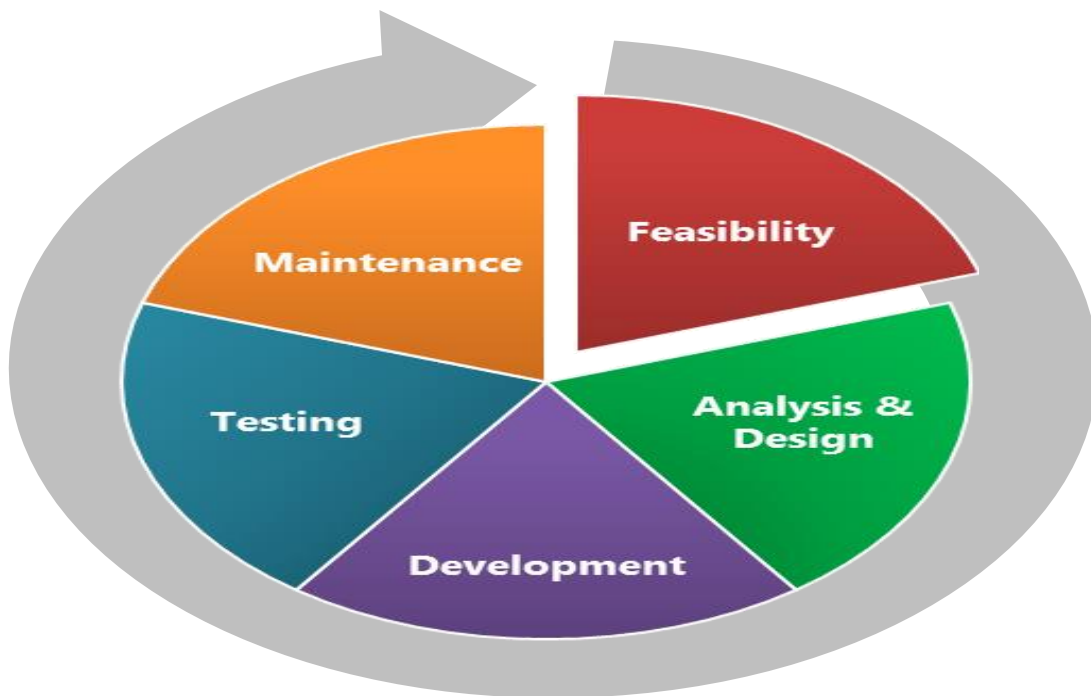


Figure 7: System Development Life Cycle

1. *Feasibility*

The feasibility study is used to determine if the project have enough basis to get the go-ahead. If the project is to proceed, the feasibility study will advance to establish a project plan and time estimates for the future stages of development.

2. *Requirement Analysis and Design*

This phase determined business requirements as basis for the development of the system. It includes a detailed study of the business processes of the organization. Options for changing the business process may be considered. The process focuses on high level design like, what programs are needed and how they are going to interact, low-level design (how the individual programs are

going to work), interface design (how will the interfaces look like) and data design (what data will be required). During these phases, the software's overall structure is defined.

3. Development

In this phase the designs are translated into program codes and database structure. The *Pantawid Pamilya* Information Systems are implemented using PHP code that interacts with a MySQL database for saving and retrieving beneficiary data.

4. Testing

In this phase the system is tested. Normally, programs are written as a series of individual modules, and then subjected to separate and detailed tests. The separate modules are then brought together and tested as a complete system. Systems are tested to ensure that interfaces between modules work (integration testing), the system works on the intended platform and with the expected volume of data (capacity testing) and that the system does what the user requires (acceptance/ beta testing).

5. Maintenance

Systems need regular maintenance. Every software undergoes change once it is deployed and utilized by the customers. There are many reasons for the change. Change could happen because of some unexpected input values into the system. Significant changes in business rules, policies and procedures trigger enhancements in system features. In addition, such changes in the system could directly affect the software operations. The software should therefore be developed to accommodate changes that could happen during the post implementation period.

C. Systems Administration and Integration

1. Database Administration

The PPIS uses an enterprise grade relational database management system. It is managed by a database administrator at the ICTMS Service Delivery and Support Division (SDSD).

2. Infrastructure and Connectivity

By design, the PPIS is a web application accessible only within the DSWD wide area network. The wide area network inter-connects all DSWD and *Pantawid Pamilya* offices via an Internet Protocol broadband network enabling voice and data connections.

The DSWD Wide Area Network utilizes the services of telecommunications companies that provide appropriate service levels to support the connectivity requirements of the program.

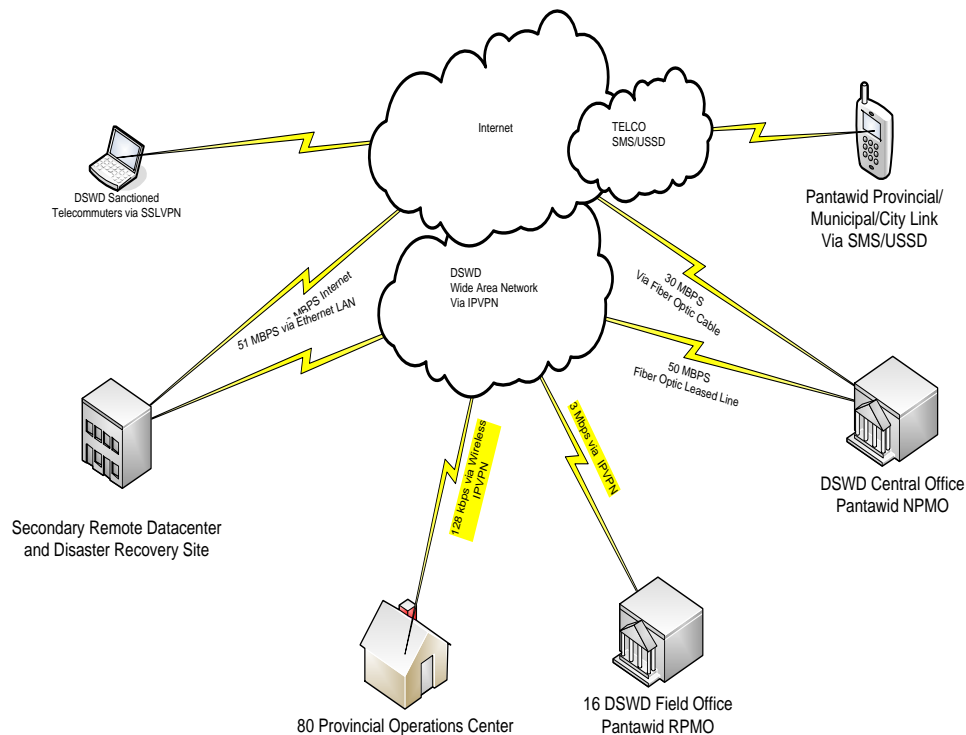


Figure 8: Beneficiary Data Schema

D. DSWD Pantawid Pamilya Network Infrastructure

Security and Access Control

Security and access control is of paramount importance for the PPIS. The ICTMS implements security policies and procedures in the operation of the systems.

Remote users may access the PPIS via IP-VPN or SSL-VPN depending on the level of security access administered by the system administrator of ICTMS. Sanctioned users defined in the access control table approved by the NPMO are provided with remote access to the PPIS via the internet.

E. Management of Pantawid Pamilya Information System

The ICTMS implements ICT service management to develop, maintain and enhance the *Pantawid Pamilya* Information Systems. It has the following general responsibilities:

1. Plan, build and put into operation the software applications to automate many of the Pantawid Pamilya activities, from survey intake to payment.
2. Ensure the integrity, accessibility and security of the Pantawid Pamilya information systems and database.
3. Provide support services in activities requiring information technology such as systems development, security, infrastructure, service delivery and service support.

CHAPTER TWELVE: ORGANIZATION AND STRENGTHENING OF PARENT GROUPS

In the implementation of the Pantawid Pamilya, the organization of the beneficiaries into parent groups serves as a strategy to establish peer support and monitor compliance with the conditionalities of the program. It also encourages unity and cooperation among the household grantees through the regular conduct of the FDS. Moreover, the organization of the beneficiaries provides an opportunity and venue to share each other's concerns and experiences within the group. Household grantees are empowered to analyze and solve their problems together which builds up their trust and commitment to the program.

For Pantawid Pamilya IP communities, the organization of IP grantees into a parent group is in accordance with their existing norms, traditions, and culture, as the perspective of IP is communal.

A. Purposes

The organization of parent groups helps:

1. To have a venue for the regular and efficient conduct of the FDS;
2. To have a venue for disseminating updates about Pantawid Pamilya;
3. To have a venue for elevating issues and concerns to improve program implementation;
4. To have a venue for eliciting the IPs' concerns on the implementation of the program to make it culturally-sensitive and responsive; and
5. To develop a strategy for a more convenient and better monitoring and evaluation of program implementation and for improvement and development of the beneficiaries
6. To have a venue to resolve gaps in the household's level of well-being (economic sufficiency and social adequacy) based on their latest social welfare indicator (SWI) results

B. Objective

The main objective of organizing the beneficiaries into parent groups is to strengthen the participation and support among household beneficiaries in complying with the program conditionalities and achieving a higher level of well-being. The organized parent group serves as a venue for FDS and other parent group activities that improve the beneficiaries' well-being such as meetings/seminars that capacitate them to become more responsive in their parental roles and responsibilities. The parent group is also expected to play an important role in community development for the promotion and advancement of rights-based programs and services.

C. Expected Outputs

Once the beneficiaries are organized into parent groups, they are expected to:

1. Elect/ select one Parent Leader and Assistant Parent Leader per parent group;
2. Achieve strengthened camaraderie and peer support among the beneficiaries;
3. Facilitate and strengthen program communication and coordination system among stakeholders;
4. Attend the regular conduct of FDS, facilitate filling out of update and grievance forms, and get feedback on these concerns;
5. Be more responsive in meeting the family needs and enabled in performing their parental roles and responsibilities;
6. Facilitate interventions and/ or solutions to problems and issues encountered by beneficiaries; and
7. Acquire enhanced knowledge and skills through convergence of planned economic and social interventions to help them become self-reliant and productive members of the community.

D. Procedural Guide in Organizing Pantawid Pamilya Beneficiaries into Parent Groups

1. The beneficiaries are required to attend an orientation on the basic concepts of the program, their roles and responsibilities, especially the program conditionalities that they need to meet.
2. The City/ Municipal Link (C/ ML) identifies the grantees in the same neighborhood and forms them into a parent group with 20 to 40 grantees. This number must be maintained for easy monitoring and communication management.

If the beneficiaries do not reside in clustered areas or if they live in island communities, mountainous areas, armed conflict communities, IP areas, and areas challenged by geographical distances, the C/ ML may organize them into a parent group with lesser number of members but not lower than 10 members. This must be done with the approval of the Provincial Link.

3. Once the beneficiaries are organized into parent groups, the C/ ML invites the groups for a meeting in a place that is convenient to the members. This could be the venue for the monthly FDS of the parent group.
4. The parent groups decide on the venue and schedule of their FDS following guidelines set for conducting it.
5. The C/ ML leads the parent groups in selecting a Parent Leader (PL) and an Assistant Parent Leader (APL) through an election and orients them on the roles and responsibilities of PLs and APLs. The groups must agree and establish their system of communication to facilitate efficient information dissemination.
6. The parent groups meet once a month to discuss their issues, concerns, and other activities concerning the group. This may be done during their FDS.
7. The parent groups attend the monthly FDS cum parent group meeting for other capability building activities, sharing and updating about their experiences in the program, and other activities related to the program.
8. After electing the PL and APL, the C/ ML helps the parent groups in setting the officers' oath-taking.

CHAPTER THIRTEEN: FAMILY DEVELOPMENT SESSIONS

Pantawid Pamilya sees the household grantees and parents to have the most crucial role in achieving transformation and development of the family. It designed the Family Development Session (FDS) to have a venue for household grantees and parents to enhance and acquire new skills and knowledge in responding to their parental roles and responsibilities particularly on health and nutrition, education and psychosocial needs of children; promotion of positive family values; and strengthening marital relationships.

Attending the FDS is one of the conditionalities of the *Pantawid Pamilya*. The FDS employs neighborhood-based family psycho-educational activities to promote, empower, and nurture families towards strengthened capacity so they could meet their familial and parental responsibilities as well as participate in community development activities.

A. Goals and Objectives

The main goal of the FDS is to capacitate the household beneficiaries to become more responsive and active in performing their parental roles and responsibilities, particularly in addressing the health, nutrition, education and psychosocial needs of their children. Through FDS, the beneficiaries are also guided to comply with the conditionalities of the program.

The FDS also aims to promote community participation and involvement in special activities on the promotion and advocacy of human rights and welfare and other family enrichment activities at the municipal or barangay level.

The specific objectives of the FDS are:

- 1) To deepen the understanding of the beneficiaries on their co-responsibilities and encourage peer support and monitoring to improve or maintain their compliance to program conditionalities;
- 2) To enhance basic knowledge and skills of household grantees on familial and parental responsibilities including:
 - a) Understanding and being aware of their own self in relation to one's roles in the family and as a household beneficiary;
 - b) Being knowledgeable of and skilled for preparing and providing care for the family particularly on the health and education of their children;

- c) Being knowledgeable and skilled on keeping the family safe especially in times of disaster, both natural and man-made, and preventing the family from any form of abuse;
 - d) Being knowledgeable and skilled on strengthening parent-child relationship as well as responding to the threats on the rights and stability of children;
 - e) Being knowledgeable on proper and efficient family resource management
- 3) To educate the beneficiaries and inculcate to them positive values and attitudes towards the individual, family, and community especially on the rights and welfare of women, children, IPs and persons with disability (PWD);
- 4) To orient household beneficiaries on the importance of relating with other families and participating in community activities
- 5) To strengthen household beneficiaries' capacities in networking, cooperation, collaboration and availing of support services; and
- 6) To provide a venue/ strategy to monitor the progress of the interventions in preparation for the beneficiaries' transition and graduation from the program.

B. Expected Outputs

The following output indicators based on the program results framework are adopted to set some parameters of FDS' success:

1) *Knowledge gained from the program*

- a) At least 95% compliance rate over eligible in their attendance to the monthly FDS and increased participation of male spouse in the sessions as appropriate;
- b) Child school attendance at 100%;
- c) Percentage increase in children availing of preventive health care such as deworming, vitamin A and immunization;
- d) Percentage increase of pregnant women availing pre- and post-natal check-ups;

2) *Building and strengthening the families*

- a) Increased awareness and usage of natural and/or artificial family planning methods in relation to responsible parenthood;
- b) Increased spending of beneficiaries on nutritious and locally-available food items;
- c) Increased number of lowland beneficiaries with sanitary toilets;

- d) Reduced number of reported cases of hazardous child labor and no reported incidence of child abuse and other forms of domestic violence in the domicile of the beneficiaries under the *Pantawid Pamilya*;
- e) No reported cases of gambling and other forms of vices involving the beneficiaries of the program;
- f) Increased level of well-being from survival to subsistence to self-sufficiency per SWI results within the 5-year enrolment in the program as the case may be.

3) *Parents' participation in community development activities*

- a) Increased attendance and participation of beneficiaries in community-wide activities initiated by the local government units along environmental sanitation, disaster risk reduction and preparedness activities and other similar activities; and
- b) Increased participation and involvement of *Pantawid Pamilya* parent leaders in barangay structures such as Barangay Council for the Protection of Children (BCPC) and other community structures on women and children's issues, environmental protection, water and sanitation, etc.

C. Methodology and Scope of Topics

The FDS adopts adult learning methodologies, strategies, and approaches to ensure the learning of household grantees on the values and important information that the program promotes like women empowerment, care for the PWDs, knowledge and respect for the IPs, and disaster management. Other strategies include conduct of home-visitation/ individual sessions on parenting, peer counseling, and use of related modules on family education such as Early Childhood Care and Development on the Air, Empowerment and Reaffirmation of Paternal Abilities, and Parent Effectiveness Service.

The FDS provides a package of learning modules which include:

1) *Concepts and Design of the Pantawid Pamilyang Pilipino Program*

The first module dwells on the general perspective of Pantawid. It discusses the mission and vision of the program and the conditionalities the beneficiaries should comply with. Moreover, it identifies the guiding principles of the program and recognizes the rights of women, children and Indigenous Peoples (IP).

The topics on this module contain the following:

- a) The General Perspective of the Pantawid Pamilyang Pilipino Program
- b) Guiding Principles of *Pantawid Pamilya*

- c) One's Self as a Person, as a Parent and as a Beneficiary of *Pantawid Pamilya*

2) *Responsible Parenthood*

The second module aims to strengthen families for them to be proactive mover towards self-reliance. It discusses husband-wife relationship, family planning, child-rearing and laws against child abuse, neglect and trafficking.

This module is divided into the following four (4) sub-modules which include the incorporated topics:

- a) Preparation for Family Life
 - i. Husband-Wife Relationship
 - ii. Parent-Child Relationship
- b) Responsible Parenting and Family Planning
 - i. Starting a Family
 - ii. Maternal Health
 - iii. Infant and Child Care
 - iv. Understanding Child Development
- c) Child Protection Against Abuse, Violence and Trafficking
 - i. Knowledge and Ways on Avoiding Violence and Children-related Abuse
 - ii. Proper Guidance of Children Against Abuse
- d) Strengthening the Filipino Family
 - i. Family Resource Management
 - ii. Ensuring and Strengthening a Safe Home

3) *The Family and the Community*

The last module tackles the issues that may serve as vehicles for social mobilization for community development.

The topics on this module contain the following:

- a) The Family and the Community
- b) Maintaining and Developing our Community
- c) Onwards a Safe and Prepared Community
- d) Active Citizenship

D. Target Areas and Participants

The FDS is conducted in all areas where the *Pantawid Pamilya* is implemented. The household beneficiaries, particularly the household grantees of the program, are the main participants of the FDS. However, the participation of their spouse is also highly encouraged. . Other adult members of the household with children and surrogate parents may also attend the sessions.

CHAPTER FOURTEEN: INSTITUTIONAL ARRANGEMENTS

Executive Order No. 221 of 2003 Amending EO No. 15, Series of 1998, entitled “Redirecting the Functions and Operations of the Department of Social Welfare and Development,” mandates the DSWD to provide assistance to local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people’s organizations (POs) and other members of civil society in implementing poverty alleviation programs, projects, and services. Its goal is to empower disadvantaged individuals, families, and communities and improve their quality of life through the implementation of programs which have been directly lodged with the Department but devolved to LGUs.

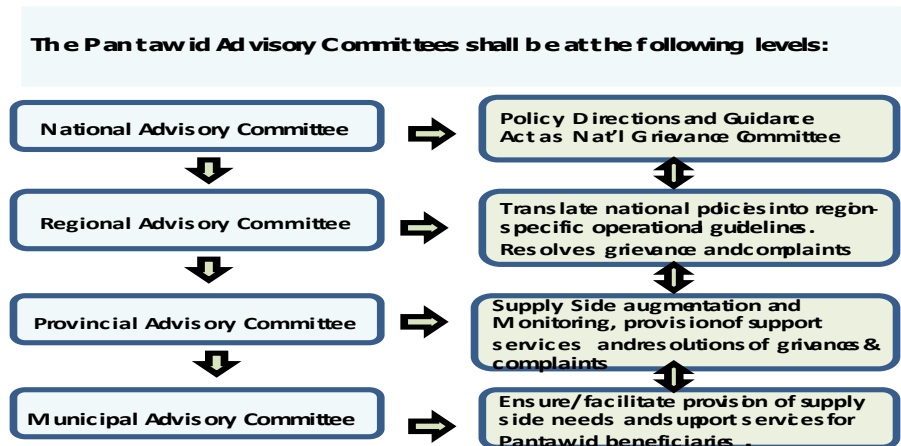
To effectively implement the *Pantawid Pamilya* and enhance national ownership and promote joint efforts with partner agencies and local implementers, Advisory Committees were created at the national, regional, and municipal levels. The Advisory Committees ensure the availability of the supply side on health, nutrition, and education; promote complementation of services with other stakeholders; and provide the necessary support services to meet the conditionalities for the success of the program.

The Department of Health (DOH) and the Department of Education (DepEd) are the major partner agencies for the project. The DOH, in partnership with the local government units, ensures the availability of supplies and services on health and nutrition, and the DepEd facilitates the availability of sufficient educational equipment, supplies, facilities, and personnel in all identified *Pantawid Pamilya* municipalities and barangays. The Department of Interior and Local Government (DILG) is tapped to assist the LGUs in resource generation and encourage them to provide the necessary budget allocation to cover the gaps in health, nutrition and education services in the municipality.

Oversight and coordinating agencies are also tapped to assist in harmonizing the implementation and complementation of activities between and among LGUs and partner agencies.

A Technical Working Group (TWG) is convened to provide technical guidance to the NAC in formulating policies and strategies. The different advisory committees are the following:

A. PANTAWID PAMILYA ADVISORY COMMITTEES



The tasks and composition of the Advisory Committees at different levels are as follows:

1) NATIONAL ADVISORY COMMITTEE (NAC)

a) Composition

- i. Secretary of Department of Social Welfare and Development (DSWD), Chair
- ii. Secretary of Department of Health (DOH), Vice Chair
- iii. Secretary of Department of Education (DepEd), Vice Chair
- iv. Secretary of Department of the Interior and Local Government (DILG), Member
- v. Secretary Department of Labor and Employment (DOLE), Member
- vi. Director General of the National Economic and Development Authority (NEDA), Member
- vii. Secretary of the National Anti-Poverty Commission (NAPC), Member
- viii. Secretary of the Department of Budget and Management (DBM) , Member
- ix. Executive Director of Council for the Welfare of Children (CWC) , Member
- x. Executive Director, Philippine Commission of Women (PCW) , Member
- xi. Chairperson, National Council for Indigenous Peoples (NCIP) , Member
- xii. Executive Director, National Nutrition Council (NNC) , Member
- xiii. Executive Director, Population Commission (POPCOM) , Member

The heads of the agencies may designate a senior official (e.g. Undersecretary or Assistant Secretary level) as alternate and shall be the focal person who will regularly attend the inter-agency advisory committees set up for the program, and ensure that the agency responsibilities and commitments are carried out. The focal person of each agency closely coordinates with the National Program Management Office to ensure synergy of action and synchronization of project-related activities.

b) Functions

The National Advisory Committee has the following functions:

- i. Provide a forum for high level policy coordination that ensures convergence and complementation of individual agency programs and services in *Pantawid Pamilya* areas;
- ii. Approve inter-agency policies for program implementation in accordance with the mandates of the agencies concerned;
- iii. Review operating plans and resolve all concerns and needs requiring interagency actions;
- iv. Identify required inter-agency resource assistance that will ensure complementation and convergence of programs and services in target areas, ensuring that household beneficiaries are able to comply with all conditions set forth;
- v. Monitor progress in different sectors and propose changes where necessary;
- vi. As the National Grievance, decide on any and all grievances, queries, and complaints that are elevated to the national level; and
- vii. Perform other program-related duties and functions as may be deemed necessary by the oversight agencies.

2) *NAC TECHNICAL WORKING GROUP (NAC-TWG)*

a) Composition

- i. Program Manager, *Pantawid Pamilya* – DSWD, Chairperson
- ii. Director for Planning and Director for Operations of the following agencies:
 - a. Department of Health (DOH)
 - b. Department of Education (DepEd)
- iii. Director for Bureau of Local Government Development, DILG
- iv. Director for Bureau of Workers with Special Concern, DOLE
- v. Director, Social Development Staff, NEDA
- vi. Director, NAPC
- vii. Deputy Executive Director, NNC

- viii. Director Budget and Management Bureau , DBM
- ix. Head, Localization and Institutionalization Division, CWC
- x. Head, Policy Development and Advocacy Division, PCW
- xi. Office of the Executive Director, NCIP
- xii. Deputy Executive Director, PopCom

The TWG members may be represented by a Division Head designated through an agency memorandum as the agency's permanent alternate member to the TWG.

b) Functions

The TWG has the following functions:

- i. Provide advisory and technical support to the NAC in formulating appropriate and relevant guidelines, policies, and strategies;
- ii. Review program progress/ evaluation reports and recommend policy enhancement as necessary;
- iii. Monitor the compliance of concerned agencies to agreed actions and recommendations;
- iv. Consolidate all inter-agency resource commitments to ensure convergence and complementation of resources in program areas;
- v. Facilitate the efficient information exchange among member agencies to ensure that the needed support to the program areas are considered in the preparation of individual agency plans and programs; and
- vi. Perform other program-related duties and functions as may be designated/ assigned by oversight agencies.
- vii. Perform other functions as necessary such as
 - a. Troubleshooting unforeseen scenarios
 - b. Receiving and processing possible grievance expeditiously
- viii. Coordinate the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level; and
- ix. Review program progress and evaluation reports and recommend policies and actions to ensure the effective and efficient implementation of the program nationwide.

The NPMO shall provide the technical and secretariat support to the TWG.

3) *REGIONAL ADVISORY COMMITTEE (RAC)*

a) Composition

- i. Regional Director, DSWD Field Office, Chairperson
- ii. Regional Director, DOH-Center for Health and Development, Vice Chair
- iii. Department of Education Regional Office, Vice Chair
- iv. Regional Director DILG Regional Office, Member
- v. Regional Director NEDA Regional Office, Member
- vi. Regional Director DBM Regional Office, Member
- vii. Regional Nutrition Program Coordinator NNC Regional Office, Member
- viii. Regional Director NCIP Regional Office, Member
- ix. Regional Director PopCom Regional Office, Member
- x. Regional Director DOLE Regional Office, Member

b) Functions

- i. Translate national policies to region specific operational guidelines to ensure smooth implementation of the program;
- ii. Coordinate the implementation / operationalization of sectoral activities to better execute program objectives and functions;
- iii. As the Regional Grievance Committee, act on grievance and complaints elevated for resolution by the Provincial Advisory Committee;
- iv. Refer to the National Advisory Committee all concerns needing higher level intervention or resolution.
- v. Ensure that supply side requirements for health and education are available at the target municipalities;
- vi. Monitor the supply side gaps of the target municipalities;
- vii. Hold regular quarterly/ bi-monthly/ monthly committee meetings and special meeting as the need may arise to facilitate resolution of cases on grievance and complaints and meeting the supply side needs and requirements; and
- viii. Prepare/ submit monthly or quarterly accomplishment reports.

The Regional Directors may be represented by their Assistant Regional Directors or Division Head designated through an agency memorandum as the agency's permanent alternate member to the RAC.

The RPMO shall provide the technical and secretariat support to the RAC.

4) *PROVINCIAL ADVISORY COMMITTEE (PAC)*

a) Composition

- i. Provincial Governor- Chairperson
- ii. Provincial Social Welfare and Development Officer-Member
- iii. Provincial Health Officer-Member
- iv. Division Superintendent, Department of Education-Member
- v. Provincial Planning and Development Officer-Member
- vi. Provincial Local Government Officer-Member
- vii. Sanguniang Panlalawigan Chairperson for Women and Children-Member
- viii. Provincial Nutrition Action Officer-Member
- ix. DSWD FO Social Welfare and Development (SWAD) Team Leader-Secretariat
- x. Pantawid Pamilya Provincial Cluster Focal Person-Secretariat
- xi. NCIP Provincial Officer-Member
- xii. Indigenous Peoples' Mandatory Representative (IPMR)-Member
- xiii. Provincial Population Officer-Member

b) Functions

The PAC is tasked to oversee the overall implementation of *Pantawid Pamilya* in the province and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

Specifically, the PAC shall have the following functions:

- i. Assist the DSWD Field Office in addressing the supply side gaps of the province and preparing the Supply Side Assessment to be submitted
- ii. Monitor the availability of the required supplies and the accessibility and functionality of the facilities as well as the services and logistical support provided by the target municipalities to ensure that beneficiaries are able to comply with the conditionalities of the program;
- iii. Recommend to the provincial government the provision of the necessary augmentation/logistical support to the municipalities particularly on supply side on health and education and the enrollment of the beneficiaries to PhilHealth;
- iv. Ensure that the required support to the municipalities is covered by appropriate funds in the annual budget of the province;

- v. Monitor the compliance of the municipalities in the submission of compliance verification forms, grievance and redress, and other reporting requirements;
- vi. Provide technical assistance to municipal counterparts in the provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation and organization of neighborhood groups to hasten *Pantawid Pamilya* implementation;
- vii. As the Provincial Grievance Committee, shall act on queries and complaints on non-compliance to *Pantawid Pamilya*'s conditionalities elevated to the province for appropriate action;
- viii. Refer to the Regional Advisory Committee all concerns needing higher level intervention or resolution;
- ix. Assign a member to sit as the province's representative to the *Pantawid Pamilya* Regional Advisory Committee;
- x. Advocate the program to partner agencies, non-government organization (NGOs), people's organization (POs) and other intermediaries to gain support in the implementing the *Pantawid Pamilya* specifically in addressing supply side gaps;
- xi. Hold regular monthly committee meeting or as need arises to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements.

The PSWDO shall provide the technical support to the RAC.

5) CITY/ MUNICIPAL ADVISORY COMMITTEE (C/MAC)

a) Composition

- i. Local Chief Executive (LCE), Chairperson
- ii. City/ Municipal Social Welfare and Development Officer
- iii. City/ Municipal Health Officer
- iv. City/ Municipal Planning Officer
- v. City/ Municipal Local Government Operations Officer
- vi. City/ Municipal Health Links
- vii. School Heads of Barangays Covered by *Pantawid Pamilya*
- viii. NCIP City Officer (*for cities*) or Community Service Center (CSC) Head (*for municipalities*)
- ix. Indigenous Peoples' Mandatory Representative (IPMR)
- x. City/ Municipal Population Officer/Worker
- xi. City/ Municipal Nutrition Action Officer

b) Functions

The C/ MAC is tasked to oversee the over-all implementation of *Pantawid Pamilya* in the City/ Municipal and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD. It shall fulfill the following:

- i. Ensure that education and health services and facilities required by the program are available and adequate for beneficiaries within the duration of the program;
- ii. Facilitate the accreditation of its Rural Health Units (RHUs) to PhilHealth within the first year of program implementation. Provide the corresponding LGU counterpart funds for the enrollment of the households beneficiaries to PhilHealth for the entire duration of the program;
- iii. Facilitate the designation of counterpart LGU Links that will assist the DSWD hired Municipal Link in the implementation of all *Pantawid Pamilya* activities in the city/municipality;
- iv. Provide office space and other logistical support to the Municipal and LGU Links like office supplies, equipment and other paraphernalia for the period of program implementation;
- v. Ensure the establishment of an efficient recording system in all health and education facilities that will allow faster retrieval of compliance data and the timely submission of compliance reports;
- vi. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation;
- vii. Facilitate and address complaints and requests of poor families concerned; and
- viii. Hold regular monthly and special meetings to ensure timely resolution of implementation issues.

The C/ MSWDO shall provide the technical and secretariat support to the RAC.

6) *NATIONAL INDEPENDENT ADVISORY AND MONITORING COMMITTEE (NIAMC)*

In line with the Department's policies on transparency, accountability, participation, equity and quality assurance, the *Pantawid Pamilya* National Independent Advisory and Monitoring Committee (NIAMC) is created, composed of prominent persons outside of government to ensure that the program is being implemented in accordance with its approved policies and guidelines.

As an independent body of the DSWD, the Committee has the freedom to identify its own members and functions. The Committee agreed to perform the following:

- a) Ensure effectiveness of the implementation processes and ensure that beneficiaries commit to follow the conditions set by the program;
- b) Monitor the inter-agency implementation of the program at all levels;
- c) Participate in the review and assessment of beneficiary and LGU compliance to conditions;
- d) Solicit participation of the private sector to collaborate with government in the implementation of the Program;
- e) Act as resource persons in advocacy activities as appropriate;
- f) Set the standards for accountability, transparency, and equity among *Pantawid Pamilya* stakeholders; and
- g) Hold regular quarterly meetings or special meetings as needed

On the identification of the members of the NIAMC, the following criteria set by the Committee in its July 2009 meeting shall be followed:

- a) Development-oriented individuals with passion and compassion for poor families especially children
- b) Expert advocate in education and/ or health program for children, and
- c) Willing to attend the regular meetings in Manila and participate in field visits to *Pantawid Pamilya* areas.

7) CCT OVERSIGHT SECRETARIAT

The Inter-agency Committee of *Pantawid Pamilya* formed a CCT Oversight Secretariat to oversee the program implementation. This is in accordance to the special provisions of the General Appropriations Act of 2011.

a) Composition

Knowledgeable and experienced staff from the DSWD, DepEd, DBM, and DOH are appointed on secondment to the CCT Secretariat.

b) Functions

- i. Coordinate the conduct of the regular Oversight Secretariat meetings and other related activities that the member-agency of the

Secretariat may undertake to strengthen implementation of the program

- ii. Monitor agency deliverables based on agreements from previous meetings and or agency Work Plans
- iii. Endorse to appropriate agency concerns for action reported by the field offices or other agencies, legislators, media, or the general public
- iv. Consolidate sectoral/ agency accomplishment reports
- v. Submit consolidated agency accomplishment reports every quarter
- vi. Consolidate Committee recommendations for policy development and enhancements for presentation to the TWG or NAC
- vii. Monitor implementation of convergence mechanism among member-agencies of the Secretariat
- viii. Provide updates on activities and accomplishments of the Secretariat during NAC Meetings

CHAPTER FIFTEEN: PROGRAM FUNDING SUPPORT

A. Program Financing Plan (2009-2015)

From 2009 to 2015, the *Pantawid Pamilya* is funded by multilateral sources such as World Bank, Asian Development Bank (ADB), and the Government of the Philippines (GOP). The budget for the said years amounts to US\$733.8 million which comes from budget support/ program loans and GOP's internal revenue. The loans finance the cash grants and implementation cost of some 880,000 household beneficiaries of the program:

Table 8. Cash Grants Financing per Fund Source per Set

SET	NO. OF HH	Percent of Cash Grants Financing		
		GOP	WB	ADB
SET 1	336,208	25%	75%	
SET 2	288,200		75%	25%
SET 3A	116,385	5%		95%
SET 3B	112,484	5%		95%
SET 3C1	29,126	5%		95%
SET 3C2	29,285	100%		
SET 3D	123,743	100%		
SET 4	1,303,810	100%		
SET 5	766,000	100%		
TOTAL	3,105,241			

B. The World Bank and ADB loan

The total loan availed by the GOP from the World Bank is US\$ 405 million for the five-year implementation of the Social Welfare and Development Reform Program (SWDRP). The Loan Agreement which was dated January 7, 2010 was made effective on February 19, 2010 and shall close by June 30, 2014. Out of the US\$ 405 million loan amount, US\$337.5 million or 83% was allocated for the *Pantawid Pamilya* while the remaining US\$67.5 million was for the National Housing Targeting System for Poverty Reduction (NHTS-PR) or Listahanan and Building Institutional Capacity.

The loan from the ADB amounts to US\$ 400 million for the five-year implementation of the Social Protection Support Project (SPSP). The Loan Agreement, which was signed on September 14, 2010 and made effective on January 12, 2011, indicates that the SPSP shall end by March 31, 2016. Out of US\$ 400 Million, US\$388.5 Million or 97% is allocated for the Pantawid, while the 3% is for other support activities for the department

C. Funds Flow and Utilization

1. Availment of Loan Proceeds

The flow of Loan Proceeds from the World Bank and ADB follows the process of inward remittances of the national government.

Upon the approval of the loan, the DSWD requested the Department of Finance (DOF) to open a Special Dollar Account with the Bangko Sentral ng Pilipinas (BSP) in the account of the Treasurer of the Philippines. A Dollar Savings bank account and a Peso Current bank account were also opened with the Land Bank of the Philippines (LBP) as the repository of the loan proceeds. The DSWD submitted a complete Withdrawal Application and required supporting documents to the World Bank/ ADB to avail the loan. The figure below shows the flow of loan proceeds from the World Bank/ ADB to the DSWD:

Flow of Funds from WB/ADB to DSWD (Loan Proceeds)

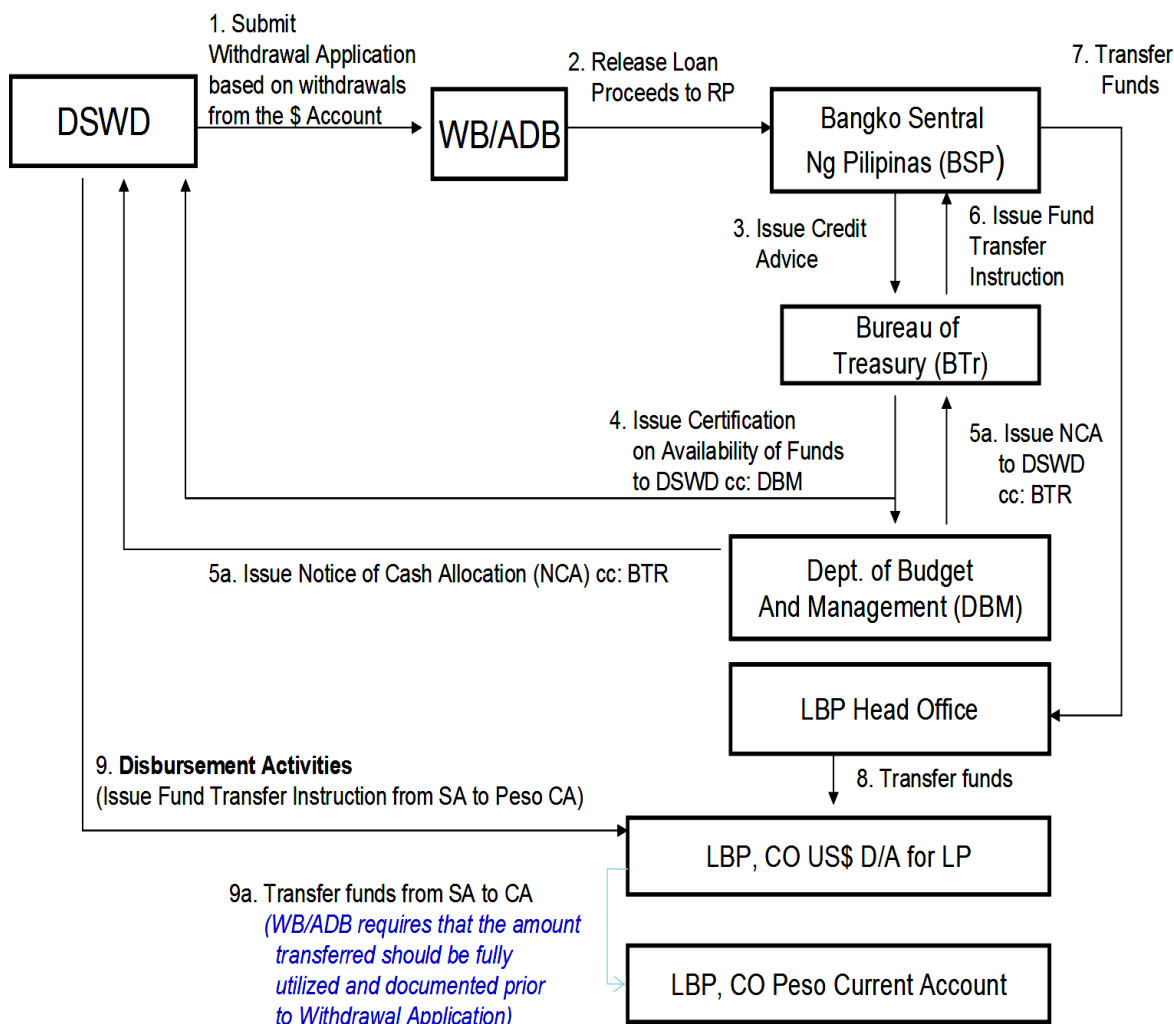


FIGURE 9. Flow of Funds from the World Bank and ADB to the DSWD

2. Availment of GOP Counterpart Funds

A portion of the total project financing comes from the GOP. While most of the loan proceeds finance the cash grants to eligible program beneficiaries, the GOP counterpart is used for capability building activities, technical assistance, and support and general administration.

The Department of Budget and Management (DBM) issued the Agency Budget Matrix (ABM) to the DSWD for the release of the Notice of Cash Allocation (NCA) on a monthly basis. The following is the flow of funds for GOP counterpart funds:

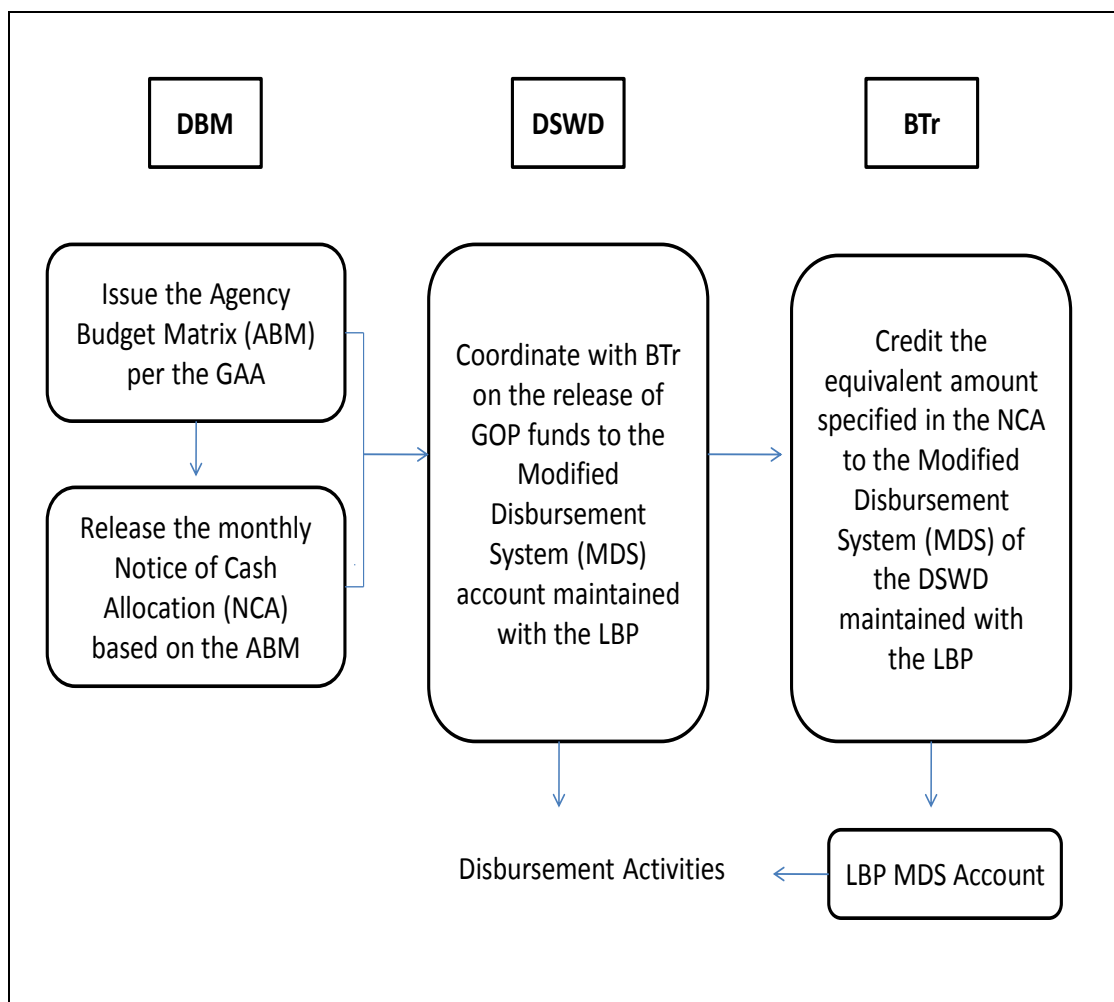


FIGURE 10. Flow of Funds for the Government of the Philippines Counterpart Support

D. Financial Planning and Budgeting

The SWDRP and SPSP follow the budgeting system of the national government in the preparation of its annual budget.

Following work schedule provided by the NPMO to the FMS, the latter shall prepare the budget requirement of the *Pantawid Pamilya* for the given year. This includes all project components and their fund source and the expenditures needed for project financing under the Loan Agreement. The FMS then shall incorporate the budget requirement of the program to the annual budget proposal of the DSWD to be submitted to the DBM.

The FMS, NPMO, and RPMO will prepare the Work and Financial Plan using the cost parameters established per the approved budget, as indicated in the General Appropriations Act.

E. Financial Accounting and Recording

The *Pantawid Pamilya* financial accounting follows government accounting rules and regulations. The DSWD Finance Service maintains two separate Books of Accounts for the *Pantawid Pamilya*: one for loan proceeds and another for GOP counterpart funds. The separate books of accounts maintained by both at the central and field office levels, include journals and ledgers in the Regular Agency Books, as well as in the National Government Books prescribed in the New Government Accounting System (NGAS).

There is a separate subsidiary ledger for each project component and for each fund source. At the end of each accounting period, the field office submits the prescribed financial reports to the DSWD Central Office for consolidation of the FMS and submission to the Commission on Audit.

F. Financial Reporting

The FMS ensures that an adequate financial monitoring system is maintained for the program. This facilitates the preparation of financial monitoring reports that may be required by the World Bank, ADB, oversight agencies, and other stakeholders of the program. The Interim Financial Reports (IFRs) covers fund utilization of the entire SWDRP and SPSP from loan proceeds and GOP counterpart. The currency used in the financial reports is Philippine Pesos, same as in the books of accounts. Expenditures made out of the Designated Account are converted into Philippine Pesos using the exchange rate on the dates of transaction. Actual exchange rates used is included in a note to the IFR.

The financial reports submitted to the World Bank and ADB are the following:

- 1) *Unaudited IFR within 60 days after the end of each calendar quarter, which shall consist of the:*
 - a) Financial Reports including:
 - i. Financial Statement;
 - ii. Statement of Sources and Uses of Funds which should include the current and cumulative data compared with plan (covering loan proceeds and government counterpart fund);
 - iii. Bank Reconciliation Statements, both dollar and all peso project bank accounts;

- iv. Aging Schedule of Outstanding Funds released to the regional offices; and
 - v. Status of the Implementation of the Time-Bound Plans for the eNGAS roll out and the resolution of the COA prior years' issues.
- b) Physical Progress Report which may include narrative information and output indicators linking financial information with physical progress, and highlight issues that require attention; and
- c) Procurement Status Report.

The first quarter IFR of each year also includes the report on the results of the reconciliation of the physical count of fixed assets and inventories against the accounting and property and asset management records. There should also be an introductory narrative discussion of project developments and progress during the period, to provide context to (or other explanations of) information reported in the financial, physical and procurement sections.

The Project Manager is responsible for ensuring that a complete IFR is produced and provided to all stakeholders in a timely manner. He/ She should also work with the government officials and project staff involved in the project to provide narrative explanations of progress and to address problems or take advantage of opportunities that may be presented in the IFR. The Central Office FMS is responsible for preparing the financial reports and ensures that it receives the financial reports from the regional offices on time. The physical progress and procurement reports shall be the responsibility of NPMO and procurement staff in coordination with Administrative Service/Procurement Service Division.

G. Audit Arrangements

1. Internal Controls/ Internal Audit

Pantawid Pamilya follows the internal controls policies and procedures in the NGAS, Government Audit and Accounting Manual (GAAM), COA and DBM memoranda and circulars, and other laws and regulations. In addition, the project is covered by an internal audit review twice a year, with reports submitted to the World Bank/ ADB 60 days after the end of each calendar semester, starting with the second calendar semester after the loan signing.

Regular conduct of spot checks of the *Pantawid Pamilya*, from targeting to receipt of cash grants by the beneficiaries, and maintenance of the Grievance Redress System are additional internal controls implemented.

FMS offices in NPMO and RPMOs also conduct regular report reviews to ensure that the finances are used properly and issues are promptly addressed.

2. External Audit

The World Bank and ADB require Consolidated Annual Audited Financial Statements to monitor the *Pantawid Pamilya*'s overall financial performance and the effective utilization of the loan. The audit that is carried out by the Commission on Audit includes an assessment of the economy, efficiency, and effectiveness of the project.

The DSWD and the COA crafted the Audit Terms of Reference with detailed audit objectives, methodology and procedures, and other administrative concerns that COA Auditors observe. Transportation and travel expenditures, including board and lodging expenses of COA auditors are shouldered by the DSWD, charged to the operations cost of the *Pantawid Pamilya*. The projected annual expense for travel of Auditors must also be included in the Project's annual budget.

The FMS submits the COA annual audit report to the World Bank and ADB not later than six months after the end of each calendar year.

CHAPTER SIXTEEN: PROJECT PROCUREMENT SYSTEM

A. The Project Procurement Plan

The DSWD developed a Project Procurement Plan for the first 18 months of project implementation of the Social Welfare and Development Reform Project (SWDRP), which provides the basis for the procurement methods. The Procurement Plan includes procurement packages for Pantawid, which is Component 2 of the SWDRP. It is available at the Procurement and Supply Division (PSD) of the DSWD. It is also through the Project's database as well as on the World Bank's external website. The Project Procurement Plan will be updated annually in agreement with the Project Team, or as needed to reflect the actual implementation needs of the project and/or improvements in institutional capacity.

The Asian Development Bank (ADB) had financed a loan for the implementation of the Social Protection Support Project (SPSP). The Project will support the Government of the Philippines (GPH) in implementing and expanding its social protection agenda, especially the conditional cash transfer (CCT) program Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) and the National Household Targeting System for Poverty Reduction (NHTS-PR). An 18-month procurement plan was prepared during the loan negotiations, indicating threshold and review procedures, goods, works, and consulting service contract packages and national competitive bidding procedures. All procurement of goods and works will be undertaken in accordance with ADB's Procurement Guidelines.

B. Procurement Management Structure

Procurement activities for goods and consulting services chargeable to the loan proceeds (LP) will be carried out by the DSWD-CO. In line with the desire to mainstream the SWDRP into the regular DSWD structure, procurement shall be the overall responsibility of the Procurement Service Director through the Procurement and Supply Division (PSD). The PSD is responsible for the procurement undertakings for the funds administered by the DSWD-CO. This group was responsible for DSWD procurements for local and foreign-assisted projects including the Bank-financed Early Childhood Development Project (ECDP), the Social Expenditure Management Project (SEMP) 1 and 2, the Kapit-Bisig Laban sa Kahirapan--Comprehensive and Integrated Delivery of Social Services Project (KALAHI-CIDSS), and a number of other grants.

In keeping with the provisions of Republic Act No. 9184 (RA 9284) otherwise known as the "Government Procurement Reform Act," the DSWD also has a Bids

and Awards Committee (BAC), which has its own Secretariat to provide administrative support.

In the DSWD Field Offices, procurement shall be the overall responsibility of the Property and Supply Unit (PSU) under the Management Division. In most of the Field Offices, the PSU serve concurrently as BAC Secretariat.

In compliance with DSWD Memorandum Circular No. 13 Series of 2012, entitled “Amendments to M.C. No. 9, Series of 2012 (Delegation and Delineation of Authority in the DSWD),” the following shall be the SWDRP’s system of approval and authorized signatories for requisitions for issuance and purchase, contracts and procurement-related disbursements.

C. Procurement Methods and Procedures

1. World Bank Procurement Guidelines

Project procurement will be carried out in accordance with the following: The World Bank “Guidelines: Procurement under IBRD Loans and IDA Credits” dated May 2004 and revised October 2006, “Guidelines: Selection and Employment of Consultants by World Bank Borrowers” dated May 2004 and revised October 2006, and the provisions stipulated in the Loan Agreement. While the new Philippine Procurement Law (Republic Act No. 9184 entitled the “Government Procurement Reform Act”) is in sufficient harmony with the Bank’s Guidelines at the National Competitive Bidding (NCB) Level, the Procurement Schedule of the Loan Agreement will include an Annex detailing those procedures under the national law deemed unacceptable by the Bank. Other than that, NCB procurement will be carried out in accordance with the law.

Table 9. Thresholds for Procurement Methods and Prior Review

Expenditure Category	Contract Value Threshold (USD)	Selection Method	Contracts Subject to Prior Review by Bank (USD)
Consulting Services	\$200,000 or more	Quality and Cost-Based Selection (QCBS)	Prior
	-	Least-Cost Selection (LCS)	Post
	Less than \$200,000 ("Small" Assignments)	Selection Based on Consultants' Qualification (CQ)	Post
	Less than \$100,000 ("Very Small" Assignments)	Single Source Selection (SSS)	Prior
	-	Selection of Individual Consultants (IC)	Post
Expenditure Category	Contract Value Threshold (USD)	Procurement Method	Contracts Subject to Prior Review by Bank (USD)
GOODS	\$1,000,000 or more	International Competitive Bidding (ICB)	Prior
	\$100,000 up to less than \$1,000,000	National Competitive Bidding (NCB)	Post
	Below \$100,000	Shopping	Post
		Direct Contracting	Prior

Note: For the procurement of Consulting services, the first contract to be awarded using a particular World Bank selection method, subsequent contracts costing US\$200,000.00 and up, and single source selection of consultants will be subject to prior review by the Bank.

Table. 10 Thresholds and Standard Bidding Documents

Threshold	Procurement Method	Documents
\$1M and above	International Competitive Bidding (ICB)	Bank's Standard Bidding Documents (SBD)
\$100K up to <\$1M	National Competitive Bidding (NCB)	Phil. Bid Docs. (PBD) as harmonized with the Bank
< \$100K	Shopping	Request for Quotation (RFQ)
In exceptional cases	Direct Contracting	RFQ

2. Asian Development Bank (ADB) Procurement Guidelines

The ADB had financed a loan for the implementation of the Social Protection Support Project (SPSP). The Project will support the GPH in implementing and expanding its social protection agenda, especially *Pantawid Pamilya* and NHTS-PR.

Table 11: Asian Development Bank Procurement Guidelines

Quality and Cost Based Selection (QCBS)	
Key Features	When to Use
<ul style="list-style-type: none"> Selection based on combination of quality and price. RFP requires technical and financial proposals to be submitted at the same time in sealed envelopes or encrypted (if submission is electronic). Default quality-cost ratio is 80:20. Other ratios may include 50:50 (audit), 70:30 (simple survey); 90:10 (complex assignment) 	<ul style="list-style-type: none"> QCBS is ADB's default selection method. QCBS is appropriate when (i) the scope of work can be precisely defined, (ii) the TOR are well specified and clear and (iii) ADB or the borrower and the consultants can estimate with reasonable precision the personnel time as well as the other inputs required of the consultants.
Fixed Budget Selection (FBS)	
<ul style="list-style-type: none"> Selection based on quality after 	<ul style="list-style-type: none"> FBS is appropriate only when (i)

<p>price screening through a budget cap.</p> <ul style="list-style-type: none"> • RFP requires technical and financial proposals to be submitted at the same time in sealed envelopes or encrypted (if submission is electronic). Proposals exceeding budget are rejected and then the qualified firm with the highest technical score is invited for negotiations. 	<p>the TOR is precisely defined, (ii) the time and personnel inputs can be accurately assessed and (iii) the budget is fixed and cannot be exceeded.</p>
<p>Single Source Selection (SSS)</p>	
<ul style="list-style-type: none"> • Least competitive method of selection. • Needs prior approval. • RFP will be issued directly to the nominated firm 	<ul style="list-style-type: none"> • SSS is only to be used under exceptional circumstances when (i) there is an emergency, (ii) assignment represents continuation of previous work performed by firm, (iii) assignment is very small (less than \$100,000) or (iv) when only one firm is qualified or has experience of exceptional worth for the assignment. • COSO does not encourage the use of SSS due to lack of transparency and accountability. The use of standard RFP is encouraged even under the SSS, since the RFP sets out the important conditions for invitation such as eligibility requirements, anti-corruption policy, and guidelines for the preparation of financial proposals and contract negotiations and standard templates to be used.

NOTE: Refer to the following ADB sources of information, for a detailed discussion on the procedural guidelines on the various selection method for consulting services, available at www.adb.org

CHAPTER SEVENTEEN: ADVOCACY AND SOCIAL MARKETING

The main objective of the Social Marketing Division is to promote and generate support for *Pantawid Pamilya* so that it becomes a nationwide concern to support and participate in attaining its goal and objectives. The increased awareness and deepened understanding of the different target audience on *Pantawid Pamilya* can bring about positive or more favorable attitude and behavior towards the program.

Under this component, a Social Marketing framework was developed to guide the Information Officers in implementing advocacy and social marketing initiatives at the national and regional levels.

An annual communications planning is conducted by the Division together with *Pantawid Pamilya* Information Officers to develop the Social Marketing Plan in accordance with the DSWD's overall communication thrust and contribute to the program's outcome. It contains strategies to persuade decision makers to fund the Program's operations/implementation nationwide. The Social Marketing Plan is implemented by *Pantawid Pamilya* Information Officers in coordination with Social Marketing Division of *Pantawid Pamilya* and the Social Marketing Service.

A. Goals and Objectives

The communication objectives of *Pantawid Pamilya* are translated into the two major goals of the Advocacy and Social Marketing Component as follows:

1. To help attain the development goals of *Pantawid Pamilya* through communication strategies
2. To win over the support of key players in successfully implementing and sustaining a conditional cash transfer (CCT) program through *Pantawid Pamilyang Pilipino Program*

Specifically the Advocacy and Social Marketing Component works to:

- a) Build up trust in and acceptance of the selection process by facilitating community-wide understanding
- b) Create understanding and strengthen commitments among partner agencies and institution on the performance of their roles and responsibilities to the program
- c) Elicit the support of the LGUs in promoting compliance to program conditionalities through development of local mechanisms and community champions and in providing transition plans and strategies to beneficiaries exiting from the program

- d) Intensify the awareness of stakeholders on program systems for efficient operationalization and maximum utilization
- e) Protect the program against politicking and abuse by empowering the program beneficiaries
- f) Inculcate to the program beneficiaries valuation to health and education by effectively communicating their co-responsibilities thereby accelerating compliance
- g) Communicate the integration of other social protection programs with *Pantawid Pamilya* aimed at protecting social welfare rights and promoting social development to the people

B. Social Marketing Framework

The Social Marketing Framework is anchored on the problems that need to be responded and the desired behavior that needs to be achieved. Following this, the Social Marketing plan clearly identifies what the pressing issues are based on reports generated (e.g. annual accomplishment report, Grievance Redress System report, media monitoring report).

The problems or issues identified serve as basis in formulating the annual communication objectives. The communication plan contains the following information:

1. Audience

The audience refers to the key players and stakeholders targeted to help the program achieve its developmental goals. This includes:

- a) Beneficiaries/ parent leaders
- b) Children beneficiaries
- c) Service providers and field implementers
- d) Cabinet secretaries/ heads of agencies/ local chief executives/ local government units
- e) Legislators
- f) CSO: NGOs, faith-based groups, business groups, etc
- g) Development partners
- h) Media
- i) Private sector
- j) Non-beneficiaries
- k) General public

2. Behavior

Behavioral change in communication refers to transformation in human behavior resulting from reinforcement of Advocacy and Social Marketing programs. The

Social Marketing Division develops various communication strategies to achieve the following behaviors from the stakeholders:

- a) Legislators, members of civil society organizations, and other stakeholders are actively participating at all levels of implementation particularly on disseminating the right information and providing support to the program
- b) Beneficiaries comply with the program conditionalities not only because of incentivized compliance but because of their valuation to health, education, and family development
- c) Partner agencies proactively ensure the availability of supply-side requirements and complement other program needs for effective implementation
- d) Field implementers/ service providers are committed to perform their roles and responsibilities in the program with integrity and excellence
- e) Civil society organizations actively engage in the program through public-private partnerships along the four (4) areas of concern: spot checking, technical assistance, resource sharing, and monitoring and evaluation
- f) Members of the media are keen on both ensuring that development goals of the programs are fulfilled and sharing the success stories of the beneficiaries
- g) Beneficiaries and non-beneficiaries report grievances because of their familiarity and confidence with the grievance redress mechanism

3. *Takeaway Message*

Takeaway messages are advocacy and communication themes that, when delivered through appropriate channels to the target audience, can influence support for *Pantawid Pamilya*. Good takeaway messages with high buy-in appeal to the audience's needs, cater to their beliefs and opinions, and answer the question 'WHAT IS IN IT FOR ME?.'

Below is an enumeration of the target audiences of the framework, the desired attitudinal and behavioral outcomes, and the desired takeaway messages for each group.

Target Audience	Expected Behavior	Takeaway Message
Household grantees and other responsible adult in the household	To comply with the program conditions and apply the learnings on FDS not only because of the cash grants but because of their valuation to health and education for their children and family even after the program	"I have to be more conscious of my key role as beneficiary and be more knowledgeable and confident on what I am supposed to do to raise physically and mentally healthy children."
Children beneficiaries	To continue to go to school and visit health center not only because these are conditions but because this will help them achieve a better future	"It is my right to be provided with services for good health, nutrition, and education. Therefore, I will do my responsibility to go to school and health center because this will help me and my family have a brighter future."
Service providers and field implementers	To be committed to their service because what they provide to beneficiaries are critical to the attainment of the program goals and the knowledge of beneficiaries depend a lot on how well they provide and integrate the various inputs of the program	"My role as field implementer is very critical and essential in building a better future for the poor family specially the children."
Department Heads/ Secretaries/ Local Chief Executives	To acknowledge and proactively act on their roles and responsibilities in attaining the program goals, particularly in their commitments on the supply side requirements	"Pantawid Pamilya needs my support through policies and supply side requirements so I will ensure that its provision is one of my priorities."
Legislators	To be committed on providing the necessary policy support on the implementation of Pantawid Pamilya and other support social protection programs to ensure its success	"I am responsible on ensuring the budgetary allocations and legislative and administrative support for Pantawid Pamilya as its success will bring socioeconomic benefits to the government and its people."

NGOS, civil society, faith-based groups, etc	To anchor and align to <i>Pantawid Pamilya</i> a part of their societal vision of a sound, healthy and empowered society; to complement their services and interventions with <i>Pantawid Pamilya</i> 's thrusts and goals	"I have an important role in ensuring that children from any socioeconomic group, region, tribe, or religion, get all the interventions aligned with the program as it is their right to have access to health and education services."
Media	To communicate the gains of the program to their readers and viewers even on their own initiative	" <i>Pantawid Pamilya</i> is one of the key programs contributing in the investment to human capital. The public needs to be informed about its importance as well as updates on its implementation, milestones, and successes."
Non-beneficiaries	To understand what the program is and its process of selection of beneficiaries	"I know what <i>Pantawid Pamilya</i> is and I know why and how its beneficiaries are selected."
Private sector	To acknowledge that education and health are foundations of a highly competent society, therefore, anchoring their corporate social responsibility to <i>Pantawid Pamilya</i> is an economic opportunity both for them and the beneficiaries of the program	"I support <i>Pantawid Pamilya</i> through active involvement in line with our corporate social responsibility commitments."
General Public	To be aware of the program and believe on its development goals on investing to health and education	"I believe that <i>Pantawid Pamilya</i> is an effective way to invest on the health and education of poor Filipino households."

4. Communication strategies

The social marketing framework has three main communication strategies, each with specific purpose and target audiences: (1) Use of mass media; (2) Development and Production of IEC Materials; and (3) Advocacy campaign.

- a) Use of mass media - Mass media includes print, radio, TV, and social media. The purpose of using it on communicating the program and its goals is to promote nationwide involvement on investment in human capital of the general public. This is done by SMD through press conferences, media interviews, guesting, and event coverage.
- b) Development and Production of IEC Materials – Its purpose is to create deeper understanding and constant consciousness of the concepts, elements, and requirements the program among the different target audiences to harness support to the program. IEC materials are developed and distributed to various audiences, including government heads, civil society and private sector leaders, service providers, implementing partners in health and education, beneficiary families and communities, and the general public.
- c) Information and advocacy campaigns – Information and advocacy campaigns are developed as a targeted and phased strategy of Social Marketing Division to reach particular audience to achieve communication objectives. Activities under this component will target campaign-specific audiences through the use both IEC materials and mass media.

5. Monitoring and evaluation

Monitoring and evaluation of how effectively and efficiently the communication plan and strategies are being implemented is done by identifying key indicators that determine how much of the communication and advocacy objectives are achieved. Monitoring is done through reporting and spot-checks while the evaluation is done through survey or impact assessments. Pre-testing of IEC materials is also conducted as basis for the appropriateness of materials being developed and as reference material for its evaluation. Since the desired attitudinal and behavioral outcomes differ among groups, parameters for measuring progress and effectiveness vary.

CHAPTER EIGHTEEN: CAPABILITY BUILDING

While *Pantawid Pamilya* as a program invests in human capital through conditional cash transfer, *Pantawid Pamilya* as an office also invests in its human resources through capability building. Capability building (CB), as defined in the Department of Social Welfare and Development Memorandum Circular 11 series of 2011, is “a continuing process of strengthening the organization’s human resources...with the goal of increasing the organization’s access to information and technical know-how.” For *Pantawid Pamilya*, its capability building efforts are geared towards equipping program implementers and stakeholders with necessary and ample knowledge, skills, and attitude (KSA) needed to enhance their competencies and thereby contribute to more efficient and effective program implementation.

The CB efforts, which include development of standard training modules, materials, and systems, conduct of actual training activities, provision of technical assistance on capability building, monitoring and evaluation of training fund and training outputs, and development of knowledge products are mainly executed by the National Program Management Office (NPMO)’s Capability Building Unit (CBU) and the Regional Program Management Office (RPMO)’s regional training specialists (RTS) for their target training participants namely, *Pantawid Pamilya* staff members, partners and beneficiaries.

A. Capability building programs

Capability building activities are developed based on the agreed thrust and priorities for the year as pronounced by the DSWD Secretary and the Pantawid National Program Manager. These activities are formulated considering the needs of training participants for them to effectively do their expected tasks, as well as the requirements of the program’s effective implementation. For the past years of program implementation, the following mandatory training activities were carried out in the program:

For Pantawid Pamilya and DSWD staff:

1. *Training-Orientation for City/ Municipal Links (C/ MLs)* – The training-orientation is an entry-level learning exercise for newly-hired C/ MLs. It is a basic orientation about *Pantawid Pamilya*, its systems and procedures, and the C/ ML’s roles and functions as frontline field implementers to the attainment of the development and social protection goals of DSWD.
2. *Training-Orientation for Social Welfare Assistants (SWAs)* – The training-orientation for SWAs is provided to them so that as partner implementers of City/Municipal Links, they are knowledgeable about their specific roles and deliverables in the program.

3. *Training on the Use of the Family Development Session (FDS) Modules* – The training is primarily geared towards equipping participants – staff members, local partners, and even CSO partners - with the right information, skills, and attitude in conducting FDS using appropriate modules. Aside from discussing the content of each FDS module, techniques on facilitation and tips on handling participants of the FDS is also tackled.
4. *Training on Social Case Management for Convergence Municipal Action Team and Local Social Welfare and Development Office_* - The training is designed for the members of the Municipal Action Team (MAT) who are frontline workers implementing the core social protection programs of DSWD. The purpose of the training is to capacitate them on dealing with the lives of real and actual poor families needing casework services. During the training, they will be guided on how to determine the well-being of household beneficiaries through the use of the Social Welfare and Development Indicators (SWDI), results of which are to be used for intervention planning so that they can be uplifted from survival to subsistence to self-sufficiency. The training will also equip the MAT to work as a team, reflecting the convergence efforts of DSWD for a more cohesive and responsive helping process.

For Pantawid Pamilya partners:

1. *Orientation for Local/ Municipal Action Team* – The two-day orientation focuses on equipping participants with information, capabilities, and team perspective as co-implementers of *Pantawid Pamilya*. It discusses topics on specific tasks of MAT members on executing systems and procedures of the program, particularly on compliance verification, conduct of community assemblies, and family development sessions.
2. *Training-Orientation for LGU Links* – This training module equips partners from the Local Government Unit, particularly the LGU Links, on necessary knowledge and skills in co-implementing the program in their respective areas.
3. *Training-Orientation for Health and Education Partners* – The activity provides relevant information to local education and health partners on their roles and responsibilities in implementing *Pantawid Pamilya*. This also serves as a venue to fortify their commitments in achieving the goals of the program.

For Pantawid Pamilya beneficiaries particularly Parent Leaders:

1. *Training-Orientation for Parent Leaders (Level 1)* – This training is designed to orient newly-elected parent leaders about the program and their roles on its implementation. The four-day activity looks into understanding the self and others in order for participants to imbibe their role as community leaders. This is followed by discussion on the details of *Pantawid Pamilya*, its coverage, conditionalities, and systems and procedures. Participants are also taught on how to apply basic leadership skills such as effective communication, conflict resolution, facilitation and documentation – abilities that are crucial in performing their expected tasks as community leaders.
2. *Skills Enhancement Training for Parent Leaders as Program Advocates (Level 2)* – A three-day training designed to enhance the capabilities of parent leaders as partners in implementing and promoting *Pantawid Pamilya*. It is composed of topics which focus on program review and updates, leadership, and effective communication. Parent leaders are also trained on how to become effective program advocates to prepare them for media interviews and guesting.
3. *Training for Parent Leaders on Community Leadership* – This third level training for parent leaders equips the participants with concepts in community development particularly their crucial role in leading their parent groups to become active participants in community affairs.

The NPMO also leads training activities focused on training of trainers, piloting of training activities for roll out to RPMO, training interventions across regions, consultations and workshop and skills enhancement activities.

Training proponents, such as NPMO and RPMO divisions, also implement capability building activities for their respective focal persons and identified partners as identified from training needs assessment results and program requirements. These additional training avenues aim to develop other KSA of participants needed in program implementation. In order to process the development of such training programs, certain processes are adhered to.

B. Key CB processes

The following processes are done to facilitate development, approval, and conduct of capability building activities in the NPMO:



Figure 11: The CB Process

1. Preparation of WFP Training Component

The first step in crafting the overall capability building direction for the whole program is the development of the training component of the *Pantawid Pamilya* Work and Financial Plan (WFP). This plan is based on key documents. First is the DSWD Thrust and Priorities announced by the DSWD Secretary, second is the Pantawid Thrust and Priorities agreed during yearly Program Review and Evaluation Workshop, and third is the CB Guidelines developed by the NPMO which includes instructions regarding cost parameters, prioritization of training activities, and policies on developing training activities. Once the WFP is approved, processing of training proposals will commence.

2. Pre-training preparations

a) Development of Training Proposals

Proponent divisions from the NPMO develop their proposals based on their analysis of Training Needs Assessment (TNA) results. Either way, each proposal should contain the rationale behind the proposed activity, target objectives, target participants, specific roles of the training management team, training schedule and target outputs (please see Annex for sample proposal format). The CBU provides technical assistance in the preparation of these proposals.

b) Approval process

Once the proposals are submitted by proponent units to CBU, its content and fund requirements is reviewed. If CBU finds everything in order, the proposal is forwarded to the Administrative Support Division (ASD) for onward submission to the Deputy Program Manager then to the National Program Manager. Once cleared from the NPM, the proposal is forwarded to the Financial Management System (FMS) then to the Office of the National Deputy Program Director. Once signed by the National Deputy Program Director, the proposal will be sent back to ASD for forwarding to the proponent division.

c) Downloading of funds

Upon approval of the proposal, CBU requests for the sub-allotment and/or transfer of funds to the indicated regional offices for the training activity. The FMS approves the request thereby facilitating downloading and/ or transferring of funds.

d) Preparatory Activities

After approval of the training proposal, the training team prepares for other materials for the activity. For venue and catering procurement, the ASD, after checking with CBU, prepares the Requisition and Issuance Slip-Purchase Request (RIS-PR). This is then forwarded to the Procurement Office and then to the Bids and Awards Committee. For logistical concerns such as the preparation of travel authority of participants, training materials, and equipment and other documents needed, the proponent division works together with CBD and ASD. As for external service providers, CBU assists the proponent divisions in engaging resource persons, facilitators, and documenters if necessary (please see Annex for training management checklist).

e) Team building Sessions

The training team conducts team building sessions with the resource persons, facilitators, documenters, and other members of the secretariat to ensure that logistical arrangements are prepared, the training flow is followed, and target outputs are reached.

3. *Actual Training Implementation*

a) Conduct of training

During the conduct of training, the training team ensures that the environment remains conducive to learning, queries of participants are answered, and decisions are made and finalized. They also ensure that participants are able to fully participate and that target outputs are realized. The training puts to order the agreed house rules for each training activity.

b) Cliniquing sessions

At the end of each training day, a cliniquing session is done with representatives from the participants for feedback and necessary adjustments to the training design and schedule.

4. *Post-Training Activities*

a) Post-training assessment

The training team conducts an assessment after the training activity to ascertain if the objectives are met and if issues are needed to be addressed. Initial plans for follow-through activities are also discussed.

b) Training evaluation

A standard training evaluation form (please see Annex for sample format) is given to all participants at the end of the training activity. This form gauges the efficiency and effectiveness of different aspects of the training such as the learning environment, achievement of learning objectives, training content, training management and administration, and delivery of resource persons and facilitators. The evaluation results become one of the bases for follow-through activities and for fine-tuning of future training activities. Evaluation forms are submitted to the training manager in exchange for the participants' certificate of appearance and certificate of participation.

c) Payment to service providers

Capability Building Division facilitates the processing of payment for service providers. The division prepares the necessary documents needed by the Financial Management System for payment of training venue, catering services, external resource persons, facilitators, and documenters.

d) Reporting and follow-through activities

Reports are generated after every training activity. The documenter produces the full documentation, both narrative and photo documentation, and submits it to CBD for review and further processing of service payment. The external facilitator and/or resource person also submit their training reports for the processing of their service payment. The training manager submits an executive summary for perusal within the NPMO and relevant RPMOs. Feedback reports may also be submitted to report untoward incidents and circumstances that happened during the training that need special attention from the NPMO principals.

For the Regional Program Management Office, the following are the processes being followed:

1. Pre-training Preparations

The RPMO sends their proposals signed and approved by their Regional Director to the NPMO for review and concurrence. The NPMO sends an endorsement letter to the FMS for review of cost parameters, processing of approval, and further downloading and/or transfer of funds to the RPMO. Once the RPMO is notified of their approved activity proposal and sub-allotment of funds, they can proceed with procurement-related preparations.

2. Actual Training Implementation

The Regional Training Specialist (RTS), with support from the RPMO's Institutional Development Unit (IDU), conducts the training activity using the template module but with variations depending on the context and situation of the target participants. In some cases, the NPMO Training Specialists assist and provide technical assistance to actual conduct of training activities if formally requested by the RPMO.

3. Post-Training Activities

The RTS submits two reports after the training: a documentation report to be submitted to their unit heads and a monthly report consisting of training data submitted to the NPMO for monitoring.

C. CB monitoring and evaluation

1. *Training fund monitoring*

While it is the FMS that monitors the overall funding situation of *Pantawid Pamilya*, the NPMO CBD tracks and monitors the utilization of the training funds. All activity proposals that go through CBD for review of content is also tracked and monitored in terms of funding. Proposals are checked if the budget is still within the WFP ceiling amount.

In cases where additional costing is needed, a supplemental proposal is submitted by proponent units for review of CBD and for approval of directors. Changing the purpose of funding should also be pre-approved in the NPMO and tracked by CBD. At the end of every month, fund utilization is reviewed at the NPMO.

2. *Monitoring of CB activities*

At the NPMO, training specialists are assigned to monitor CB activities of regions and divisions. Monitoring is done by reviewing training reports, one-on-one *feedbacking* with proponent divisions, and discussions online with regional counterparts and in various meetings between and among *Pantawid Pamilya* training staff. The monitors look into training fund utilization, calendaring of activities, and other training accomplishments.

3. *Evaluation of training activities*

A variety of modalities are used in evaluating *Pantawid Pamilya* CB activities. Aside from the post-training evaluation form administered to training participants, focused group discussions are also held with the training management team. The evaluation looks into achievement of training objectives, conduciveness of the learning environment, effectiveness of resource persons and facilitators, and other suggestions of participants for further improvement of training activities.

D. Development and Filing of Knowledge Products

All CB-related knowledge products – training design, modules, reference materials such as PowerPoint presentations, training videos, etc. – are produced, packaged, and distributed to target participants through the NPMO CBD and RPMO IDU with support from relevant divisions and offices. A designated database is also kept for consolidated training reports, inventory of training venues, register of external resource persons and facilitators, results of evaluation, and directory of training participants.

CHAPTER NINETEEN: PLANNING, MONITORING AND EVALUATION

A. Description

Planning, Monitoring, and Evaluation of *Pantawid Pamilya* have three major components: a) Policy and Planning; b) Targeting and Monitoring; and c) Research and Evaluation. These activities are fundamental to gathering information with which to determine how effectively and efficiently the Program meets its goals (Please see diagram below).

B. Components

1. *Planning*

Planning is a very crucial component of the Program as it helps translates Program goals and objectives into annual thrusts and priorities to achieve specified targets within timelines. Planning ensures effective coordination within and among the different divisions/ units of the National Program Management Office in the formulation of the Work and Financial Plans, preparation of periodic reports, and enhancement of Program designs.

Primarily, Planning covers the following functions:

- a) Establishment of Program Objectives and goals which should be specified in quantitative and qualitative terms
- b) Formulation of Derivative Plans
- c) Formulation of Planning premises
- d) Forecasting and establishment of Alternative course of actions
- e) Identifying Program implementation obstacles and designing strategies that avoids these obstacles
- f) Evaluation of the merits and demerits to determine the stability and efficiency of Plans and Initiatives
- g) Evaluation/ Appraisal of Plans and Initiatives

2. *Monitoring*

a) Internal Monitoring

Internal Monitoring looks at critical operation areas of the program cycle, including targeting, registration, and compliance to program conditionalities. It also covers payments of cash grants, updates, filing of

complaints and grievances, and supply-side assessments through generation of reports and conduct of data analysis.

Internal Monitoring ensures that inputs are being delivered, work schedules are followed, and that targets are achieved as originally planned. Monitoring activities help management identify problems in the implementation process, as soon as they become apparent. This allows for timely corrective measures to ensure successful results in the future.

b) Operational Spot Checks

The main objective of operational spot checks is to validate the accuracy of the information in the program and to measure the efficiency and effectiveness of all program processes. This provides program managers with the necessary feedback to improve program processes to yield the desired results.

Operational spot checks are surprise visits to the various 4Ps participants. In some cases, the purpose will be to confirm the information registered into the MIS, either by health centers and. Any discrepancies will serve to alert management of problems that need to be addressed.

Operational spot checks will be conducted in the following key areas/components of the project cycle:

- i) Targeting/ selection of beneficiaries
- ii) Registration of beneficiaries
- iii) Verifying compliance of conditions
- iv) Payments
- v) Participation of parents and beneficiaries
- vi) Provision and use of health and education services
- vii) Social marketing/knowledge
- viii) Training
- ix) Updating the beneficiary database
- x) Receiving and resolving grievances

Note that, while certain areas are identical with those in internal monitoring, spot checks allow for a deeper analysis of the data and the behavior of key stakeholders, which cannot be addressed using the simple monitoring indicators from the MIS.

Note also that not all areas can or should be spot-checked simultaneously. However, spot checks can and should be scheduled and performed gradually throughout the duration of the project.

The Program also conducts External spot checks to have in-depth investigation of operations by gathering evidence needed for the assessment of the performance of Program Implementation in key areas, as identified by external parties and Management. The Program encourages the involvement of local institutions and organizations (*e.g. Research Institutions, Academe, CSOs, Key Partners, and the likes*) in the conduct of Spot Checks/monitoring in *Pantawid Pamilya* areas.

c) Basic Methodology of Spot Checks

Methodology includes random sample surveys directed at the various agents in the program. Spot check analysis covers the following:

- i) Assessment of the Targeting Process (Selection of Beneficiaries): Retaking the Household Assessment Form (HAF) used to determine the household poverty level of the sample population and estimate the poverty level based on PMT model. Most variables used to determine household poverty level do not change much over a short period of time. A range of what is acceptable needs to be defined. If the variance is high, then it is very likely that the changes can be attributed to the wrong implementation of the HAF survey.
- ii) Assessment of the Registration Process: This includes cross-checking information registered by program beneficiaries, in particular, against physical documents signed by household grantees during registration. All the physical documents related to the program must be kept on file by the DSWD (NPMO or RPMO).
- iii) Assessment of the Process of Verification of Non-Compliance with Conditionalities: This includes ensuring that the utilization of school and health facilities is accurately recorded.
- iv) Assessment of the Payment Process: This includes comparing information about the age and status of program beneficiaries and their compliance against payments calculated and actually made. It also involves drawing random samples of beneficiaries to investigate their family roster and the payments made to them against the MIS payrolls from MIS and LBP payments slips.
- v) Assessment of Service Provision: For health, this covers the assessment of services provided by health centers including the availability of staff such as doctors, nurses, and midwives; the availability of vaccines, medicines, and vitamins; the quality of service, and compliance with health protocols.

For education, this covers the assessment of services provided by schools including the availability of staff such as teachers; the availability of classrooms and materials; and the quality of service. It also covers an assessment of the compliance with the supply-side provisions in the Memoranda of Agreement (MOA) with Provinces or LGUs.

- vi) **Assessment of Social Marketing Activities:** This includes assessment of the social marketing activities by measuring the levels of knowledge of beneficiaries, parent leaders, service providers, city/municipal links, and other stakeholders about program rules, regulations, and operations.
- vii) **Assessment of the Training Strategy Implementation:** This includes assessment of the effectiveness of training programs provided to the RPMOs, LGUs, service providers, city/municipal links, and beneficiaries.
- viii) **Assessment of the Update Process:** This includes checking updates reports and processing any updates. This assessment also includes the city/ municipal links' awareness of the update form and their familiarity with it.
- ix) **Assessment of the Grievance Redress System (GRS).** This includes assessment of the level of attention paid to reported grievances, from their receipt and verification, to their processing at the different levels, and resolution. This assessment also includes the city/ municipal links' awareness of the form and their familiarity with it.
- x) **Assessment of the Family Development Session.** This determines the changes in the well-being of the household beneficiaries that can be directly attributed to the Program intervention.

3. *Evaluation*

Impact evaluation determines the program's achievement of its desired outcomes and its effect to the beneficiaries that can be attributed to *Pantawid Pamilya*. It measures improvements in terms of selected health, nutrition, education, and other socio-economic indicators as a result of compliance with the Program conditionalities and receipt of cash grants.

a) Objectives of Impact Evaluation

- i) To measure the impact of the Program
- ii) To provide bases for Program design enhancement; and

- iii) To provide bases for Program replication in other areas

b) Methodology

Three waves of impact evaluation are built into the program. The first-wave impact evaluation applied a two-pronged design: a randomized controlled trial and a quasi-experimental regression discontinuity design. For the second and third wave impact evaluation, the regression discontinuity design is used.

The evaluation provides rigorous quantitative evidence on the causal impact on key outcomes in education, maternal and child health, and household consumption. The evaluation also measures the impact on other important outcomes such as women empowerment, child labor, and social support.

C. Protocol on Data Sharing

Pantawid Pamilya keeps and maintains a wealth of information on the program that includes progress reports, results of studies/ researches/ surveys, success stories, a database of beneficiaries, and statistical facts from which conclusions can be drawn and decisions can be based.

Data sharing is a mechanism through which stakeholders, partners, and the general public are informed of the status and progress of the Program. Data shared can support lobbying on key issues, improve the quality of planning, resource management and decision-making.

Table 12: Levels of Data Disclosure and Approval

Level	Type of Data	Data Recipients	Approving Authority
1	Areas of Coverage (region, province, cities/ municipalities, barangay), Progress Reports, <i>Pantawid Pamilya</i> Statistics, Results of Studies	Media, General Public	Secretary
2	Names of beneficiaries (region, province cities/municipalities), Progress Reports, <i>Pantawid Pamilya</i> Statistics, Results of Studies	Legislators, Local Chief Executives	Secretary
3	Family Profile, ID Number, plus all info available for Level 1 and 2, Progress Reports, <i>Pantawid Pamilya</i> Statistics, Results of Studies	Research Institutions with MOA with DSWD,	Secretary
4	Level 1 and 2 data sets, Progress Reports, <i>Pantawid Pamilya</i> Statistics, Results of Studies	NGAs, CSOs with official request	Secretary
5	Level 1 and 2 data sets, Progress Reports, <i>Pantawid Pamilya</i> Statistics, Results of Studies	Other OBSUs with official request	Program Manager
6	Full access to database	NPMO - FMS, MISS, GRD, CVS, BDMD, PMED	Access code approved by the Secretary

To ensure a systematic way of sharing data, data sharing guidelines is provided to guide all implementers, partners and other stakeholders in the implementation of *Pantawid Pamilya*.

APPENDICES

APPENDIX 1

Department of Social Welfare and Development PANTAWID FAMILYANG PILIPINO PROGRAM

NAC Resolution No. 1 Series of 2010

4Ps Implementation Policies

Whereas, the 4Ps National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, as part of its role of ensuring effective and efficient program implementation, the NAC in its regular meeting last February 25, 2009, deliberated on a list of recommended policies for implementation.

Now therefore be it resolved as it is hereby resolved by the members of the NAC in a meeting assembled, to approve the said policies. As follow:

1. **CONDITIONALITIES/CO-RESPONSIBILITIES (Beneficiaries)**

All beneficiaries once registered and validated shall comply with the following conditions or co-responsibilities:

- 1.1. Children 0-5 years old shall get regular preventive health check ups and vaccines.
- 1.2. Children 3-5 years old shall attend day care/preschool program at least 85% of the time.
- 1.3. Children 6-14 years old shall enroll in schools and attend at least 85% of the time.
- 1.4. Children 6-14 years old shall avail of deworming pills every six months.
- 1.5. Pregnant women shall get pre-natal care, childbirth is attended by skilled/health professional and mother shall get post-natal care in accordance with the standard DOH protocol.
- 1.6. Parents/guardians shall attend responsible parenting sessions, mothers' classes on health and nutrition, parent effectiveness service and other topics fit for their needs and interest at least once a month.

2. DUTIES AND RESPONSIBILITIES OF LGUs

The Provincial, City and Municipal Governments shall adhere to the following conditions:

- 2.1. Ensure that the education and health services required by the program are available for the beneficiaries during the program operation.
- 2.2. Provide logistical support including space and office paraphernalia for the municipal/city links for the duration of the program implementation.
- 2.3. Designate a permanent focal person for the program to ensure efficient program operation.
- 2.4. Organize a 4Ps Municipal Advisory Committee (MAC) that shall meet regularly to monitor program implementation and compliance to conditions.

3. SANCTIONS FOR NON-COMPLIANCE (Beneficiaries)

Failure to comply with any of the conditions shall lead to the application of the following sanctions:

- 3.1. For the first offense, the beneficiary shall not receive the grant for the specific month.
- 3.2. Second offense of non-compliance, the beneficiary will not receive the grant and a written warning will be issued to the household on the possible repercussions of continued non compliance shall be issued to the household.
- 3.3. Third offense of non-compliance, the beneficiary will not receive the grant and will be temporarily suspended from the program.

An appeal for reconsideration may be filed through the Grievance and Redress Committee (GRC) within fifteen days from the date of suspension. The appeal must be acted upon by the GRC within three (3) months from the receipt of the appeal. Failure of the GRC to issue the corresponding resolution within the said period shall result to the application of appropriate Administrative sanction against the responsible individuals.

If the appeal has been accepted, the parents shall be required to attend a re-orientation on their roles as beneficiaries, sign a new Oath of Commitment, and attend counseling sessions provided by the Municipal Social Welfare Office before the suspension is lifted and the household is reinstated in the payroll. Retroactive payment shall only apply to the month covered by the appeal.

After three months of temporary suspension with no act of appeal, the household beneficiary will be terminated from the program.

- 3.4. Fourth offense of non-compliance, shall lead to the termination of the education or health grant. A written notice shall be issued to the household and appeals shall no longer be considered after termination.

Note: None compliance to one or more of the conditions in a given month shall be treated as one offense.

4. **SANCTIONS FOR NON-COMPLIANCE: Supply Side (LGUs)**

Areas that cannot comply with the supply side requirements both on education and health should execute a commitment of support indicating that they are to be given six months to one year to comply with the conditions and that non compliance will result to the suspension of the program.

5. **PROGRAM IMPLEMENTATION POLICIES**

5.1. **Grace period for registration of potential beneficiaries**

Potential beneficiaries who were not able to attend the scheduled registration process (i.e. Community Assembly) shall be given another three (3) weeks to register through the Municipal Social Welfare Office. Failure to do so shall result to deletion of the said household from the final 4Ps roster of beneficiaries.

5.2. **Replacement**

As a general rule the responsibility of managing the grant is given to the mother or in her absence any responsible adult in the family included in the household roster in the following order of succession:

- a. Father
- b. Grand parents
- c. Auntie/Uncle
- d. Guardian

In case of orphaned children all of whom are below 18 years old, the responsibility may be given to oldest sibling with guidance from the local social welfare officer.

5.3. Monitoring and Updating of Family Roster

- a. Only the first reported pregnancy shall be monitored for compliance, succeeding pregnancies will no longer be covered by the grant and therefore will not be included in the updating of the masterlist,
- b. Only the three 6-14 years old children covered by the maximum grant of ₱ 900.00 shall be monitored and are required to comply with the 85% school attendance.

In case of termination of a child covered by the education grant due to non-compliance, the grant may be transferred to one of the other 6-14 year old children listed in the family roster.

- c. Other than the registration of a newborn, insertion of additional household member/s to the original roster/database is prohibited, and
- d. Beneficiaries who transfer to other 4Ps municipality must be endorsed by the Field Office to the PMO for updating. The PMO shall facilitate the endorsement of said beneficiaries to the receiving Region and Municipal Social Welfare Office.

5.4. Compliance

- a. Non-compliance to any one of the health conditions shall result to suspension of the entire health grant.
- b. Compliance to the education grant is treated on a per child basis. As such, sanctions for non-compliance shall be applied only to the child that did not comply.
- c. Parents/Guardians of a child beneficiary who is enrolled in the program and who missed classes more than the allowable absences due to sickness, accident and injury will be required to submit a medical certificate from the Municipal Health Office or School Clinic.
- d. Parents/Guardians of a child beneficiary who is enrolled in the program who missed classes due to reasons other than sickness, accident and injury shall be subjected to validation and assessment of the Municipal Link. The corresponding sanctions shall be decided upon by the Provincial Grievance Committee.

6. INTER-AGENCY & OTHER POLICIES

Policies involving collaboration with other agencies must first be concurred by the NAC prior to its implementation.


6.1. Food for School Program

Children beneficiaries of 4Ps are entitled to avail of the rice subsidy and center-based supplemental feeding under the Food for School Program.


6.2. Family Access Card

4Ps beneficiaries in areas where there are Tindahan Natin Outlet (TNO) may avail of the Family Access Cards.

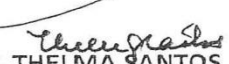
Adopted this 24th Day of February Two Thousand and Ten, in Quezon City.



USEC. LUWALHATI F. PABLO
Department of Social Welfare and Development


USEC. AUSTERE A. PANADERO
Department of the Interior & Local Government



ASEC. DOLORES QUIROS-CASTILLO
National Anti-Poverty Commission


ASEC. MA. BERNARDITA T. FLORES
DOH-National Nutrition Council


ASEC. THELMA SANTOS
Department of Education


DIR. EDUARDO C. JANAIRÓ
Department of Health


DIR. LUZ M. CANTOR
Department of Budget and Management


DIR. ERLINDA M. CAPONES
National Economic Development Authority

APPENDIX 2

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program (4Ps)
NATIONAL ADVISORY COMMITTEE

NAC Resolution No. 2
Series of 2010

Sanctions for Various Cases Filed Under the Grievance and Redress System (GRS)

Whereas, the 4Ps National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, the Grievance and Redress System (GRS) has been established to provide a systematic, professional, rules-based procedures for handling grievances and appeals.

Whereas, the NAC as the National Grievance Committee, is responsible for issuing final decisions to cases referred by the Regional Grievance Committees including appeals against termination of beneficiary from the program.

Whereas, to ensure efficient, expeditious and transparent resolution of grievance and appeals, the NAC in its regular meeting on August 31, 2010, deliberated on a list of recommended policies for implementation.

Wherefore, Resolved as it is hereby Resolved by the members of the NAC in a meeting assembled, to approve the said policies as follows:

1. **Misbehavior of Beneficiaries.** Refer to complaints filed against beneficiaries pawning their cash cards, using the cards for loan collateral and use of cash grants for livelihood activities.
 - 1.1. **First Offense:** A Verbal warning from the Municipal Link.
 - 1.2. **Second Offense:** Suspension of grants for 3 months.
 - 1.3. **Third Offense:** Termination from the program issued by the NAC based on the recommendation from the Regional Advisory Committee (RAC). Appeals shall no longer be entertained as the decision of the NAC is deemed final.
2. **False information.** Refer to cases filed against households who were registered as 4Ps beneficiaries based on fraudulent information or statements made during the conduct of household assessments and misrepresentation or assuming the identity of a potential beneficiary during registration process. False Information is considered a grave offense which when proven is a ground for Termination without option for appeal.
3. **Conduct unbecoming of LGU Officials.** Refer to complaints against local government officials committing the following acts against one or more 4Ps

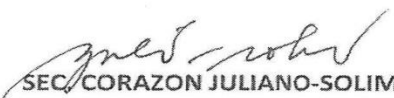



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beneficiaries: extortion (i.e. asking money from beneficiaries), coercion, (i.e. imposition of additional conditions such as but not limited to mobilizing grantees for election related activities) and other fraudulent activities that undermine among others, the integrity of the registration process and the verification of compliance. Such acts shall be meted the following sanctions:

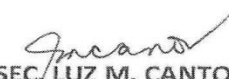
- 3.1. **First Offense:** Written warning from Regional Grievance Committee.
- 3.2. **Second Offense:** Referral of the case to appropriate agency appropriate agency such as but not limited to DILG and Office of the Ombudsman.
4. **Conduct unbecoming of partner agencies.** Refer to complaints against implementing partners that do not conform to 4Ps policies and objectives, such as but not limited to, asking payment for school and health fees and imposing additional conditions. Complaints shall be referred to the higher authority of the concerned agency for appropriate action.
5. **Conduct unbecoming of 4Ps Workers.** Refer to complaints against any program staff engaging in activities such as collecting money and engaging 4Ps beneficiaries to perform non-4Ps related activities. Sanctions for erring workers shall be in accordance with Civil Service Rules and the corresponding administrative or criminal charges shall likewise be filled as appropriate.

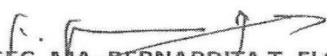
Adopted this 31st Day of August Two Thousand and Ten, in Quezon City.


SEC. CORAZON JULIANO-SOLIMAN
Department of Social Welfare and
Development

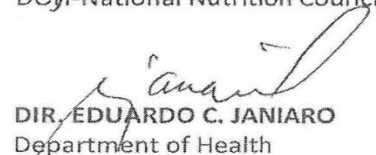

SEC. ARMIN A. LUISTRO
Department of Education

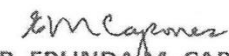

USEC. AUSTERE A. PANADERO
Department of the Interior and Local
Government


ASEC. LUZ M. CANTOR
Department of Budget and Management


ASEC. MA. BERNARDITA T. FLORES
DOH-National Nutrition Council


USEC. CATHERINE MAE C. SANTOS
National Anti-Poverty Commission


DIR. EDUARDO C. JANIARIO
Department of Health


DIR. ERLINDA M. CAPONES
National Economic Development Authority

APPENDIX 3

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM

DEPT. OF SOCIAL WELFARE & D
Constitution Hills, Quezon City
Tel. Nos. 931-80-68 931-81-01 Loc. 301 to 305

SEP 08 2010

OFFICE OF THE SECRETARY
6280

NAC Resolution No. 3
Series of 2010

4Ps Additional Policy on Updating Basic Information of Household Beneficiaries

Whereas, the 4Ps National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, the Beneficiary Update System has been set up to facilitate the correction and or updating of the basic information of each member of the household.

Whereas, as part of its role of ensuring effective and efficient program implementation, the NAC in its regular meeting last August 31, 2010, deliberated on a list of recommended policies for implementation.

Wherefore, Resolved as it is hereby **Resolved** by the members of the NAC in a meeting assembled, to approve the said policies as follows:

1. **Change of Address.** Household Beneficiaries transferring to other municipality, city or region areas as a result of new opportunities shall be required to undergo another household assessment to ensure that the households' poverty standing has not changed due to the transfer.
2. **Guardianship for Orphaned Beneficiaries.** Children Beneficiaries who after the registration were orphaned or abandoned by the parents shall be assigned a guardian from relatives up to the 1st degree of consanguinity.

In cases where the assigned guardian is not listed in the household roster, a certification from the City/Municipal Social Welfare Officer (C/MSWDO) that said relative is capable of caring for the children and is willing to comply with the conditions of 4Ps shall be required.


The updating of the original household roster to enlist the name of the guardian shall be undertaken at the National Project Management Office. Hence, the filled out Beneficiary Update Forms, the Certification from the C/MSWDO and other pertinent documents shall be submitted to the NPMO for processing. The authority to receive the grant however shall remain to be with the oldest of the children.

In extreme cases where the C cannot find a qualified relative as Guardian, the children shall be placed under the guidance of the MSWDO or in a foster care system.

3. Unregistered Births and Absence of Marriage Licenses. Potential beneficiaries who are unable to present the required valid marriage and birth certificates during the validation and registration process may ^{be} allowed to register using a Barangay Certification as basis for verification of identity. However, the Local Government Unit through the C/MSWDO must facilitate the registration of the said beneficiaries within one month after the 4Ps registration transpired.
4. Two different household grantees that married each other and are both receiving grants may be allowed to retain their individual grant provided that:
- 4.1. Their children from their previous marriages are still living with them.
- 4.2. The marriage is a valid union (e.g. between a widow and a widower).
- 4.3. Both must attend Family Development Sessions (FDS).
5. Delisting. The authority to delist a 4Ps beneficiary rests only with the National Project Management Office. Any recommendation for delisting should be addressed to the NPMO with attached information and reasons for delisting.

Adopted this _____ Day of _____ Two Thousand and Nine, in Quezon City.


SEC. CORAZON JULIANO-SOLIMAN
Department of Social Welfare and Development

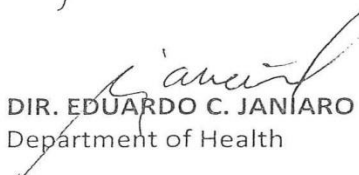

SEC. ARMIN A. LUISTRO
Department of Education


USEC. AUSTERE A. PANADERO
Department of the Interior and Local Government


ASEC. LUZ M. CANTOR
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ASEC. MA. BERNARDITA T. FLORES
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USEC. CATHERINE MAE C. SANTOS
National Anti-Poverty Commission


DIR. EDUARDO C. JANIARIO
Department of Health


DIR. ERLINDA M. CAPONES
National Economic Development Authority

APPENDIX 4

Department of Social Welfare and Development PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 4

Series of 2011

Inclusion of the National Commission on Indigenous People and the Philippine Commission on Women to the Regular Membership of the NAC and the Commission on Population as a Special Member of the NAC.

Whereas, the Pantawid Pamilya National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, one of the functions of the Committee is the coordination in the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level.

Whereas, DSWD developed the Indigenous Peoples Participation Framework (IPPF) which serves as a declaration of policies and standard procedures in developing, funding and implementing projects and services for indigenous people as part of the social welfare and development reform.

Whereas, DSWD Memorandum Circular No. 1, series of 2009, on Indigenous Peoples Participation Framework, provides that strategies relative to indigenous peoples' participation shall be undertaken in close coordination with the National Commission on Indigenous People (NCIP) at the national and local levels.

Whereas, the NAC recognizes the important role of the Philippine Commission on Women (PCW) in the formulation of gender responsive policies and guidelines.

Whereas, the Commission on Population (POPCOM) is the central policymaking, planning, coordinating, and monitoring body of the population program of the country.

Whereas, the NAC recognizes the importance of the population monitoring program of the country in the formulation and implementation of the Pantawid Pamilya program policies and guidelines.

Now therefore be it resolved as it hereby resolved by the members of the NAC, in a meeting assembled, to approve the said policies, as follows:

1. The National Commission on Indigenous People (NCIP) shall be included in the regular membership of the NAC and shall have the following duties:
 - a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
 - b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with provisions of Republic Act 8317 or the Indigenous Peoples Rights Act;
 - c. Provide regular updates to the NAC on the initiatives of the Commission to uplift the conditions of indigenous people's for consideration in the development of program policies.
 - c. Assist in the monitoring of program implementation at all levels.
2. The Philippine Commission on Women (PWC), as the advisory body to the President and the Cabinet on policies and programs for the advancement of women, shall be included in the regular membership of the NAC. As such, it shall have the following duties:
 - a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
 - b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the government's gender and development plans and policies; and
 - c. Assist in the monitoring of program implementation at all levels.
3. The Commission on Population (POPCOM) shall be included in the NAC as a special member and shall have the following duties:
 - a. Actively participate, whenever the need arises, in the Advisory Committee and the Technical Working Group at the national level;

- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the Philippine Population Management Program (PPMP) which is implemented by POPCOM; and
- c. Assist in the monitoring of program implementation at all levels.

Adopted this 18 day of April Two Thousand and Eleven, in Quezon City

CORAZON JULIANO-SOLIMAN

Secretary
Department of Social Welfare and Development

FLORENCIO B. ABAD

Secretary
Department of Budget and
Management

CAYETANO W. PADERANGA

Director General
National Economic and
Development Authority

JESSE M. ROBREDO

Secretary
Department of the Interior and
Local Government

JOSE ELISEO M. ROCAMORA

Secretary
National Anti-Poverty
Commission

PARISYA HASHIM-TARADJI

Asst. Secretary & OIC-Exec. Director
Council for the Welfare of Children

MA. BERNARDITA T. FLORES

Asst. Secretary & Executive
Director
National Nutrition Council

APPENDIX 5

Department of Social Welfare and Development PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 5
Series of 2011

Amendment to NAC Resolution No. 4

Whereas, the Pantawid Pamilya National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, one of the functions of the Committee is the coordination in the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level.

Whereas, NAC Resolution No. 4, series of 2011 included the Commission on Population (POPCOM) as a special member of the NAC

Whereas, in a meeting held on August 15, 2011, the members of the NAC duly agreed to make POPCOM a regular member of the NAC.

Whereas, in view of the foregoing, the members of the NAC recognizes the need to amend NAC Resolution No. 4 s. of 2011, "Inclusion of the National Commission on Indigenous People and the Commission on Population as a Special Member of the NAC"

Now therefore, be it **RESOLVED** as it is hereby resolved by the members of the NAC, this 15TH day of August 2011, to approve the said policies, as follows:

1. The Amendment of NAC Resolution No. 4 s. of 2011, "Inclusion of the National Commission on Indigenous People and the Philippine Commission on Women to the Regular Membership of the NAC and the Commission on Population as a Special Member of the NAC", to read as follows:

"x x x

3. The Commission on Population (POPCOM) shall be included in the NAC as a regular member and shall have the following duties:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the Philippine Population Management Program (PPMP);
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation at all levels.

x x x"




Adopted this 15th day of August, Two Thousand and Eleven, in Quezon City


CORAZON JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development


RIZALINO RIVERA
Undersecretary
Department of Education


DR. GERARDO BAYUGO
Undersecretary
Department of Health


ATTY. AUSTERE PANADERO
Undersecretary
Department of the Interior and
Local Government


FLORENCIA DOROTAN
Undersecretary
National Anti-Poverty Commission


LUZ CANTOR
Assistant Secretary
Department of Budget and
Management


ERLINDA M. CAPONES
Director IV
National Economic and Development
Authority


BRENDA S. VIGO
Executive Director
Council for the Welfare of Children


MA. BERNARDITA T. FLORES
Asst. Secretary & Executive Director
National Nutrition Council

ZENAIDA BRIGIDA H. PAWID
Chairperson
National Commission on Indigenous
People

TOMAS M. OSIAS
Executive Director
Commission on Population

EXEC. DIR. EMMELINE L. VERSOZA
Executive Director
Philippine Commission on Women

APPENDIX 6

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 06
Series of 2012

**ADOPTION OF THE MODIFIED CONDITIONAL CASH TRANSFER UNDER THE
PANTAWID PAMILYANG PILIPINO PROGRAM**

WHEREAS, the Pantawid Pamilya implementation supports the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger;
- Achieve universal primary education;
- Reduce child mortality;
- Improve maternal health;
- Promote gender equality and empower women;

WHEREAS, the Pantawid Pamilyang National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the Project Management Office on matters pertinent to project implementation;

WHEREAS, as part of its role in ensuring effective and efficient program implementation, the NAC in its regular meeting on May 29, 2012 deliberated on the immediate need to implement a Modified Conditional Cash Transfer Program to respond to various characteristics of disadvantaged group of individuals and families and community that at present is not directly addressed or responded to by the Pantawid Pamilya Program such as the following:

- Growing number of children and families migrating to cities in search of economic opportunities who are exposed to the hazards of living in the streets and grow without attaining any education at all;
- Displacement of poor farmers and fishermen and other vulnerable sectors due to manmade and natural disasters and calamities
- A number of households every year are delisted in the Pantawid Pamilyang Pilipino Program due to no longer having 0-14 years old children in the household; these are the households who are unable to complete the 5-year program period;
- Strengthening provision of education for all by embarking on a significant reform of the education system, which is geared to increase academic and technical skills of Filipino children by increasing the length of the school cycle to 12 years after the compulsory kinder grade for 5 years olds (K to 12 initiative). Hence, Kindergarten and 12 years of quality basic education is a right of every Filipino, therefore they must be and will be provided by government and will be free.

WHEREAS, in view of the foregoing, the members of NAC recognize the need to provide stop gap measures to address the aforementioned circumstances and to further pursue the rights of the children beneficiaries of Pantawid Pamilya for education;

NOW THEREFORE, be it resolved as it is hereby resolved by the members of the NAC in a special meeting approved the adoption of a modified conditional cash transfer program under the Pantawid Pamilya, specifically:

A. The Modified Conditional Cash Transfer Program

1. The Conditional Cash Transfer Program for FNSP— Families in Need of Special Protection (FNSP)

The Conditional Cash Transfer Program for Families in Need of Special Protection (CCT for CNSP) will cater to families in need of special protection such as homeless street families and/or families with street children, migrant families, IP families, displaced children and families due to manmade and natural calamities and families with child laborers, out-of-school youth, orphaned, abandoned, abused and other children in difficult circumstances. The families shall be those poor households in need of special protection and with 0-14 year old children.

The CCT for FNSP will provide eligible households/families with Php300.00/month per child for education grant for a maximum of three children and Php500.00/month per household for health grant. The household or family may receive a maximum of Php of 1,400 per month. Health and education grants shall be released monthly subject to compliance to conditionalities. The conditionalities of the CCT for FNSP shall be as follows:

- a. Household beneficiaries must stay in permanent residences after identification, relocation and/or provision of shelter for them.
- b. Parents to ensure that their children do not stay or work in the streets or in hazardous occupation.
- c. Children should be attending any mode of learning – regular school, Alternative Delivery Mode, School on Wheels, Supervised Neighborhood Play (SNP) and similar activities.
- d. Parents/Guardians shall bring their children to health centers for immunizations, weight and height monitoring and preventive check-ups.
- e. Parents/Guardians shall participate in the Family Development Sessions conducted in their locale.

The program package for CCT for CNSP shall include provision of health and education grants, Balik-Probinsya and Relocation Package, Self-Employment Assistance and Specialized Training/Counseling and other support services for the children and family members of the Children in Need of Special Protection. These shall also be part of the budget of the Pantawid Pamilyang Pilipino Program.

2. Modified CCT through Alternative Delivery Mode in Education

IP household beneficiaries composed almost 18% of the total household beneficiaries of the program in the Pantawid database, and a great majority of them are in

villages/barangays or sitios geographically isolated and inaccessible and which are too far from existing education facilities. Most often they are exposed to hazards especially during rainy season because the water from the river overflows and flood occurs.

Persons with disabilities of different types such as impairedness on hearing, visual, orthopedic and speech and multiple disabilities accounts to almost 5% of the 3 million household beneficiaries of the program. Children with disabilities or persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 1 of UNCRPD).

For the children with disabilities, their impairments may cause them not to meet the required conditions on education due to the following: inability to go to school regularly especially when the school facilities are very far, health condition are easily affected especially during rainy seasons, and lack of available special education program.

These circumstances affect the IP children and children with disabilities particularly in meeting the conditions on education; hence, the Alternative Delivery Mode in Education shall be used to enable these special clientele groups such as the IPs, PWDs and other children with special needs avail of education services and their rights for education be fulfilled.

The conditionalities though on education using the Alternative Delivery Mode shall be modified in agreement with or as established with the Department of Education.

3. Modified CCT for Pantawid Pamilya Households No longer Having 0-14 Years Old thru Extending the Coverage to 15-17 years old

Children of current (and future) Pantawid families aged 15-17 years of age in secondary education, according to Pantawid data are estimated at about 3.2 % for 2012. These are the household beneficiaries unable to complete the five-year program period considering that their youngest children when they enrolled in the program are already in the ages of 11 years old and above.

Further, the implementation of K-12 initiative which will require additional two years to secure senior high school diploma will be too costly for the household beneficiaries of the program and the poor may not be able to participate as well as reap the benefits of added school years school years.

Hence, Expanded CCT shall be provided to households no longer having 0-14 years old and who were not able to complete the 5-year period as designed by the program. The Expanded CCT shall provide Php. 500 pesos per child per month to a total of 5,000 per year, which is almost twice the current benefit in elementary education (in most other CCT programs, benefits in secondary are almost twice as large as those in elementary) considering that the direct costs increases (travel, books, supplies) and

the opportunities costs increase because children are older and can make more money when working.

Health grant though shall no longer be provided considering that the focus will be on education only and compliance to 85% attendance on education shall still be followed. These households shall likewise be prioritized in the provision of Sustainable Livelihood Program as part of Transition Strategy. Overall cost of implementation shall form part of the overall budget of Pantawid Pamilyang Pilipino Program.

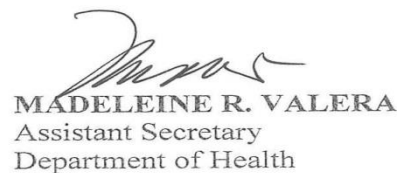
Expanding the CCT to children 15-17 years of age shall provide better quality education for all and enable the Pantawid children to participate and reach the highest levels of education which they will benefit from added education spending of the government.

Adopted this 29th day of May Two Thousand and Twelve, in Quezon City.

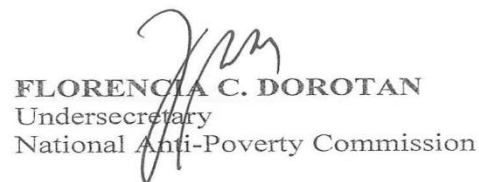

CORAZON JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development

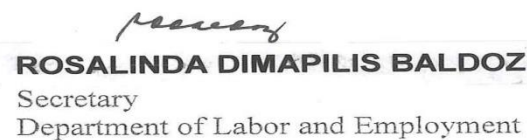

RIZALINO D. RIVERA
Undersecretary
Department of Education


MADELEINE R. VALERA
Assistant Secretary
Department of Health



AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local
Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission


LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management


ROSALINDA DIMAPILIS BALDOZ
Secretary
Department of Labor and Employment

†


MARIA-BERNARDITA T. FLORES
Assistant Secretary & Executive Director
National Nutrition Council


ERLINDA M. CAPONES
Director
National Economic Development Authority

TOMAS M. OSIAS
Executive Director
Commission on Population

ZENAIDA BRIGIDA HAMADA-PAWID
Chairperson
National Commission on Indigenous People


BRENDA S. VIGO
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 7

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 07
Series of 2012

Updating of Pregnancy Status of Pantawid Pamilya Beneficiaries
Under Beneficiary Update System (BUS)

Whereas, the Pantawid Pamilya National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the PMO on matters pertinent to project implementation.

Whereas, the NAC is responsible for issuing final decision to policies and guidelines before the implementation in the Program covered areas.

Whereas, the Beneficiary Update System (BUS) has been established to process the correction and supply the needed the data/profiles of the beneficiaries based on their existing and current status.

Whereas, to ensure that the implementation meet the intended purpose and contribute to the attainment of the country's Millennium Development Goals (MDGs), which is to reduce child mortality and improve maternal health, the NAC in its regular meeting on May 29, 2012, deliberated on the recommended policy for implementation.

Wherefore, Resolved as it is hereby **Resolved** by the members of the NAC in a meeting assembled, to approve the said policy as follows:

1. The updating of succeeding pregnancy of the members of the household beneficiary that happened after the household was registered as beneficiary of the program.
2. Once updated as such, the beneficiary shall be monitored of compliance to the health conditionalities of the Program thru Compliance Verification System (CVS) as prescribed in the Department of Health (DOH) protocol.
3. The updating of pregnancy status of the registered beneficiary shall be limited only to the household member whose relationship to household head is: *wife, daughter, daughter-in-law and granddaughter*.
4. Other pregnancy in the households not falling under the category in item 3 shall be updated and monitored but will not be linked to the cash grant on health.
5. All newly-born child from the pregnancy of the beneficiaries of the program since the program started shall be included in the household roster thru BUS No. 1 (New Born)


6. The child shall be monitored for compliance to the conditionalities of the Program thru CVS together with the compliance to post-natal services of the mother of the newly-born child.
7. The updating of household with new pregnancy (as stated in item 3) shall be monitored within the 5-year program period allowable for each household as designed in the program.

Adopted this 29th Day of May Two Thousand and Twelve, in Quezon City.

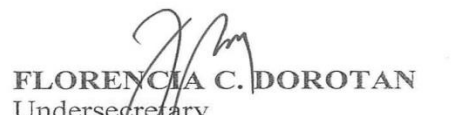

CORAZON JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development (DSWD)



RIZALINO D. RIVERA
Undersecretary
Department of Education


MADELEINE R. VALERA
Assistant Secretary
Department of Health


AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local
Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission


LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management


ROSALINDA DIMAPILIS BALDOZ
Secretary
Department of Labor and Employment


MARIA BERNARDITA T. FLORES
Assistant Secretary & Executive Director
National Nutrition Council


ERLINDA M. CAPONES
Director
National Economic ^{and} Development Authority

TOMAS M. OSIAS
Executive Director
Commission on Population

ZENaida BRIGIDA HAMADA-PAWID
Chairperson
National Commission on Indigenous People


BRENDA S. VIGO
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 8

Department of Social Welfare and Development PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 8 Series of 2012

Inclusion of the Department of Labor and Employment to the Regular Membership of the National Advisory Committee

Whereas, the Millennium Development Goals (2000 – 2015) indicate certain international development goals such as (i) eradicating extreme poverty and hunger, (ii) achieving universal primary education, (iii) promoting gender equality and empower women, (iv) reducing child mortality and (v) improving mental health.

Whereas, the Memorandum Circular No. 18, series of 2012, stipulates the Department of Social Welfare and Development's (DSWD) objective of internal convergence to ensure that management of implementation of the core social protection programs lead to empowerment, poverty reduction and improved quality of life of poor communities and households, where these programs operate.

Whereas, the Pantawid Pamilya National Advisory Committee (NAC) is an inter-agency body that provides policy directions and guidelines to the National Program Management Office on matters pertinent to program implementation.

Whereas, the Department of Labor and Employment (DOLE) is the national government agency mandated to formulate and implement policies and programs and serve as the policy-advisory arm of the Executive Branch in the field of labor and employment.

Whereas, the DOLE crafted the Philippine Labor and Employment Plan (LEP) 2011-2016, communicating the vision for labor and employment and showing the intended direction and emphasis over the next five years, signifying commitment to bring positive results, informing policy, operational and budget decisions and connects them to overall Philippine goals while providing a structure by which accountability and strategic management of programs and services is ensured.

Whereas, child labor is one of the many concerns in the Philippines with 2.99 million children working in hazardous work environment according to the 2011 Survey on Children of the National Statistics Office.

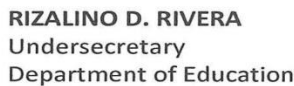
Whereas, Republic Act No. 9231 (An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection to the Working Child, Amending for this Purpose Republic Act No. 7610, As Amended, Otherwise Known as the "Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act") was passed on December 19, 2003.

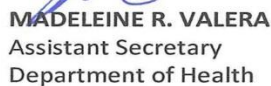
Whereas, the NAC recognizes the important role of the DOLE in achieving the Pantawid Pamilyang Pilipino Program's objective to contribute to the reduction of child labor and the training and employment of its Pantawid Pamilyang Pilipino Program beneficiaries.

Now, therefore be it resolved as it hereby resolved by the members of the NAC, in a meeting assembled, to approve the said policies, as follows:

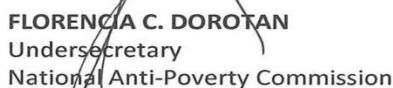
1. The Department of Labor and Employment (DOLE) shall be included in the regular membership of the NAC and shall have the following duties:
 - a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
 - b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with provisions of the Philippine Labor and Employment Plan and the national strategies for combatting child labor;
 - c. Provide regular updates to the NAC on the initiatives of the Department to reduce incidence of child labor among the beneficiaries of the program;
 - d. To provide a national plan for the training and employment of Pantawid Pamilyang Pilipino Program beneficiaries through its present and future Department programs and its line agencies; and
 - c. Assist in the monitoring of program implementation at all levels.

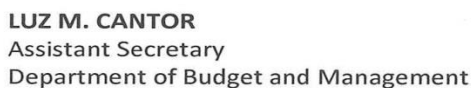
Adopted this 18 day of January Two Thousand and Twelve, in Quezon City.

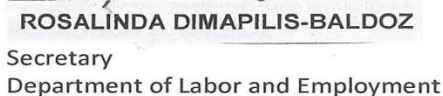

RIZALINO D. RIVERA
Undersecretary
Department of Education

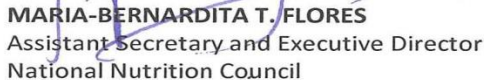

MADELEINE R. VALERA
Assistant Secretary
Department of Health


AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission


LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management


ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment


MARIA-BERNARDITA T. FLORES
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ERLINDA M. CAPONES
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BRENDA S. VIGO
Executive Director
Council for the Welfare of Children


EMMELINE L. VERSOSA
Executive Director
Philippine Commission on Women


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

APPENDIX 9

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM or the CONDITIONAL CASH TRANSFER PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 09
Series of 2012

**TRANSITION PLAN FOR THE FIRST BATCH OF HOUSEHOLD BENEFICIARIES EXPECTED TO COMPLETE THE
FIVE-YEAR PROGRAM BY 2013**

Whereas, the CCT implementation supports the achievement of the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger;
- Achieve universal primary education;
- Reduce child mortality;
- Improve maternal health;
- Promote gender equality and empower women;

Whereas, the CCT National Advisory Committee (NAC) is the highest policy-making interagency body that provides policy directions and guidance on matters pertinent to project implementation;

Whereas, to sustain the gains of household beneficiaries from the program even after the planned timeframe of five years or sixty months, there is a need to operationalize a set of strategies that will propel these households to move from the lowest levels of well-being to becoming self-sufficient;

Whereas, the first batch of household beneficiaries are expected to complete the program at varying schedules, depending on their exact date of program registration, thereby rendering efforts to synchronize other support interventions difficult as part of the transition plan;

Whereas, the need was seen to move and synchronize the program exit of the first batch of beneficiaries to maximize results of other support interventions;

Whereas, the extension of the coverage for the beneficiaries does not have a major implication on the program;

Now therefore, be it **RESOLVED** as it is hereby resolved by the members of the NAC, this 26th of September 2012, to adapt the following policies:

1. **Synchronize the program graduation of the first batch of exiting household beneficiaries in 2008 by the 31st of December, 2013;**

2. **Ensure access of transitioning household beneficiaries to appropriate support programs and services suited to their Social Welfare Indicator (SWI) profiles through:**
 - a. Developing a database of graduating beneficiaries to be disaggregated according to their SWI profiles:
 - i. Survival
 - ii. Subsistence
 - iii. Self-sufficient
 - b. Mapping of poverty reduction programs of the government under the Social Development Cluster, such as existing services, programs and other interventions designed to benefit the poor.
 - i. A referral system will be developed to ensure coverage of exiting beneficiaries in existing poverty reduction programs, which include but not limited to the Sustainable Livelihood Programs and the Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services, or the Student Grants-in-aid Program.
 - ii. Prioritization of exiting beneficiaries as targets of existing or pipeline programs and projects of the government in relation to its poverty reduction goals.
3. **Six-month retention and training of Municipal Links (MLs) to facilitate bottom-up planning as part of exit strategy:**
 - a. MLs will be retained for a period of six months (January-June 2014 for the first batch; succeeding batches to follow this timeframe upon graduation of beneficiaries).
 - b. Exit report will be the basis for developing project proposals to address sectoral needs within the locality.
 - c. Exit report will also be endorsed for inclusion in the development planning cycle of the local government.
4. **Six-month extension for the MLs handling Set 1**
 - a. MLs handling Set 1 of Pantawid Pamilya beneficiaries shall be given the six month extension for the necessary social case management in ensuring that household beneficiaries are prepared for their transition.
 - b. The six-month extension shall also give ample time for LGUs to prepare proper follow through and monitoring of the beneficiaries for at least one year to guarantee that the families are at the subsistence level.
5. **Social preparation prior to the termination of cash grants will be conducted during Family Development Sessions**
 - a. New modules will have to be developed to address concerns about sustainability of the program objectives to increase human capital investment.
 - b. Information campaigns will also be a platform to enhance awareness about convergence strategies.

Adopted this 26th day of September, Two Thousand and Twelve, in Legazpi City.



CORAZON JULIANO-SOLIMAN

Secretary

Department of Social Welfare and Development



RIZALINO D. RIVERA

Undersecretary

Department of Education



MADELEINE R. VALERA

Assistant Secretary

Department of Health



AUSTERE A. PANADERO

Undersecretary

Department of Interior and Local Government



FLORENCIA C. DOROTAN

Undersecretary

National Anti-Poverty Commission



LUZ M. CANTOR

Assistant Secretary

Department of Budget and Management



ROSALINDA DIMAPILIS-BALDOZ

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Department of Labor and Employment



MARIA-BERNARDITA T. FLORES

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Commission on Population


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Chairperson
National Commission on Indigenous People


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Executive Director
Council for the Welfare of Children


EMMELINE L. VERSOSA
Executive Director
Philippine Commission on Women

ANNEX

Cost Implication of Transition plan and extension of the program until December 31, 2013

Component	Amount
Cash Grants (281,156 households who are supposed to graduate in February to November 2013)	918,269,810
Operating Cost	70,199,588
Salaries of Set 1 Municipal/City Links and Social Welfare Assistants for 6 months extension	53,158,632
Training of MLs	4,319,744
Total	988,469,398

APPENDIX 10

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM or the CONDITIONAL CASH TRANSFER PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 10
Series of 2012

Amendments to NAC Resolution No. 2
(Sanctions for Various Cases Filed Under the Grievance and Redress System)

Whereas, The CCT implementation supports the achievement of the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger;
- Achieve universal primary education;
- Reduce child mortality;
- Improve maternal health;
- Promote gender equality and empower women;

Whereas, the CCT National Advisory Committee (NAC) is the highest policy-making interagency body that provides policy directions and guidance on matters pertinent to program implementation;

Whereas, the Grievance and Redress System (GRS) has been established to provide a systematic, professional, rules-based procedures for handling grievances and appeals;

Whereas, to ensure efficient, expeditious and transparent resolution of grievance and appeals, the NAC in its regular meeting on August 31, 2010, adopted NAC Resolution No. 2 on the **Sanctions for Various Cases Filed Under the Grievance and Redress System**;

Whereas, the need was seen to amend NAC Resolution No. 2 to implement the program based on a set of principles, particularly fairness, accountability, and special attention to the best interest of the child;

Now therefore, be it **RESOLVED** as it is hereby resolved by the members of the NAC, this 26th of September 2012, to adopt the following policy amendments:

1. **In response to complaints filed against misbehaviour of beneficiaries who pawn cash cards, use the cards for loan collateral and/or use cash grants for livelihood activities, the following revisions in the first article of NAC Resolution No. 2 shall be made to emphasize the best interest of the child. The revised statement shall read as:**

"1.2 Second Offense: Suspension of household grantee for 3 months; temporary change of grantee shall be made to another responsible adult member, or in the absence of an eligible household member, to MSWDO until suspension period has concluded."

2. **Provision 2 of the same resolution emphasizes sanctions against fraudulent information or statement made during the conduct of household assessment. As a mechanism to address the aforementioned violation, the following responses shall be undertaken:**

- a. In case sharing of fraudulent information is confirmed, special household validation shall be conducted to re-apply HAF and check if the household is still qualified after the Proxy Means Test (PMT) re-run.
- b. If the grantee is no longer qualified after the above PMT and Eligibility Check Routine 2, recommendations shall be made on immediate delisting.
- c. If poor and still qualified, the grantee shall be subjected to deliberation by the Municipal Advisory Committee and the Provincial Grievance Committee. Grants may still continue but entitlement will be temporarily changed to another grantee.
- d. Revisit the HAF Questionnaire that classifies the occupational profile of the household. Policy recommendations will be drawn from this review to accurately capture the employment of the household as currently reflected in the NHTS and the Pantawid Pamilya beneficiary database, and as defined in the Philippine Standard Occupational Classification.

Adopted this 26th day of September, Two Thousand and Twelve, in Legazpi City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


RIZALINO D. RIVERA
Undersecretary
Department of Education


MADELEINE R. VALERA
Assistant Secretary
Department of Health



AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local Government



FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission



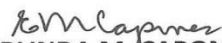
LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management



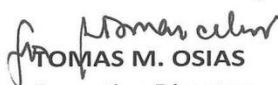
ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment



MARIA-BERNARDITA T. FLORES
Assistant Secretary and Executive Director
National Nutrition Council



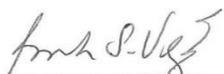
ERLINDA M. CAPONES
Director
National Economic Development Authority



TOMAS M. OSIAS
Executive Director
Commission on Population



ZENaida BRIGIDA HAMADA-PAWID
Chairperson
National Commission on Indigenous People



BRENDA S. VIGO
Executive Director
Council for the Welfare of Children



EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 11

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
or the **CONDITIONAL CASH TRANSFER PROGRAM**
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 11
Series of 2012

REVOCATION OF THE APPLICATION OF ELIGIBILITY CHECK ROUTINE (ECR-2)
ON PANTAWID PAMILYA BENEFICIARIES

WHEREAS, the Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) implementation supports the achievement of the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger
- Achieve universal primary education
- Reduce child mortality
- Improve maternal health
- Promote gender equality and empower women

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

WHEREAS, the *Pantawid Pamilya* serves the identified poor households by the National Household Targeting System for Poverty Reduction (NHTS-PR) through the use of the Proxy Means Test (PMT) who have children 0–14 years old and/or pregnant;

WHEREAS, the Eligibility Check Routine (ECR-2), as approved by the National Program Management Team (NPMT) was implemented in 2011 to ensure that only the truly eligible and in need of the program are registered and retained as active beneficiaries and to delist the households found to have members with the following occupation codes upon revalidation, to wit:

Set 1

- Code 05 (Wholesale / Retail)
- Code 07 (Community, Social, Recreational and Personal Services)
- Code 11 (Entrepreneurial Activities)
- Code 12 (Others) i.e., Occupation Codes as may be deemed necessary by the National Program Management Office (NPMO)

Set 2 onwards

- Code 01 (Government and Special Interest Organization Officials, Corporate Executives, Managers or Proprietors, Supervisors)
- Code 02 (Professionals)

- Other Occupation Codes as may be deemed necessary by the NPMO, including but not limited to Code 00 (Special Occupations) and Code 03 (Technicians and Associate Professionals)

WHEREAS, results of the validation conducted by the Regional Program Management Offices (RPMO) showed that 90% of the 145,614 households on the ECR-2 list are retained due to being currently unemployed, data error and occupation misclassification, and only 10% were recommended for delisting;

WHEREAS, NAC Resolution No. 2 provided the Sanctions for Various Cases Filed under the Grievance and Redress System as amended by NAC Resolution No. 9 which sanctions the immediate delisting of households found to be disqualified after the PMT re-run and ECR-2;

WHEREAS, NAC Resolution No. 9 further provides revisiting of Household Assessment Form (HAF) questionnaire to draw policy recommendations in order to accurately capture the occupation of the household members.


NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the members of the NAC agree to:

1. Revalidate the Set 5 and 6 households failed in ECR-2 as was applied previously to Sets 1 to 4 and register those who are found to be eligible.
2. Ensure rigorous household validation during the Community Assembly to minimize eligibility complaints.
3. Revoke the implementation of Eligibility Check Routine (ECR-2) for the future expansion of the program.

Adopted this 12th day of December, Two Thousand and Twelve, in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development


RIZALINO D. RIVERA
Undersecretary
Department of Education


MADELEINE R. VALERA
Assistant Secretary
Department of Health



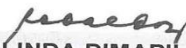
AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local Government



FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission



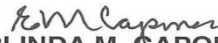
LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management



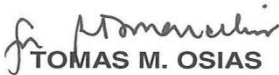
ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment



MARIA-BERNARDITA T. FLORES
Assistant Secretary and Executive Director
National Nutrition Council



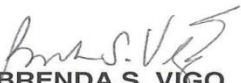
ERLINDA M. CAPONES
Director
National Economic and Development
Authority



TOMAS M. OSIAS
Executive Director
Commission on Population



ZENaida BRIGIDA HAMADA-PAWID
Chairperson
National Commission on Indigenous
People



BRENDA S. VIGO
Executive Director
Council for the Welfare of Children



EMMELINE L. VERSOZA
Executive Director
Philippine Commission on Women

APPENDIX 12

Department of Social Welfare and Development PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 12
Series of 2013

Continued Support for Children Beneficiaries of the Pantawid Pamilyang Pilipino Program to Finish High School

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

Whereas, *Section 17 of the Philippine Constitution* states that the state shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development.

Whereas, *Section 1 of Article 14 of the Philippine Constitution* states that the state shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.

Whereas, *Section 5.5 of Article 14 of the Philippine Constitution* states that the State shall assign the highest budgetary priority to education and ensure that teaching will attract and retain its rightful share of the best available talents through adequate remuneration and other means of job satisfaction and fulfillment.

Whereas, as part of its role of higher level policy coordination and ensuring effective and efficient program implementation, the NAC deliberated to extend the program coverage of the Pantawid Pamilyang Pilipino Program based on the following justifications:

- Implementation of Pantawid Pamilya brings and keeps younger children in school. In the first impact evaluation report, increased school attendance was found across all school-aged groups (6-17 years old). Further, it was reported that the school attendance rate for younger children (6-12) is 96.2% in 2011 from 83.6% in 2008. In contrast, older children (13-14) have declining attendance rate from 83.7% in 2008 to 66.8% in 2011.
- Pantawid Pamilya implementation promotes human capital by incentivizing staying in school. There is a need to further build the human capital of Pantawid Pamilya beneficiaries for it to contribute to the break the transmission of intergenerational poverty. The Pantawid Pamilya helps create an effective and secure financial state of the family by incentivizing school attendance.
- Increase in household income leads to increase in completion rate which further leads to increase in skills, productivity and returns. Higher economic returns are more likely to occur with high school graduates more than elementary graduates. The average daily wage of

someone who had finished elementary is roughly about 10% higher than that of what an elementary undergraduate could earn (Labor Force Survey, 2011). Meanwhile, a person who finished high school would get a wage that is about 40% higher on average than that of someone who completed elementary. In addition, poverty incidence remarkably drops to almost half (from 34.1% to 16.6%) when HH is headed by a high graduate compared to HH headed by an elementary graduate (Family Income and Expenditure Survey, 2009).

- Values formation, through the implementation of the Family Development Sessions (FDS), is an important mechanism to build social capital among beneficiaries. FDS is a vehicle to develop both parent's valuation of and children's interest in school.
- Other Conditional Cash Transfer (CCT) programs have impacts on education for older children. Mexico's *Oportunidades* increased high school enrolment in rural areas by as much as 85 percent after only a few years of program implementation. Colombia's *Familias en Accion* increased enrolment for children aged 12-17. The CCT program in Bangladesh raised 11-18 year old girls' enrolment. Lastly, the *Japan Fund for Poverty Reduction* initiative in Cambodia raised secondary school girls' enrolment and attendance.

Whereas, in view of the foregoing, the members of the NAC recognize the need to extend support to the children beneficiaries to further pursue the rights of the children and for the program to contribute to the breakage of intergenerational poverty.

NOW THEREFORE, be it resolved as it is hereby resolved, the members of the NAC approve the continued support to children beneficiaries under Pantawid Pamilya, specifically:

1. Extension of coverage of Pantawid Pamilya

Continued support for children beneficiaries until they finish high school shall have the following provisions:

- a. To go beyond the five-year limit to cover up to high school education;
- b. To extend the coverage up to 18 years of age (taking into account the K-12 program);
- c. To provide higher grant amount of PhP 500 for children in high school, but removing the health grant for those households who have been exposed to the program for 5 years and no longer have children beneficiaries enrolled in elementary monitored by the program; and
- d. To maintain the limit of three (3) children beneficiaries per household.

2. Projection of High School Coverage

Currently, the program provides education grants to more than 7 million children aged 3-14 belonging to more than 3.8 million households. Under the proposed extension, children will be entitled for education grants until they are 18 years old, implying that they could benefit from education transfers for a maximum of 15 years, starting from age 3 to 18. About 10 million children will be served by 2014 when age coverage is extended to 18 years old.

3. Selection Criteria

The selection of children aged 3-18 for education monitoring will be based on the following existing policy on the selection of children beneficiaries which includes son, daughter, grandson and granddaughter of the household head, to wit:

- a. For Sets 1-5, the children beneficiaries selected by the system will continue to be monitored.
- b. For Sets 6-7 and replacement, the household shall select from among the children included in the household roster.
- c. For replacement and additional children beneficiaries to complete the 3 children limit per household, the household shall select from among the children included in the household roster.


4. Pilot phase

A pilot phase of Set 1-7 households with children aged 3 to 18 in 1,627 cities and municipalities shall be implemented in 2014. The expected number of children covered during the pilot phase is 10.2 million. Out of the 10.2 million eligible children, 6.321 million (62%) and 3.875 million (38%) are eligible for elementary and high school, respectively. 4,287,630 children or 42.1% out of the 10.2 million children will be funded with Php 12.3 billion, during the pilot phase.

Adopted this 10th day of July, Two Thousand and Thirteen, in Dumaguete City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


RIZALINO D. RIVERA
Undersecretary
Department of Education


MADELEINE R. VALERA
Undersecretary
Department of Health



AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local Government



FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission



LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management



ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment



MARIA BERNARDITA T. FLORES
Assistant Secretary and Executive Director
National Nutrition Council



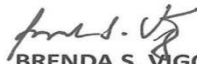
ERLINDA M. CAPONES
Director
National Economic Development Authority



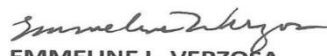
ROSALINDA MARCELINO
Acting Executive Director
Commission on Population

 2/11/14

LEONOR ORALDE-QUINTAYO
Chairperson
National Commission on Indigenous People



BRENDA S. VIGO
Executive Director
Council for the Welfare of Children



EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 13

NATIONAL ADVISORY COMMITTEE PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 13
Series of 2013

Handling of Compliance Verification in cases of State of Calamity, Disaster, Complexity and other Exceptional Cases

Whereas, the Pantawid Pamilyang Pilipino Program's National Advisory Committee (NAC) is the highest policy making inter-agency body that provides policy directions and guidance on matters pertinent to Pantawid program implementation;

Whereas, the Compliance Verification is one of the core systems of the Pantawid Pamilyang Pilipino Program designed to provide regular feedback on the beneficiaries' status relative to compliance with the conditionalities prescribed in the program which serves as a basis for periodic payment of grants to household beneficiaries;

Whereas, the state of calamity, disaster, or complex emergencies herein referred to are harmonized with Republic Act No. 10121 entitled "Philippine Disaster Risk Reduction and Management Act of 2010, strengthening The Philippine Disaster Risk Reduction And Management System, Providing For The National Disaster Risk Reduction And Management Framework And Institutionalizing The National Disaster Risk Reduction And Management Plan;

Whereas, in the occurrence of these events which are beyond the control of the program, the beneficiaries are unable to comply, against their will, with the conditions of the program, the beneficiaries are treated as deemed compliant with the program conditions.

Now therefore, be it **RESOLVED** as it is hereby resolved by the members of the NAC in a meeting assembled on 12 July 2013, to approve the following policies:

I. Circumstances Considered

- a. **"State of Calamity"** - a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard. (RA 10121)
- b. **"Complex Emergency"** - a form of human-induced emergency in which the cause of the emergency as well as the assistance to the afflicted IS complicated by intense level of political considerations. (RA 10121)
- c. **"Disaster"** - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences, Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation. (RA 10121)

- d. **“Exceptional cases”** are those that are NOT declared by National Disaster Risk Reduction Management Council as State of Calamity/ Complex Emergency or Disaster cases but have equivalent adverse effect on the implementation of the program. The exceptional cases prevent the program implementers or beneficiaries to comply beyond their will with the requirements of the program, such as:
 - 1. Regular and continuous heavy rains but are not declared as state of calamity or disaster areas which render the facility inaccessible;
 - 2. Facilities used as evacuation centers by the adjacent areas declared as state of calamity, disaster, or complex emergencies;
 - 3. The only way going to and from that unaffected area is through a state of calamity, disaster, or complex emergency – declared area;
 - 4. Shortage of manpower when program implementers of unaffected areas are summoned to prioritize helping areas declared as state of calamity, disaster, or complex emergencies;
 - 5. Administrative reasons that prevent the school, health or DSWD facility or personnel from accomplishing their duties;
 - 6. Renovation of facilities or transitory fixes;
 - 7. Resignation, illness, death, leave of absence, and similar cases that will trigger non-performance of duties of the lone educational or health facility worker in a remote education facility where no immediate replacement was provided that caused stoppage of service; and
 - 8. Other justifiable causes that prevent the implementers and beneficiaries to comply with the requirements of the program
- e. State of calamity, disaster, complex emergency, or exceptional cases affect the implementation of the program by:
 - 1. Preventing the compliance of the beneficiaries to the conditions; and
 - 2. Hampering the verification of compliance data (from the distribution and collection of physical CV forms down to the electronic conversion and approval of CV data);
- f. State of calamity, disaster, complex emergency, or exceptional cases shall apply to facilities or areas upon identification and assessment on the severity of the situation, the number of people affected, and impact on the supply side condition of the program including the appropriate intervention that should be undertaken to facilitate recovery.

II. Procedures

- a. Handling of compliance verification in state of calamity, disaster, or complex emergency shall be identified and declared as follows:
 - 1. The DSWD Regional Director of the affected area must submit a formal request to invoke the *NAC Resolution 13 S-2013 (this resolution)* to the National Project Management Office (NPMO), specifying the areas affected and program conditions requested to treat the beneficiaries as deemed compliant with. The supporting documents for the declaration of such is attached.
 - 2. The supporting documents are the certifications attesting the occurrence of an event falling under *Section I. Circumstances Considered, NAC Resolution 13 S-2013*. The Regional Project Management Office (RPMO), Provincial Operations Office, or the City/Municipal Links of the affected area will facilitate the acquisition of these certifications from the head of the school, head of health facility, or the Regional,

Provincial, City, Municipal or Barangay Disaster Risk Reduction and Management Councils.

Table below recommends the lists of certifications that may be availed of, according to the program condition affected by state of calamity, disaster and complex emergency. At least one of the certifications below is sufficient to support the request to invoke *NAC Resolution 13 S-2013*:

Cases	Certification Issued By	Remarks
Whole Province or more than 1 municipality is affected or Adjacent Cities/Municipalities belonging to different Provinces	Head of RDRRMC or their assigns	For all cases of State of calamity, disaster, or complex emergency
	Governor(s) or their assigns	
Whole City or Municipality or more than 1 barangay is affected or Adjacent Barangays belonging to different Cities or Municipalities	Governor, Mayor(s), or their assigns	For all cases of State of calamity, disaster, or complex emergency
	Highest ranking officer(s) for that area (AFP, PNP or BFP)	Certification can stand alone in cases of armed conflict or fire
Whole or part of Barangay is affected	Mayor, Barangay Captain(s) or their assigns	For all cases of State of calamity, disaster, or complex emergency
	Highest ranking officer for that area (AFP, PNP or BFP)	Certification can stand alone in cases of armed conflict or fire
Selected Education Facilities are affected	Head of the education facility or designated Officer In-Charge,	For all cases of State of calamity, disaster, or complex emergency
	Division or District Superintendent or Deped Regional Director	Primary alternate of the Head Can recommend when 2 or more facilities are affected
	Mayor, Barangay Captain or their assigns	Secondary alternate of Head Can recommend when 2 or more facilities are affected

Cases	Certification Issued By	Remarks
Selected Health Facilities are affected	Heads of the Health facilities or designated Officer In-Charge	For all cases of State of calamity, disaster, or complex emergency
	City/ Municipal or Division Health Officer or DoH Regional Director	Primary alternate of the Head Can recommend when 2 or more facilities are affected
	Mayor, Barangay Captain or their assigns	Secondary alternate of Head Can recommend when 2 or more facilities are affected

3. The National Project Management Office (NPMO) will assess and validate the recommendation. The National Project Manager will recommend the approval of the request to invoke *NAC Resolution 13 S-2013* to the National Project Director (the Secretary of DSWD) upon assessment and validation of the request.
4. The Secretary will approve the recommendation based on the merits of the recommendation.
5. Once the Requests for Declaration for state of calamity/ disaster/ or complex emergency is approved, FOs shall capture the data in the state of calamity, disaster and complex emergency systems-interface (Force Majeure interface) during the encoding process and the NPMO will approve the recommendations in the system based on the approved physical document of the recommendation for declaration of state of calamity, disaster and complex emergency. The beneficiaries are treated as deemed compliant and corresponding payment of grants to the household beneficiaries of the program shall be effected.
6. The Regional Director may request for each succeeding Compliance Verification System period extending the declaration of state of calamity, disaster and complex emergency after the approval of the original (1st) request, depending on the availability of the supply side in the area and the ability of the beneficiaries to comply again with the conditions of the program. All succeeding requests for a declaration of state of calamity, disaster and complex emergency shall comply with the same procedures as stated in this section.

7. A maximum of three (3) consecutive CVS Periods may be allowed for the same state of calamity, disaster and complex emergency event affecting the same area.

b. Handling of compliance verification for exceptional cases:

1. Exceptional cases shall also be identified, recommended and approved in the same manner as that of state of calamity, disaster and complex emergency.
2. The NAC Technical Working Group is hereby given the task of identifying other events not stipulated above but should be classified under exceptional cases and revise the provisions of the Operations Manual.

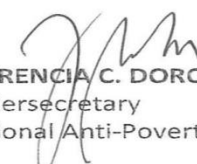
Adopted this 10th day of July, Two Thousand and Thirteen, in Dumaguete City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


BR. ARMIN LUISTRO FSC
Secretary
Department of Education


ENRIQUE T. ONA
Secretary
Department of Health


AUSTERE A. PANADERO
Undersecretary
Department of Interior and Local Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission

*Subject to budgetary
approval in CY 2015*

LUZ M. CANTOR
Assistant Secretary
Department of Budget and Management


ROSALINDA DIMAPILIO-BALDOZ
Secretary
Department of Labor and Employment
Dept. of Labor & Employment
Office of the Secretary



MARIA BERNARDITA T. FLORES
Assistant Secretary and Executive Director
National Nutrition Council

JUAN ANTONIO PEREZ III
Executive Director
Commission on Population


BRENDA S. VIGO
Executive Director
Council for the Welfare of Children


ERLINDA M. CAPONES
Director
National Economic and Development
Authority


LEONOR ORALDE-QUINTAYO
Chairperson
National Commission on Indigenous People


EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 14

Department of Social Welfare and Development PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 14 Series of 2013

Inclusion of Civil Society Organizations (CSOs) in the Advisory Committees at the Regional, Provincial and City/Municipal Level

WHEREAS, the Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) implementation supports the achievement of the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger
- Achieve universal primary education
- Reduce child mortality
- Improve maternal health
- Promote gender equality and empower women

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is an inter-agency body and the highest policy-making body that provides policy directions and guidance on matters pertinent to Pantawid Pamilyang Pilipino Program implementation;

WHEREAS, *Administrative Order No. 21 (Revised Implementing Rules and Regulations Governing Title I or Republic Act No. 8425, otherwise known as the Social Reform and Poverty Alleviation Act)* – Rule I Section III states that “the Social Reform Agenda (SRA) shall advocate and institutionalize a multi-sectoral approach towards building social consensus on poverty alleviation at the national and local levels, thereby mobilizing the different but potentially complementary capacities, resources and perspectives of civil society, government, and business towards a concerted societal effort at alleviating poverty”.

WHEREAS, the *DSWD Memorandum Circular No. 07 series of 2012* provides for concrete mechanism for mutual cooperation between the DSWD and the CSOs in pursuit of the President’s directive of promoting Public-Private Partnership and institutionalize mechanisms for CSOs’ involvement in promoting transparency and accountability in the implementation of the DSWD’s core poverty reduction programs.

WHEREAS, consistent with the provision of new issuances and the Department’s thrusts and directions, the National Advisory Committee recognizes the need for a voice and active participation from the private sector of development work in the different levels of its committees, in order for the implementation of the Pantawid Pamilyang Pilipino Program to be responsive and relevant to the needs of partners as well as beneficiaries on the ground.

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the members of the NAC agree to the following:

1. Selection Process

The selection of CSOs shall follow these steps:

- a. Based on the list of existing partners, the Secretariat of the Advisory Committees at the different levels and the RPMO-Institutional Partnership CSO Focal Person shall provide a shortlist of CSOs to the Regional Advisory Committee (RAC), Provincial (PAC) or City / Municipality (LAC/MAC). The list should include the following details:
 - Length of engagement with Pantawid Pamilya or other projects of agency members of the Pantawid Advisory Committees
 - Number of beneficiaries served and geographic coverage of the CSO
 - Copy of existing MOA with agency members of the Pantawid Advisory Committees
 - Documentation of previous projects by the CSO in partnership with DSWD and / other institutions or agencies
 - Proof of no outstanding cash advances and pending cases
 - Formal letter indicating interest to be part of the Advisory Committee on a voluntary basis
- b. The RAC / PAC / MAC shall choose two (2) CSOs from the provided shortlist based on the Selection Criteria stipulated in No. 2.
- c. An official invitation letter to be a member of the Advisory Committee and to attend the next meeting, signed by the chair of the Committee, will be sent to the chosen CSOs. The invitation letter must state that membership of the CSO shall be on voluntary basis wherein transportation cost to be incurred in attendance to regular and special meetings shall be covered by the CSO.
- d. The Secretariat shall coordinate with and invite the chosen CSOs in the next meeting of the Advisory Committee and secure commitment to be part of the committee through a letter signed by the organization's board of members or person of authority. The Secretariat must also seek CSO's commitment to provide permanent and alternate members to the Advisory Committee. More so, the CSO must commit to shoulder the transportation costs to be incurred in the attendance to regular and special meetings.
- e. The chosen CSOs will respond to the invitation to attend the next meeting and confirm commitment to be part of the body on a voluntary basis through an official letter signed by the organization's President or Board Members.
- f. Confirmation of the CSO to be a member of the Advisory Committee must be done during the RAC / PAC / MAC meeting. The CSO shall be approved as a member of the advisory committees at the regional / provincial / city or municipal level upon approval of the governing committee, through a resolution signed by a majority of its members.

2. Selection Criteria

Two (2) Civil Society Organization for each level of advisory committee (regional, provincial, city/municipal) shall be included as member based on the following selection criteria:

- a. The CSO should comply with the following mandatory qualification criteria to be considered as member of the advisory committees in the regional, provincial and city/municipal:
 - i. Has engaged with DSWD-Pantawid Pamilya with a minimum of six (6) months or other projects/programs of DSWD and other agency members of the NAC / RAC / PAC / MAC with a minimum of two (2) years;
 - ii. Has existing Memorandum of Agreement with the DSWD relative to the implementation of its social protection programs under the framework of "*Bantay, Tulay, Gabay and Kaagapay*";
 - iii. Has good track record in previous and/or current engagements with DSWD and/or other institutions and agencies through proof of projects completed on area of specialization indicating source of funds and manpower support (i.e. documentation report, financial statement, project profile);
 - iv. Should have no outstanding cash advances funded by DSWD and other partner agencies through the Priority Development Assistance Fund (PDAF) that remains not liquidated for more than three (3) months after their project has been concluded;
 - v. Should have no pending cases involving misuse of funds;
 - vi. Has in its capacity to provide human resources as permanent and alternate members of the Advisory Committee and shoulder the transportation costs to be incurred in the attendance to regular and special meetings;
 - vii. Must confirm commitment to be part of the Advisory Committee on a voluntary basis through an official letter signed by the organization's board members or person of authority
- b. In case there are more than two (2) CSO applicants that qualify for membership, the following criteria (in order of priority) may serve as guide to qualify for membership:
 - i. CSO with the highest number of beneficiaries served in the region, province, city or municipality, among all CSOs with on-going engagement in the area, or have at least served / serving one-third of the total number of Pantawid beneficiaries in the area which the governing advisory committee covers.
 - ii. CSO with the widest and second widest geographical coverage of Pantawid Pamilya beneficiaries in the region, province, city / municipality which the governing advisory committee covers;
 - iii. Other criteria that may be prescribed by the advisory committee in the specific area (region/provincial/city/municipal) deemed helpful in the selection.

3. Roles and Functions as member of the Advisory Committee

The Civil Society Organization shall share with other members the functions of the advisory committees at different levels stipulated in the Joint Memorandum Circular No. 3 Series of 2011.

a. Regional Advisory Committee

- i. Translate national policies to region specific operational guidelines to ensure smooth implementation of the program;

- ii. Coordinate the implementation / operationalization of sectoral activities to better execute program objectives and functions;
- iii. As the Regional Grievance Committee, act on grievance and complaints elevated for resolution by the Provincial Advisory Committee;
- iv. Refer to the National Advisory Committee all concerns needing higher level intervention or resolution.
- v. Ensure that supply side requirements for health and education are available at the target municipalities;
- vi. Hold regular quarterly/bi-monthly/monthly committee meetings and special meeting as the need may arise to facilitate resolution of cases on grievance and complaints and meeting the supply side needs and requirements; and
- vii. Prepare / submit monthly or quarterly accomplishment reports.

b. Provincial Advisory Committee

- i. Assist the DSWD Field Office in facilitating the submission of Supply Side Assessment;
- ii. Monitor the availability of the required supplies. Servicers and logistical support provided by the target municipalities to ensure that beneficiaries are able to comply with the conditions of the program;
- iii. Recommend to the provincial government the provision of the necessary augmentation/logistical support to the municipalities particularly on supply side on health and education and the enrolment of the beneficiaries to Phil. Health program;
- iv. Ensure that the required support to the municipalities is covered by appropriate funds support in the annual budget of the province.
- v. Monitor the compliance of the municipalities in the submission of compliance verification forms, grievance and redress and other reporting requirements;
- vi. Provide technical assistance to municipal counterparts in the provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation and organization of neighborhood groups to hasten Pantawid Pamilya implementation;
- vii. As the Provincial Grievance Committee, shall act on queries and complaints on non-compliance to Pantawid Pamilya's conditionalities elevated to the province for appropriate action;
- viii. Refer to the Regional Advisory Committee all concerns needing higher level intervention or resolution.
- ix. Assign a member to sit as representative of the province in the Pantawid Pamilya Regional Advisory Committee;
- x. Advocate to other partner agencies and other non-government organization (NGOs), People's Organization (POs) and other intermediaries to gain support in the implementation of the Pantawid Pamilya program;
- xi. Hold regular monthly committee meeting or a need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements.

c. Local / Municipal Advisory Committee

- i. Ensure that education and health services required by the program are available and adequate for beneficiaries within the duration of the program;
- ii. Facilitate the accreditation of its Rural Health Units (RHUs) to PhilHealth within the first year of program implementation. Provide the corresponding LGU counterpart funds for the enrollment of the households beneficiaries to PhilHealth for the entire duration of the program;
- iii. Facilitate the designation of counterpart LGU Links that will assist the DSWD hired Municipal Link in the implementation of all Pantawid Pamilya activities in the city/municipality;
- iv. Provide office space and other logistical support to the Municipal and LGU Links such as but not limited to office supplies, equipment and other paraphernalia for the period of program implementation;
- v. Ensure the establishment of an efficient recording system in all health and education facilities that will allow faster retrieval of compliance data and the timely submission of compliance reports;
- vi. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation;
- vii. Facilitate and address complaints, requests, of poor families concerned; and
- viii. Hold regular monthly and special meetings to ensure timely resolution of implementation issues.

Adopted this 4th day of December, Two Thousand and Thirteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

RIZALINO D. RIVERA
Undersecretary
Department of Education

MADELEINE R. VALERA
Undersecretary
Department of Health


AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission



LUZ M. CANTOR

Assistant Secretary

Department of Budget and Management

ROSALINDA DIMAPILIS-BALDOZ

Secretary

Department of Labor and Employment

MARIA BERNARDITA T. FLORES

Assistant Secretary and Executive Director

National Nutrition Council



ERLINDA M. CAPONES

Director

National Economic and Development
Authority

JUAN ANTONIO PEREZ III

Executive Director

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LEONOR T. ORALDE-QUINTAYO

Chairperson

National Commission on Indigenous People



BRENDA S. VIGO

Executive Director

Council for the Welfare of Children



EMMELINE L. VERZOSA

Executive Director

Philippine Commission on Women

APPENDIX 15

NATIONAL ADVISORY COMMITTEE PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 15 Series of 2013

Procedural Guidelines on Handling Election-related Grievances

WHEREAS, the Pantawid Pamilyang Pilipino Program (*Pantawid Pamilya*) implementation supports the achievement of the Millennium Development Goals addressing the following:

- Eradicate extreme poverty and hunger
- Achieve universal primary education
- Reduce child mortality
- Improve maternal health
- Promote gender equality and empower women

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is an inter-agency body and the highest policy-making body that provides policy directions and guidance on matters pertinent to Pantawid Pamilyang Pilipino Program implementation;

WHEREAS, the Local and National Elections called for the department to install measures that would protect Pantawid's resources and properties from being used/abused for electioneering and political aggrandizement;

WHEREAS, *DSWD Memorandum Circular No. 24 series of 2012* entitled *Guidelines on the Conduct of Activities on Pantawid Pamilyang Pilipino during 2013 Campaign, National and Local Election Period*, was issued and aimed at Pantawid Pamilya Program stakeholders against politicking. Likewise, the information campaign "*Bawal ang Epal Dito*" (BAED) has been launched nationwide to prepare the Pantawid families and partners against partisan politics;

WHEREAS, in support of the campaign for clean and honest elections, the Department of the Interior and Local Government, as primary catalyst for excellence in local governance, issued **Memorandum Circular 2012-44**. This prohibits all elected officials to use the Pantawid Pamilya program in their campaign materials. The Commission on Elections, being the lead agency in enforcing laws relative to the conduct of election, has actively contributed in drafting the guidelines and to monitor its continued implementation. *Batas Pambansa Bilang 881*, otherwise known as "*Omnibus Election Code*" of the Philippines, has also covered and stipulated corresponding sanctions for election-related violations;

WHEREAS, consistent with the provision of new issuances and the Department of Social Welfare and Development's thrusts and directions, the National Advisory Committee recognizes the need for a procedural guideline for election-related grievances with the following objectives:

1. To rationalize, harmonize and ensure more effective handling of election-related complaints;
2. To reinforce DSWD workers' mandate through the enhanced election-related guidelines; and
3. To uphold the rights/privileges of the beneficiaries on the way to achieving victory for a clean and honest election.

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the members of the NAC agree to the following:

1. The guidelines in this Memorandum-Circular are applicable to all National and Local Elections that are being conducted by the COMELEC. It also covers all election-related complaints filed under the Grievance Redress System (GRS) of Pantawid Pamilyang Pilipino Program, to be handled in accordance with the appropriate directives.
2. The enhanced procedural guidelines on managing election-related cases and sanctions shall be applied. The RPMO, based on its own context and judgment, may add/enhance the process based on the merits of the fact-finding process. However, the speed of resolution should not be compromised for process or policies that were created and approved (i.e Procedural Guidelines, NAC Resolutions, Delisting Policies, and others). Outlined below is the implementing procedure for electoral-related cases:
 - 2.1 The appropriate Person-in-Charge for election-related cases is the Cluster Grievance Officer. On sensitive/ critical level cases, such as those involving politicians, incumbent officials and DSWD personnel, the Provincial Grievance Officer should assist and/or handle such cases to fast track resolutions and feedback. The Provincial Link may instruct the SWO-III, Cluster System Focals and M&E Coordinator to assist if the number of complaints will affect the processing timeline.
 - 2.2 All modes that can be used in filing complaints shall be used by the Grievance Redress Division for capturing election-related grievances. Complaints filed using forms shall bear signature of the complainant but other forms such as text, call, e-mail and through social networking sites does not necessarily require a signature of the complainant.
3. The categories for election-related complaints shall be the following:
 - 3.1 **EXTERNAL PRESSURE** - refer to complaints involving additional requirements imposed to beneficiaries over and above stipulated program conditions; these may include, but not limited, to the involvement of an official, officer, employee or individual by means of coercion or threat in the participation of program beneficiaries in non-Pantawid activities.

In determining whether there was an established wrongdoing under this category, the validating team should verify the existence of the following incidents:

- 3.1.1** Threats applied to Pantawid beneficiaries by an incumbent Official/electoral candidate, that they will not receive their grants if they won't support or vote for him in the coming election;
- 3.1.2** Threats applied to Pantawid beneficiaries by an individual, that they will not receive their grants if they won't support or vote for his/her candidate in the coming election;
- 3.1.3** Threats applied to Pantawid beneficiaries by an incumbent Official/electoral candidate that they will be removed/delisted in the program if they won't support or vote for him in the coming election;
- 3.1.4** Threats applied to Pantawid beneficiaries by any individual, that they will be removed from the program if they won't attend rallies/election activities of their electoral candidates;
- 3.1.5** Threats applied to Pantawid beneficiary/DSWD or Pantawid Pamilya staff by an incumbent Official/electoral candidate, that they will be harmed or threatened to take their lives if they won't support for him in the coming election;
- 3.1.6** Threats applied to Pantawid beneficiary/DSWSD or Pantawid Pamilya staff by an individual, that they will be harmed or threatened to take their lives if they won't support for his/her electoral candidate in the coming election.

3.2 MISDEMEANOR – refer to offensive tendencies or manifestations of misbehaviour of beneficiaries, workers and stakeholders where other entities may be forced to express displeasure over objectionable behaviour. These complaints may include, but not limited to Collusion with Link and Collusion with Parent Leader.

In determining whether there was an established wrongdoing under this category, the validating team should verify the existence of the following incidents:

- 3.2.1** DSWD/Pantawid staff who is involved in using the Pantawid Pamilya Program's resources, activities and beneficiaries in the advancement of the political career of an electoral candidate;
- 3.2.2** Any individual who is involved in using the Pantawid Pamilya Program's resources, activities and beneficiaries in the advancement of the political interest of an electoral candidate;

3.3 OTHERS - queries and complaints that do not fall under the aforementioned types may be forwarded by any person or organization to the grievance division. These may include but not be limited to the following:

- 3.3.1** Any individual who is destroying the information/promotion materials of Pantawid Pamilya with the intent to undermine its BAED objectives;
- 3.3.2** DSWD Personnel who is actively involved in partisan politics that take advantage of DSWD resources, activities and beneficiaries to promote the political interest of certain electoral candidate/s;

3.3.3 Use of Pantawid activities, resources and properties by electoral candidates to advance their own political agenda. This includes the use of Pantawid Pamilya logo or other insignia identified with the program, by the electoral candidates in their campaign materials, regardless of who funded the production of said materials.; and

3.3.4 Claiming or advertising Pantawid Pamilya as an electoral candidate's own program for the poor to advance his / her own political agenda.

3.4 The sanctions for all three (3) categories of election-related grievances shall be the following:

3.4.1 If the concerned individual is a Pantawid Pamilya Beneficiary,

3.4.1.1 First Offense: Verbal warning from the Municipal Link

3.4.1.2 Second Offense: Written warning from the Regional Director

3.4.1.3 Third Offense: Suspension of grants for one (1) period

3.4.2 If the concerned individual is a DSWD / Pantawid Pamilya Staff and it was established after due process that an act in violation of the policy was committed, termination of the said employee is applied, pursuant to DSWD Memo Circular 24.

3.4.3 If the concerned individual /party is an Incumbent Official and/or incumbent official's supporter:

3.4.3.1 First Offense: Written warning from Regional Grievance Committee

3.4.3.2 Second Offense: Referral of the case to the appropriate governing agency such as the COMELEC, DILG or Ombudsman

3.4.4 If the concerned individual /party is an Electoral Candidate and/or electoral candidate's supporter:

3.4.4.1 First Offense: Written warning from Regional Grievance Committee

3.4.4.2 Second Offense: Referral of the case to the appropriate governing agency such as COMELEC, DILG and Ombudsman

4. The timeline and detailed process of redress system for election related grievances shall be as follows:

4.1 Two (2) days for data entry, categorization and assignment in the GRS

4.2 Fourteen (14) days, if the concerned party is a Pantawid Pamilya Beneficiary, with the following specific procedures:

4.2.1 Cluster Grievance Officer (CGO), with the assistance of the SWO-III or any appointed worker by the Provincial Link, validates the veracity of the complaint by visiting the concerned community thru:

4.2.1.1 Interviews with HH beneficiaries (at least 5/cluster, max 3 barangays)

4.2.1.2 Interviews with Parent Leaders (at least 1/brgy, max 3 barangays)

4.2.1.3 Interviews with Barangay Officials (max 3 barangays)

4.2.2 The investigation must gather all relevant information that may be collected from these approaches:

4.2.2.1 Who is the politician/DSWD personnel/beneficiary/individual involved?

4.2.2.2 What are the details of the complaint? (who-what-where-why questions)

4.2.2.3 How does the incident directly affect the Pantawid Pamilya Program

“Bawal ang Epal dito” campaign and its beneficiaries?

4.2.2.4 What items of evidence substantiate the complaint?

4.2.2.5 What methods of validation were utilized to gather pertinent data?

Interview with beneficiaries, direct observation and interview with the subject of complaint may be used.

4.2.3 CGO files a report to the Provincial Operations Office. When transmitting the report, the following details of resolution below must be specified:

4.2.3.1 Course of action undertaken to address the complaint

4.2.3.2 Feedback provided to the complainant

4.2.3.3 When raised, how was an appeal from the complainant handled?

4.2.3.4 When needed, what assistance was provided in order for the complaint to be endorsed to the proper government agency (e.g., COMELEC, DILG)

4.2.4 Provincial Operations Office endorses recommendation to the Regional Program Management Office.

4.2.5 Beneficiaries are not prevented to exercise their right to support electoral candidates/parties but are cautioned against using the program for campaigns. Assertions of these shall be subject for further investigation and if proven, may cause suspension of grants for one period.

4.3 Fourteen (14) days, if the concerned party is a DSWD / Pantawid Pamilya Worker, with the following specific procedures:

4.3.1 CGO, with the assistance of the SWO-III or any appointed worker by the Provincial Link, validates the veracity of the complaint by visiting the concerned community thru:

4.3.1.1 Interviews with HH beneficiaries (at least 5/cluster, max 3 barangays)

4.3.1.2 Interviews with Parent Leaders (at least 1/brgy, max 3 barangays)

4.3.1.3 Interviews with Barangay Officials (max 3 barangays)

- 4.3.2** The investigation must gather all relevant information that may be collected from these approaches:
- 4.3.2.1** Who is the politician/DSWD personnel/beneficiary/individual involved?
 - 4.3.2.2** What are the details of the complaint? (who-what-where-why questions)
 - 4.3.2.3** How does the incident directly affect the Pantawid Pamilya Program “Bawal ang Epal dito” campaign and its beneficiaries?
 - 4.3.2.4** What items of evidence substantiate the complaint?
 - 4.3.2.5** What methods of validation were utilized to gather pertinent data?
Interview with beneficiaries, direct observation and interview with the subject of complaint may be used.
- 4.3.3** CGO files a report to the Provincial Operations Office. When transmitting the report, the following details of resolution below must be specified:
- 4.3.3.1** Course of action undertaken to address the complaint
 - 4.3.3.2** Feedback provided to the complainant
 - 4.3.3.3** When raised, how was an appeal from the complainant handled?
 - 4.3.3.4** When needed, what assistance was provided in order for the complaint to be endorsed to the proper government agency (e.g., COMELEC, DILG)
- 4.3.4** Provincial Operations Office endorses recommendation to the RPMO.
- 4.3.5** Staffs who were complained of being involved in partisanship may be suspended for two weeks and once grievance was found to be valid, he/she may be terminated, as specified in DSWD Memo-Circular 24.
- 4.4** Twenty one (21) to thirty (30) Days, If the concerned party is an Incumbent Official and/or Incumbent Official’s supporter, with the following specific procedures:
- 4.4.1** Referral to the PGC should be made within 24 hours upon receipt of the complaint. In cases where the Provincial LGU is involved, the complaint will be submitted to the Regional Grievance Committee (RGC) thru the RPMO. The RGC will determine appropriate action on such cases.
 - 4.4.2** PGC members or any representative, appointed as a member of a validating team checks the veracity of the complaint by visiting the concerned community thru:
 - 4.4.2.1** Interviews with HH beneficiaries (at least 5/cluster, max 3 barangays)
 - 4.4.2.2** Interviews with Parent Leaders (at least 1/brgy, max 3 barangays)
 - 4.4.2.3** Interviews with Barangay Officials (max 3 barangays)
 - 4.4.3** The investigation must gather all relevant information that may be collected from these approaches:

- 4.4.3.1 Who is the politician/DSWD personnel/beneficiary/individual involved?
- 4.4.3.2 What are the details of the complaint? (who-what-where-why questions)
- 4.4.3.3 How does the incident directly affect the Pantawid Pamilya Program “Bawal ang Epal dito” campaign and its beneficiaries?
- 4.4.3.4 What items of evidence substantiate the complaint?
- 4.4.3.5 What methods of validation were utilized to gather pertinent data?
Interview with beneficiaries, direct observation and interview with the subject of complaint may be used.
- 4.4.4 CGO files a report to the Provincial Operations Office. When transmitting the report, the following details of resolution below must be specified:
 - 4.4.4.1 Course of action undertaken to address the complaint
 - 4.4.4.2 Feedback provided to the complainant
 - 4.4.4.3 When raised, how was an appeal from the complainant handled?
 - 4.4.4.4 When needed, what assistance was provided in order for the complaint to be endorsed to the proper government agency (e.g., COMELEC, DILG)
- 4.4.5 Validating team files a report to the PGC
- 4.4.6 PGC endorses recommendation to the RGC
- 4.4.7 RGC thru RPMO endorses recommendation to COMELEC and DILG
- 4.4.8 COMELEC and DILG to provide appropriate action
- 4.5 Twenty one (21) to thirty (30) Days, if concerned party is an Electoral Candidate and/or an electoral candidate’s supporter, with the following specific procedures:
 - 4.5.1 Referral to the PGC should be made within 24 hours upon receipt of the complaint. In cases where the Provincial LGU is involved, the complaint will be referred immediately to the RGC thru the RPMO. The RGC will determine appropriate action on such cases.
 - 4.5.2 PGC members or any representative appointed as a member of a validating team, checks the veracity of the complaint by visiting the concerned community thru:
 - 4.5.2.1 Interviews with HH beneficiaries (at least 5/cluster, max 3 barangays)
 - 4.5.2.2 Interviews with Parent Leaders (at least 1/brgy, max 3 barangays)
 - 4.5.3 The investigation must gather all relevant information that may be collected from these approaches:
 - 4.5.3.1 Who is the politician/DSWD personnel/beneficiary/individual involved?
 - 4.5.3.2 What are the details of the complaint? (who-what-where-why questions)
 - 4.5.3.3 How does the incident directly affect the Pantawid Pamilya Program “Bawal ang Epal dito” campaign and its beneficiaries?
 - 4.5.3.4 What items of evidence substantiate the complaint?

- 4.5.3.5** What methods of validation were utilized to gather pertinent data?
Interview with beneficiaries, direct observation and interview with the subject of complaint may be used.
- 4.5.4** Validating team files a report to the PGC. When transmitting the report, the following details of resolution below must be specified:
- 4.5.4.1** Course of action was undertaken to address the complaint
 - 4.5.4.2** Feedback provided to the complainant
 - 4.5.4.3** When raised, how was an appeal from the complainant handled?
 - 4.5.4.4** When needed, what assistance was provided in order for the complaint to be endorsed to the proper government agency (e.g., COMELEC, DILG)
- 4.5.6** PGC endorses recommendation to the RGC
- 4.5.7** RGC thru RPMO endorses recommendation to COMELEC and DILG
- 4.5.8** COMELEC and DILG to provide appropriate action
- 4.5.9** Cases that are referred to the governing authority shall be considered as resolved in the GRS. Any requests for updates on such referrals must be formally undertaken, for documentation purposes.
- 4.6** Four (4) Days, depending on the concerned party, the following provides appropriate action and decision:
- 4.6.1** RPMO on DSWD/Pantawid workers and Pantawid beneficiary;
 - 4.6.2** DILG on incumbent officials
 - 4.6.3** COMELEC on electoral candidates.
- 4.7** One (1) Day, complainant is provided with feedback and C/ML to remind beneficiaries of Program's conditions and co-responsibilities

Adopted this 16th day of September, Two Thousand and Thirteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


RIZALINO D. RIVERA
Undersecretary
Department of Education


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Undersecretary
Department of Health



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APPENDIX 16

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE

NAC Resolution No. 16
Series of 2014

Provision of Conditional Cash Grants to
Additional 20,000 Target Households under Set 7

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

Whereas, Republic Act No. 10633 or the General Appropriations Act for Fiscal year 2014 provides that the amount of Three Hundred Thirty Six Million Pesos (P336,000,000) shall be used to fund the cash grants for twenty thousand (20,000) families affected by Typhoon Yolanda who are not covered under the existing CCT program of the DSWD.

Whereas, the Reconstruction Assistance on Yolanda (RAY) is the Government's strategic plan to guide the recovery and reconstruction of the economy, lives, and livelihoods in the affected areas. The objective of the RAY is to restore the economic and social conditions of the affected areas at the very least to their pre-typhoon levels and to a higher level of disaster resilience.

Whereas, as part of its role of higher level policy coordination and ensuring effective and efficient program implementation, the NAC deliberated to extend the program coverage of the Pantawid Pamilyang Pilipino Program for Set 7 of 2014 to accommodate additional 20,000 households based on the following justifications:

- All remaining eligible poor households based on the National Household Targeting System for Poverty Reduction (NHTS-PR) were targeted in the earlier batches of Set 7. Thus, the targeted 20,000 additional households are based on the near-poor of the NHTS-PR. The target households who have children 0-18 years of age are non-poor with per capita income³ within 4% above the 2006 Provincial Poverty Threshold⁴ of the National Statistical Coordination Board. The targeted households were non-poor based on the 1st NHTS-PR assessment but might have fallen below the poverty threshold after Typhoon Yolanda.
- The targeted additional 20,000 households are from the 171 municipalities in 14 provinces and six (6) regions that are covered by Tier B of the RAY. The Tier B is identified by the RAY as priority areas for assistance since these municipalities are located within the 50 km radius of the typhoon's path.

³ Per capita income is estimated according to the PMT or Proxy Mean Teast Model of the NHTO.

⁴ This poverty threshold was used by the NHTO to determine who the poor and non-poor households were during the 1st round of assessment.

Whereas, in view of the foregoing, the members of the NAC recognize the need to extend support to the children beneficiaries and survivors of Typhoon Yolanda to further pursue the rights of the children and for the program to contribute to the breakage of intergenerational poverty.

NOW THEREFORE, be it resolved as it is hereby resolved, the members of the NAC approve the following:

1. The 171 municipalities to be covered are 6 municipalities from Region IV-B, 1 municipality from Region V, 84 municipalities from Region VI, 16 municipalities from Region VII, 63 municipalities from Region VIII and 1 municipality from CARAGA. These municipalities are located within the 50 km radius of the typhoon's path and are identified by the RAY as priority areas for assistance.
2. Since the Pantawid Pamilyang Pilipino Program already covers all eligible poor households identified by the NHTS-PR, the additional 20,000 to be included under Set 7 are within 4% above the 2006 Provincial Poverty Threshold of the National Statistical Coordination Board, are identified as 'near poor' by the NHTO and are presumed to have fallen below the poverty threshold after Typhoon Yolanda.
3. Registration of the targeted 20,000 households to be included as Pantawid beneficiaries is still subject to existing procedures of the program. This entails the conduct of a community assembly wherein the Regional and National Program Management Office does the validation.
4. Conditional cash grants to be provided to the additional 20,000 HH would follow that of the regular CCT which includes a health grant amounting to P500/month and an education grant amounting to P300/child per month for 10 months for elementary and P500/child per month for 10 months for high school, subject to compliance to program conditionality.
5. After 2014, eligibility of the included 20,000 HH beneficiaries under Set 7 will be checked based on the following criteria as specified in the Pantawid Operations Manual:
 - o Located in the municipalities and barangays selected for the Pantawid Pamilyang Pilipino Program
 - o Identified as poor by the National Household Targeting System for Poverty Reduction
 - o Have children aged 0-18 years old or have pregnant woman
 - o Are willing and able to commit to meet the conditions specified by the program

Adopted this 26th day of February, Two Thousand and Fourteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development



017306

Dept. of Labor & Employment
Office of the Secretary

RIZALINO D. RIVERA
Undersecretary
Department of Education

ENRIQUE T. ONA
Secretary
Department of Health

Secretary
ROSALINDA D. BALDOZ
Secretary *g/l*
Department of Labor and Employment

ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority

subject to budgetary provision in 2015
Incarnal
LUZ M. CANTOR
Undersecretary
Department of Budget and Management

Cant
AUSTERE A. PANADERO
Undersecretary
Department of the Interior
and Local Government

Florencia
FLORENCIA C. DOROTAN
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National Anti-Poverty Commission

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Chairperson
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Council for the Welfare of Children

EMMELINE L. VERSOZA
Executive Director
Philippine Commission on Women

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM**

ADDITIONAL TARGET HOUSEHOLDS UNDER SET 7

REGION	NUMBER OF PRIORITY MUNICIPALITIES/1	TOTAL NUMBER OF ELIGIBLE HHs/2	NUMBER OF TARGET HHs
IV-B	6	489	403
V	1	99	82
VI	84	14,027	11,561
VII	16	2,223	1,832
VIII	63	7,413	6,106
CARAGA	1	20	16
Grand Total	171	24,271	20,000

Notes:

^{1/} Typhoon-affected areas located within the 50 km radius of Typhoon Yolanda

^{2/} Eligible HHs - HHs with pcinc 4% above and equal to the provincial poverty threshold

REGION	PROVINCE	MUNICIPALITY	ELIGIBLE HHs	TARGET HHs
IV-B	PALAWAN	AGUTAYA	62	51
IV-B	PALAWAN	BUSUANGA	79	65
IV-B	PALAWAN	CORON	160	132
IV-B	PALAWAN	CULION	43	35
IV-B	PALAWAN	CUYO	93	77
IV-B	PALAWAN	LINAPACAN	52	43
V	MASBATE	BALUD	99	82
VI	AKLAN	ALTAVAS	112	92
VI	AKLAN	BALETE	105	87
VI	AKLAN	BANGA	182	150
VI	AKLAN	BATAN	159	131
VI	AKLAN	BURUANGA	74	61
VI	AKLAN	IBAJAY	189	156
VI	AKLAN	KALIBO (Capital)	188	155
VI	AKLAN	LEZO	68	56
VI	AKLAN	LIBACAO	118	97
VI	AKLAN	MADALAG	55	45
VI	AKLAN	MAKATO	115	95
VI	AKLAN	MALAY	157	129
VI	AKLAN	MALINAO	98	81
VI	AKLAN	NABAS	165	136
VI	AKLAN	NEW WASHINGTON	216	178
VI	AKLAN	NUMANCIA	135	111
VI	AKLAN	TANGALAN	90	74
VI	ANTIQUÉ	BARBAZA	82	68
VI	ANTIQUÉ	BUGASONG	103	85
VI	ANTIQUÉ	CALUYA	91	75
VI	ANTIQUÉ	CULASI	139	115
VI	ANTIQUÉ	LAUA-AN	107	88
VI	ANTIQUÉ	LIBERTAD	84	69
VI	ANTIQUÉ	PANDAN	111	92

20,000 ADDITIONAL

Page 1

REGION	PROVINCE	MUNICIPALITY	ELIGIBLE HHs	TARGET HHs
VI	ANTIQUE	PATNONGON	140	115
VI	ANTIQUE	SAN REMIGIO	91	75
VI	ANTIQUE	SEBASTE	70	58
VI	ANTIQUE	TIBIAO	113	93
VI	ANTIQUE	VALDERRAMA	45	37
VI	CAPIZ	CUARTERO	118	97
VI	CAPIZ	DAO	125	103
VI	CAPIZ	DUMALAG	107	88
VI	CAPIZ	DUMARAO	201	166
VI	CAPIZ	IVISAN	115	95
VI	CAPIZ	JAMINDAN	221	182
VI	CAPIZ	MA-AYON	192	158
VI	CAPIZ	MAMBUSAO	152	125
VI	CAPIZ	PANAY	187	154
VI	CAPIZ	PANITAN	176	145
VI	CAPIZ	PILAR	226	186
VI	CAPIZ	PONTEVEDRA	219	180
VI	CAPIZ	PRESIDENT ROXAS	121	100
VI	CAPIZ	ROXAS CITY (Capital)	404	333
VI	CAPIZ	SAPI-AN	111	92
VI	CAPIZ	SIGMA	147	121
VI	CAPIZ	TAPAZ	172	142
VI	ILOILO	AJUY	238	196
VI	ILOILO	ALIMODIAN	110	91
VI	ILOILO	ANILAO	98	81
VI	ILOILO	BADIANGAN	92	76
VI	ILOILO	BALASAN	165	136
VI	ILOILO	BANATE	141	116
VI	ILOILO	BAROTAC NUEVO	181	149
VI	ILOILO	BAROTAC VIEJO	183	151
VI	ILOILO	BATAD	83	68
VI	ILOILO	BINGAWAN	62	51
VI	ILOILO	CABATUAN	199	164
VI	ILOILO	CALINOG	192	158
VI	ILOILO	CARLES	174	143
VI	ILOILO	CITY OF PASSI	199	164
VI	ILOILO	CONCEPCION	140	115
VI	ILOILO	DINGLE	122	101
VI	ILOILO	DUEÑAS	126	104
VI	ILOILO	DUMANGAS	244	201
VI	ILOILO	ESTANCIA	160	132
VI	ILOILO	JANIUAY	161	133
VI	ILOILO	LAMBUNAO	211	174
VI	ILOILO	LEMERY	130	107
VI	ILOILO	MAASIN	124	102
VI	ILOILO	MINA	113	93
VI	ILOILO	NEW LUCENA	83	68
VI	ILOILO	POTOTAN	241	199
VI	ILOILO	SAN DIONISIO	136	112
VI	ILOILO	SAN ENRIQUE	116	96
VI	ILOILO	SAN RAFAEL	47	39
VI	ILOILO	SARA	220	181
VI	ILOILO	ZARRAGA	81	67

20,000 ADDITIONAL

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REGION	PROVINCE	MUNICIPALITY	ELIGIBLE HHs	TARGET HHs
VI	NEGROS OCCIDENTAL	CADIZ CITY	670	552
VI	NEGROS OCCIDENTAL	CITY OF ESCALANTE	392	323
VI	NEGROS OCCIDENTAL	CITY OF VICTORIAS	377	311
VI	NEGROS OCCIDENTAL	ENRIQUE B. MAGALONA (SARAVIA)	292	241
VI	NEGROS OCCIDENTAL	MANAPLA	184	152
VI	NEGROS OCCIDENTAL	SAGAY CITY	585	482
VI	NEGROS OCCIDENTAL	SILAY CITY	559	461
VII	CEBU	BANTAYAN	229	189
VII	CEBU	BORBON	118	97
VII	CEBU	CITY OF BOGO	213	176
VII	CEBU	DAANBANTAYAN	213	176
VII	CEBU	MADRIDEJOS	134	110
VII	CEBU	MEDELLIN	159	131
VII	CEBU	PILAR	45	37
VII	CEBU	PORO	69	57
VII	CEBU	SAN FRANCISCO	124	102
VII	CEBU	SAN REMIGIO	242	199
VII	CEBU	SANTA FE	91	75
VII	CEBU	SOGOD	117	96
VII	CEBU	TABOGON	144	119
VII	CEBU	TABUELAN	92	76
VII	CEBU	TUBURAN	187	154
VII	CEBU	TUDELA	46	38
VIII	BILIRAN	ALMERIA	53	44
VIII	BILIRAN	BILIRAN	60	49
VIII	BILIRAN	CABUCGAYAN	73	60
VIII	BILIRAN	CAIBIRAN	94	77
VIII	BILIRAN	CULABA	51	42
VIII	BILIRAN	NAVAL (Capital)	167	138
VIII	EASTERN SAMAR	BALANGIGA	55	45
VIII	EASTERN SAMAR	BALANGKAYAN	41	34
VIII	EASTERN SAMAR	GENERAL MACARTHUR	55	45
VIII	EASTERN SAMAR	GIPORLOS	50	41
VIII	EASTERN SAMAR	GUIUAN	207	171
VIII	EASTERN SAMAR	HERNANI	30	25
VIII	EASTERN SAMAR	LAWAAN	46	38
VIII	EASTERN SAMAR	LLORENTE	75	62
VIII	EASTERN SAMAR	MAYDOLONG	49	40
VIII	EASTERN SAMAR	MERCEDES	32	26
VIII	EASTERN SAMAR	QUINAPONDAN	53	44
VIII	EASTERN SAMAR	SALCEDO	61	50
VIII	LEYTE	ABUYOG	184	152
VIII	LEYTE	ALANGALANG	188	155
VIII	LEYTE	ALBUERA	159	131
VIII	LEYTE	BABATNGON	112	92
VIII	LEYTE	BARUGO	82	68
VIII	LEYTE	BURAUEN	195	161
VIII	LEYTE	CALUBIAN	99	82
VIII	LEYTE	CAPOOCAN	129	106
VIII	LEYTE	CARIGARA	209	172
VIII	LEYTE	CITY OF BAYBAY	330	272
VIII	LEYTE	DAGAMI	135	111
VIII	LEYTE	DULAG	155	128

20,000 ADDITIONAL

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REGION	PROVINCE	MUNICIPALITY	ELIGIBLE HHs	TARGET HHs
VIII	LEYTE	ISABEL	144	119
VIII	LEYTE	JARO	125	103
VIII	LEYTE	JAVIER (BUGHO)	97	80
VIII	LEYTE	JULITA	67	55
VIII	LEYTE	KANANGA	205	169
VIII	LEYTE	LA PAZ	73	60
VIII	LEYTE	LEYTE	123	101
VIII	LEYTE	MACARTHUR	77	63
VIII	LEYTE	MAHAPLAG	107	88
VIII	LEYTE	MATAG-OB	76	63
VIII	LEYTE	MAYORGA	44	36
VIII	LEYTE	MERIDA	116	96
VIII	LEYTE	ORMOC CITY	544	448
VIII	LEYTE	PALO	211	174
VIII	LEYTE	PALOMPON	186	153
VIII	LEYTE	PASTRANA	84	69
VIII	LEYTE	SAN ISIDRO	92	76
VIII	LEYTE	SAN MIGUEL	56	46
VIII	LEYTE	SANTA FE	94	78
VIII	LEYTE	TABANGO	100	82
VIII	LEYTE	TABONTABON	51	42
VIII	LEYTE	TACLOBAN CITY (Capital)	478	394
VIII	LEYTE	TANAUAN	168	138
VIII	LEYTE	TOLOSA	74	61
VIII	LEYTE	TUNGA	21	17
VIII	LEYTE	VILLABA	168	138
VIII	SAMAR (WESTERN SAMAR)	BASEY	168	138
VIII	SAMAR (WESTERN SAMAR)	DARAM	128	105
VIII	SAMAR (WESTERN SAMAR)	MARABUT	47	39
VIII	SAMAR (WESTERN SAMAR)	SANTA RITA	128	106
VIII	SAMAR (WESTERN SAMAR)	TALALORA	21	17
VIII	SAMAR (WESTERN SAMAR)	VILLAREAL	56	46
VIII	SOUTHERN LEYTE	SILAGO	55	45
CARAGA	DINAGAT ISLANDS	LORETO	20	16
TOTAL			24,271	20,000

APPENDIX 17

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 17
Series of 2014

Amendment to NAC Resolution No. 6

ADOPTION OF THE MODIFIED CONDITIONAL CASH TRANSFER UNDER THE PANTAWID PAMILYANG PILIPINO PROGRAM TO INCLUDE RESPONDING TO THE SITUATION OF INDIGENOUS PEOPLES IN GEOGRAPHICALLY ISOLATED AND DISADVANTAGED AREAS

WHEREAS, the Pantawid Pamilya implementation supports the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger;
- Achieve universal primary education;
- Reduce child mortality;
- Improve maternal health;
- Promote gender equality and empower women;

WHEREAS, the Pantawid Pamilyang National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the National Program Management Office (NPMO) on matters pertinent to program implementation;

WHEREAS, Republic Act No. 8371 or the "Indigenous Peoples Rights Act of 1997" (IPRA) declared that the state shall recognize and promote all the rights of Indigenous Cultural Communities Indigenous Peoples (IPs) by ensuring their economic, social and cultural wellbeing, respecting the right of IPs to preserve and develop their cultures, traditions and institutions and assuring maximum participation of IPs in the direction of education, health and other services in order for such to be responsive to the needs of IP communities.

WHEREAS, the DSWD issued Memorandum Circular no 1 series of 2009 known as Indigenous Peoples Policy Framework (IPPF) which articulates DSWD's recognition of the unique situation of the IPs and the historical circumstances leading to their being marginalized and deprived of adequate basic social services and, that "majority of the services are not sensitive to IP cultures as these were developed in accordance with the norms of the majority"; and the DSWD in "implementing poverty alleviation and developmental programs and being true to its mission of providing social protection and promoting rights and welfare of vulnerable and disadvantaged communities, is committed to ensure the promotion and protection of the rights of all indigenous people in the Philippines towards poverty alleviation and empowerment."

WHEREAS, the IP household beneficiaries of the Pantawid Pamilyang Pilipino Program in various focused group discussions and consultations raised their concerns over the lack of responsiveness of the program to their geographical and cultural context, and the apparent non recognition of their right to exercise prior consent; .

WHEREAS, the NAC Resolution No. 6 provides for the adoption of a Modified Conditional Cash Transfer (MCCT) program under the Pantawid Pamilya to respond to various characteristics of disadvantaged group of individuals and families and community such as Families in Need of Special Protection, Pantawid Households no longer having 0-14 years old, Persons with Disabilities and Indigenous Peoples.

NOW THEREFORE, be it resolved as it is hereby resolved by the members of the NAC to approve the adoption of a Modified Conditional Cash Transfer program for Indigenous Peoples under the Pantawid Pamilya, thus approving the policies, as follows:

1. The Amendment of NAC Resolution No. 6 Series of 2012 entitled the "Adoption of the Modified Conditional Cash Transfer under the Pantawid Pamilyang Pilipino Program", to read as follows:

" x x x

4. Modified Conditional Cash Transfer (MCCT) Program for Indigenous Peoples

a. Target Beneficiaries

The MCCT for Indigenous Peoples shall cater to indigenous communities in geographically isolated and disadvantaged areas (GIDA) within or outside their ancestral domains and homeless IPs in urban areas. The pilot phase is expected to happen in 2014 with a target of 116,000 IP households.

b. Amount of grant to be provided

The cash grant shall be computed such that each child beneficiary is allotted a monthly cash grant of 500 for health and 300 for education for 10 months. All IP children in communities that are in geographically isolated areas in the spirit of universal education shall be included as beneficiaries.

c. Conditionalities

1. The details of the education and health conditionalities including the FDS shall remain as conditionalities but will be worked out and finalized with the IP community during the social preparation stage. The FDS sessions may be called in another name by the tribe.
2. The responsibility of the IPs in maintaining and sustaining the environment and their domains consistent to the provisions in the IPRA form part of the conditionalities.
3. Livelihood shall be considered as conditionality because its importance in sustaining the education and good health of children more than just the improvement of economic status.
4. Other conditions arising from the series of discussions and reflections with the IPs that can lead to bringing about healthy and educated children and address maternal health shall be considered and form part of the agreement that shall be drawn between DSWD and the Indigenous cultural community.

d. Allowed Additional Inclusions on the program package

With the understanding that the Pantawid program shall be more of a facilitating or referring agent to access support or facilitator of convergence of players who can provide

the IPs' needed support, the dialogue between the program implementers and the community during the social preparation stage shall define inclusion of other services but not limited to the following:

1. Livelihood that builds on existing resources of the community that will not threaten but strengthen the protection and nurturance of the ancestral domain (natural resources)
2. Projects that are included in the community's Ancestral Domain Sustainable Development Protection Plan (ADSDPP), or an equivalent IP community plan, as the case maybe
3. Educational support for the youth to pursue higher education focused on knowledge and skills relevant in developing the community
4. Capability building interventions that can help the IP household members of the community acquire the skills and knowledge to be able to interface effectively with the mainstream society and technology
5. Support on the documentation of Indigenous Knowledge & Practices and Indigenous Political Structures of the IP community
6. Other interventions that can help the IPs understand and promote their rights and fulfill their responsibilities as spelled out in the IPRA.

e. Implementation Plan / Piloting Phase

The social preparation for the piloting of the modified CCT for IPs shall run parallel to the development of the modified CCT to be piloted.

As the major activities to solicit and consolidate the inputs of the different indigenous groups are ongoing for the development of an IP appropriate program on human investment intervention, the MCCT shall be conducting the social preparation on the ground.

The social preparation shall be conducted within a period of three to six months thru a DSWD hired staff or a partner CSO. Considering the context of the IP households, community organizing shall be used as the main strategy in engaging the IP communities. Initial activities shall include community consultations to resolve the IP's right to exercise free and prior informed consent to any activity that can affect their way of life. This period provides a space for a dialogue between the program implementers and the IP community. The main output of these dialogues would be a memorandum of understanding between the community and the DSWD where the former formally agrees (or disagree) to participate and cooperate with the latter in implementing a human investment program (i.e. CCT) with the end goal of ensuring the education of children and the health of children and pregnant and lactating women.

The main conditionality during this social preparation period shall be attendance to the Family Development Sessions (FDS) or the community consultations. The FDS shall be conducted twice during the first two months, and once a month for the succeeding months. Thru the FDS, community profiling can be conducted so that an accurate profile of children in need of schooling and health services can be established and made available to the DepEd and the DoH for appropriate intervention. The conduct of the FDS whenever possible shall be done in sync with the traditional practices in the community (i.e. thanksgiving rituals where the community members congregate, etc.)

The MCCT shall work closely with the Pantawid's Indigenous Peoples Unit (IPU) and the Family Development Unit (FDU) to ensure that appropriate and relevant activities are conducted, to prepare the IPs for the implementation of the pilot model.

The model CCT for IP shall be piloted for a year within which the IPs are able to understand and participate in evolving the appropriate modes of delivering social services appropriate to them and their children. In the same manner, it provides space for DSWD to develop with the IPs systems and processes towards an effective and efficient program implementation.

x x x''

Adopted this 26th day of February, Two Thousand and Fourteen, in Quezon City.


CORAZON JULIANO-SOLIMAN

Secretary

Department of Social Welfare and Development

RIZALINO D. RIVERA

Undersecretary

Department of Education

ENRIQUE T. ONA

Secretary

Department of Health



AUSTERE A. PANADERO

Undersecretary

Department of the Interior and Local Government

FLORENCIA C. DOROTAN

Undersecretary

National Anti-Poverty Commission


2015

LUZ M. CANTOR

Undersecretary

Department of Budget and Management


Secretary

Secretary

Department of Labor and Employment

MARIA BERNARDITA T. FLORES

Assistant Secretary and Executive Director

National Nutrition Council

ARSENIO M. BALISACAN

Secretary

National Economic and Development

Authority

Dept. of Labor & Employment
Office of the Secretary



017307



JUAN ANTONIO A. PEREZ III
Executive Director
Commission on Population



LEONOR T. ORALDE-QUINTAYO
Chairperson
National Commission on Indigenous People

BRENDA S. VIGO
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 18

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 18
Series of 2014

Amendment to NAC Resolution 12

Continued Provision of Health Grant for Pantawid Pamilya Beneficiaries
Having more than 5 years of Tenure in the Program

WHEREAS, Administrative Order No. 16, series of 2008, entitled Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program (4Ps), provides cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty;

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

WHEREAS, as part of its role of higher level policy coordination and ensuring effective and efficient program implementation, the NAC deliberated to extend the program coverage of the Pantawid Pamilyang Pilipino Program based on the following justifications:

- Pantawid Pamilya promotes human capital accumulation by incentivizing staying in school. The accumulation of human capital is necessary to break the transmission of intergenerational poverty and to make growth more inclusive. The Pantawid Pamilya incentivizes school enrolment and consistent attendance by supplementing the household income to cover for the direct and indirect costs of schooling.
- Pantawid Pamilya currently provides education grants covering children age 3-14 at the start of the school year, and has been demonstrated to be effective in promoting enrolment in children in this age range and keeping them in school. However, analysis also demonstrates that Pantawid Pamilya is not able to increase enrolment among children older than this age range. The combination of a sizeable (roughly 4-10 percentage point) increase in enrolment at ages 3-14 that disappears at ages above the current Pantawid Pamilya cut-off of age 14 has been demonstrated via both the 1st Wave Impact Evaluation of the Program reported in (Chaudhury, Friedman, & Onishi, 2013) as well as complementary analysis of an independent dataset, the 2011 Annual Poverty Indicator Survey (APIS), as reported in Paqueo, Orbeta, Castaneda, & Spohr (2013). Dropout of Pantawid Pamilya child beneficiaries just above the current age 14 cut-off of the program's educational grant represents a loss to the government's education and longer-term poverty reduction objectives and also to households, since a child who fails to complete high school is likely to earn much lower income as an adult.

- The average daily wage of an elementary school graduate is roughly 10% higher compared to the wage of an elementary school undergraduate. Meanwhile, the average daily wage of a high school graduate is, on average, 40% higher compared to the wage of an elementary school graduate (Reyes and Tabuga, 2013). In addition, poverty incidence among households headed by a high school graduate is remarkably lower compared to households headed by an elementary school graduate (Okamura, 2013).
- Values formation, through the Family Development Sessions (FDS), is an important mechanism to build social capital among beneficiaries. FDS is a vehicle to develop both the parent's valuation of and children's interest in school.
- Other Conditional Cash Transfer (CCT) programs have had positive impacts on the education of older aged children. Mexico's Oportunidades increased high school enrolment in rural areas by as much as 85 percent after only a few years of program implementation (Rodriguez-Orregia, 2012) Colombia's Familias en Accion increased enrolment for children aged 12-17 (Attanasio, 2010). The CCT program in Bangladesh raised enrollment of girls aged 11-18 year old. Lastly, the Japan Fund for Poverty Reduction initiative in Cambodia raised girls' enrolment and attendance in secondary school (JFPR, 2006).
- Finally, NAC considers RA No. 105333: Enhanced Basic Education Act of 2013, which adopts the K-12 curriculum, in resolving the age coverage of the child beneficiaries.

WHEREAS, the NAC Resolution No. 12 provides for the adoption of continued support to children beneficiaries under Pantawid Pamilya by extending its program coverage to go beyond the five-year limit and up to 18 years of age in order for them to finish High School education.

WHEREAS, provision of health grant and linking it to attendance in the Family Development Sessions (FDS) would sustain the health seeking behavior of beneficiaries. In addition, the health grant is a strategy to prevent risks of child labor by requiring children in High School to attend sessions for adolescents which shall be called 'Youth Development Sessions'.

NOW THEREFORE, be it resolved as it is hereby resolved by the members of the NAC to approve, thus approving;

The Amendment of NAC Resolution No. 12 series of 2013 entitled "Continued Support for Children Beneficiaries of the Pantawid Pamilyang Pilipino Program to Finish High School", to read as follows;

" x x x

1. Extension of coverage of Pantawid Pamilya

Continued support for children beneficiaries until they finish high school shall have the following provisions:

- a. To go beyond the five-year limit to cover up to high school education;
- b. To extend the coverage up to 18 years of age (taking into account the K-12 program);

- c. To provide higher education grant amount of P500 for children in high school;
- d. To continue providing health grant amounting to P500 per household; and
- e. To maintain the limit of three (3) children beneficiaries per household.

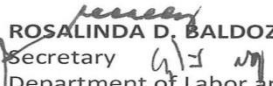
x x x "

Adopted this 25th day of April, Two Thousand and Fourteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
 Secretary
 Department of Social Welfare and Development

RIZALINO D. RIVERA
 Undersecretary
 Department of Education

ENRIQUE T. ONA
 Secretary
 Department of Health


ROSALINDA D. BALDOZ
 Secretary
 Department of Labor and Employment

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BRENDA S. VIGO
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EMMELINE L. VERSOZA
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Philippine Commission on Women



RULES AND REGULATIONS OF THE CONTINUED SUPPORT FOR CHILD BENEFICIARIES OF PANTAWID PAMILYANG PILIPINO PROGRAM TO FINISH HIGH SCHOOL

CHAPTER I. RATIONALE

Pantawid Pamilyang Pilipino Program's (Pantawid Pamilya) National Advisory Committee (NAC), the highest policy-making inter-agency body of Pantawid Pamilya, is guided by the following constitutional provisions:

Section 17 of the Philippine Constitution: the state shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development.

Section 1 of Article 14 of the Philippine Constitution: the state shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.

Section 5.5 of Article 14 of the Philippine Constitution: the state shall assign the highest budgetary priority to education and ensure that teaching will attract and retain its rightful share of the best available talents through adequate remuneration and other means of job satisfaction and fulfillment.

Moreover, NAC recognizes the need to extend support to the child beneficiaries to further pursue the rights of children and enable the program to contribute to the end of the intergenerational cycle of poverty. Therefore, NAC adopts this resolution based on the following justifications:

- Pantawid Pamilya promotes human capital accumulation by incentivizing staying in school. The accumulation of human capital is necessary to break the transmission of intergenerational poverty and to make growth more inclusive. The Pantawid Pamilya incentivizes school enrolment and consistent attendance by supplementing the household income to cover for the direct and indirect costs of schooling.
- Pantawid Pamilya currently provides education grants covering children age 3-14 at the start of the school year, and has been demonstrated to be effective in promoting enrolment in children in this age range and keeping them in school. However, analysis also demonstrates that Pantawid Pamilya is not able to increase enrolment among children older than this age range. The combination of a sizeable (roughly 4-10 percentage point) increase in enrolment at ages 3-14 that disappears at ages above the current Pantawid Pamilya cut-off of age 14 has been demonstrated via both the 1st Wave Impact Evaluation of the Program¹ reported in (Chaudhury, Friedman, & Onishi, 2013) as well as complementary analysis of an independent dataset, the 2011 Annual Poverty Indicator Survey (APIS), as reported in Paqueo, Orbeta, Castaneda, & Spohr (2013). Dropout of Pantawid Pamilya child beneficiaries just above the current age 14 cut-off of the program's educational grant represents a loss to the government's education and longer-term poverty reduction objectives and also to households, since a child who fails to complete high school is likely to earn much lower income as an adult.

¹ Involving cooperation between DSWD, the World Bank, Asian Development Bank (ADB), and Australian Aid



- The average daily wage of an elementary school graduate is roughly 10% higher compared to the wage of an elementary school undergraduate. Meanwhile, the average daily wage of a high school graduate is, on average, 40% higher compared to the wage of an elementary school graduate (Reyes and Tabuga, 2013). In addition, poverty incidence among households headed by a high school graduate is remarkably lower compared to households headed by an elementary school graduate (Okamura, 2013).
- Values formation, through the Family Development Sessions (FDS), is an important mechanism to build social capital among beneficiaries. FDS is a vehicle to develop both the parent's valuation of and children's interest in school.
- Other Conditional Cash Transfer (CCT) programs have had positive impacts on the education of older aged children. Mexico's *Oportunidades* increased high school enrolment in rural areas by as much as 85 percent after only a few years of program implementation (Rodriguez-Orregia, 2012). Colombia's *Familias en Accion* increased enrolment for children aged 12-17 (Attanasio, 2010). The CCT program in Bangladesh raised enrollment of girls aged 11-18 year old. Lastly, the *Japan Fund for Poverty Reduction* initiative in Cambodia raised girls' enrolment and attendance in secondary school (JFPR, 2006).
- Finally, NAC considers RA No. 105333: Enhanced Basic Education Act of 2013, which adopts the K-12 curriculum, in resolving the age coverage of the child beneficiaries.

NOW, THEREFORE, the members of the NAC approve the continued support to child beneficiaries under Pantawid Pamilya, specifically:

- a. To go beyond the five-year limit to cover up to high school education;
- b. To extend the age coverage up to eighteen (18) years of age (taking into account the K-12 program);
- c. To provide a higher grant amount of Five Hundred Pesos (PhP500) per child in high school; and,
- d. To maintain the limit of three (3) child beneficiaries per household.

Pursuant to this resolution, the Department of Social Welfare and Development (DSWD) hereby issues the following rules and regulations.

CHAPTER II. DEFINITION OF TERMS

1. **Alternative Learning System**- refers to other means of educational method other than the conventional where children are provided with modular lesson as approved/ accredited by the Department of Education (DepEd).
2. **Alternative Delivery Mode** –refers to alternative modalities of education delivery within the confines of the formal system that allows schools to deliver quality education to marginalized students and those at risk of dropping out in order to help them overcome personal, social, and economic constraints in their schooling (Department of Education, 2007).



3. **Beneficiaries-** refers to poor households with children aged 0 to below 18 years old or pregnant women living together and chosen to be part of the Pantawid Pamilyang Pilipino Program and who agree to comply with the conditions set forth by the program. Child beneficiaries include sons, daughters, grandsons and granddaughters of the household head.
4. **Compliance Verification-** refers to the checking and monitoring whether the households fulfilled their co-responsibilities set forth by the program
5. **Conditionality/Co-responsibility-** refers to a set of duty/ obligation that each household must comply in order to continue receiving cash grant
6. **Differently abled children –** refers to children with 2 or more disabilities.
7. **Eligibility Check-** refers to the process where poor households identified by the National Household Targeting System for Poverty Reduction (NHTS-PR) are validated to check whether the household have qualified beneficiaries.
8. **Eligible household-** refers to poor household (with children 0-14 years old or pregnant mothers at the time of the enumeration for Sets 1-7A, and 0-18 for Set 7B onwards) who are qualified beneficiaries of the program but are not yet registered or enrolled in the program.
9. **Grantee-** refers to the mother or the most responsible adult member of the households authorized to withdraw or receive the grants.
10. **Grant-** refers to the amount received by beneficiary households in exchange of the co-responsibilities fulfilled.
11. **Household-** refers to a social unit consisting of a person living alone or a group of persons who: a) sleep in the same housing unit; and b) have a common arrangement for the preparation and consumption of food (NSCB, 2008).
12. **Household Roster-** refers to members of the household reported during the registration.
13. **Poor –** refers to individuals and families whose income fall below the poverty threshold as defined by the National Economic and Development Authority and/or cannot afford, in a sustained manner, to provide for their minimum basic needs of foods, health, education, housing and other essential amenities of life (RA 8425 or Social Reform and Poverty Alleviation Act).

CHAPTER III. SCOPE

The provisions of this IRR shall primarily apply to all implementers, partner government agencies, development partners, civil society organizations, and other stakeholders. These rules and regulations shall be referred to as the Implementing Rules and Regulations (IRR) of the "Continued Support for Child beneficiaries of the Pantawid Pamilyang Pilipino Program to Finish High School" (NAC Resolution 12).



RULE I. ELIGIBILITY

SECTION 1. Selection of Child beneficiaries.

The selection of children aged 3-18 for education monitoring² shall be based on the following existing policy:

- For Sets 1-5 households, the child beneficiaries selected by the system will continue to be monitored;
- For Set 6 households, existing child beneficiaries selected by the household will continue to be monitored; and
- For Set 7 households and onwards, the household shall select among the children included in the household roster from the registration.

SECTION 2. Limit on the Number of Children.

The program shall support a maximum of three (3) eligible child beneficiaries per household for the education grant.

SECTION 3. Coverage Ceiling.

The program shall cover poor households³ with child beneficiaries up to 18 years of age or finish high school, whichever comes first. Those who turn 19 years of age within the school year will still be monitored until the end of the school year.

SECTION 4. Replacement.

The child beneficiaries who are selected, during the validation⁴, for education conditionality will be monitored throughout the program. In cases where any of the three child beneficiaries within the household graduates from high school or reaches 18 years of age, the replacement to complete the three children limit is not allowed. However, allowed reasons for replacement as indicated in the program's operations manual are:

- monitored child acquired full scholarship;
- monitored child was diagnosed to be differently-abled and was found to be unable to benefit from any form of education; and
- monitored child died.

The replacement shall be selected from children included in the existing roster, and the households can decide on the replacement child beneficiary. The household shall provide requirements /supporting documents needed for the justification of the replacement.

SECTION 5. Completing the Three Children Limit.

In cases where the 3-children limit is not maximized by the household before the implementation of High School Expansion, the household, during the validation, may select the additional child beneficiaries from the remaining children in the roster. Children that were previously monitored for education conditionality and were aged out (who turned 15 years old) can now be reinstated into the program.

² Education monitoring refers to checking of compliance for the 85% attendance rate

³ These households are remained poor even after their recertification.

⁴ This refers to the activity that will be conducted prior to the roll out of the high school expansion. In this activity the household will finalize the children beneficiaries for education monitoring.



SECTION 6. Reinstatement of Delisted Households.

Households delisted under the following codes are subject for validation for possible reinstatement in the program:

- Code 11 - moved to non-Pantawid area through BUS type 3;
- Code 12 - moved to non-Pantawid area through household status;
- Code 14 - no children aged 0 to 14 as certified by the RPMO;
- Code 15 - no eligible household member for compliance monitoring; and
- Code 19 - grants temporarily on hold.

SECTION 7. Repetition and Required GWA.

Children in elementary who repeat a year level in school are allowed to continue with the program. However, children in high school are required, by the end of the school year, to reach the passing General Weighted Average (GWA) prescribed by DepEd, and/or be promoted to the next year level.

SECTION 8. ADM and ALS Students.

Children enrolled in ADM and ALS will be monitored up to 18 years old.

SECTION 9. Exit from the Program.

After recertification of the household being poor, the household will exit from the program when the 3 children beneficiaries graduates from high school or reaches the maximum age of eligibility, whichever comes first.

RULE II. CONDITIONALITIES AND GRANT PACKAGE

SECTION 1. Education Conditionalities and Grant Package.

All child beneficiaries, irrespective of year level, must enroll in school and maintain a class attendance rate of at least 85% per month. For a child beneficiary enrolled in elementary school, the education grant package is Three Hundred Pesos (PhP 300) per month. On the other hand, for a child beneficiary enrolled in high school, the education grant package is Five Hundred Pesos (PhP 500) per month.

SECTION 2. Education Conditionalities and Grant Package for ADM and ALS.

ADM and ALS students, irrespective of year level, must maintain an attendance rate of at least 85% per month. Child beneficiary enrolled in schools equivalent to elementary will receive an education grant package of Three Hundred Pesos (PhP 300) per month. On the other hand, a child beneficiary enrolled in schools equivalent to high schools will receive an education grant package of Five Hundred Pesos (PhP500) per month.

SECTION 3. Health Conditionalities and Grant Package.

Health and nutrition conditions require periodic checkups, growth monitoring, and vaccinations for children 0-5 years of age; twice a year intake of de-worming pills for children 6-14 years old in elementary school, pre- and post-natal care for pregnant women. A health grant package of Five Hundred Pesos (PhP500) per household per month will be provided to households, irrespective of the household composition.



SECTION 4. Family Development Session (FDS)

FDS will be monitored monthly irrespective of household's length of exposure and this will be tied to the health grant.

SECTION 5. Maximum Grant Package.

The grant package will be based on the grade level of the child beneficiaries. The highest possible grant package is Two Thousand Pesos (Php 2,000) per household per month for households with 3 children in high school.

Type of Grant	Amount	Eligibility
Health Grant	P 500.00 per month per household	Household with children in school
Education Grant	P 300.00 per month per child in elementary	Household with children enrolled in elementary or equivalent
	P 500.00 per month per child in high school	Household with children enrolled in high school or equivalent

RULE III. EFFECTIVITY

The IRR will be effective immediately. Those eligible for grants for high school extension starting January 2014 will be paid retroactively.


CORAZON JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development

APPENDIX 19

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 19
Series of 2014

Amendment to NAC Resolution No. 6

**ADDITIONAL GUIDELINES ON THE IMPLEMENTATION OF THE
MODIFIED CONDITIONAL CASH TRANSFER FOR HOMELESS STREET FAMILIES**

WHEREAS, the Pantawid Pamilya implementation supports the Millennium Development Goals addressing the following:

- Eradicating extreme poverty and hunger;
- Achieve universal primary education;
- Reduce child mortality;
- Improve maternal health;
- Promote gender equality and empower women;

WHEREAS, the Pantawid Pamilyang National Advisory Committee (NAC) is an interagency body that provides policy directions and guidelines to the National Program Management Office (NPMO) on matters pertinent to program implementation;

WHEREAS, General Appropriations Acts of 2012 and 2013 - Social Development Funds appropriated for the Conditional Cash Transfer (CCT) Program shall be used to address poverty reduction and social development strategy of the National Government;

WHEREAS, Executive Order No. 15 redirects the Functions and Operations of the Department of Social Welfare and Development to innovate and administer new strategies on social services and development intended to assist disadvantaged individuals, families, and communities for an improved quality of life;

WHEREAS, Administrative Order No. 16, series of 2008, entitled Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program (4Ps), provides cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty;

WHEREAS, the NAC Resolution No. 6 provides for the adoption of a Modified Conditional Cash Transfer (MCCT) program under the Pantawid Pamilya to respond to various characteristics of disadvantaged group of individuals and families and community such as Families in Need of Special Protection, Pantawid Households no longer having 0-14 years old, Persons with Disabilities and Indigenous Peoples;

WHEREAS, Memorandum Circular No. 7 series of 2012 provides a framework on the Engagement with Civil Society Organizations on the Implementation of Social Welfare and Development's Social Protection Programs underscoring the importance of public-private partnership between the DSWD and the CSOs to ensure faster, better and smarter delivery of services of the core poverty reduction programs of the Department.

WHEREAS, Memorandum Circular No. 12 series of 2014 entitled "Operational Guidelines of the DSWD-CSO Engagement for the Implementation of Modified Conditional Cash Transfer" explains that the DSWD-CSO engagement for MCCT generally aims to achieve a sustainable public-private partnership while bringing quality social protection services. The engagement hopes to result to; Demonstrated increase in public-private partnership in the implementation of Modified Conditional cash Transfer; strengthen promotion of individual well-being among homeless street families (HSF); Ensured protection of the Indigenous People (IP) and respect to their culture beliefs; Enhanced parenting roles through the parents' attendance to Family Development Sessions; and Mainstreamed homeless street families into the regular Pantawid Pamilyang Pilipino Program.

NOW THEREFORE, be it resolved as it is hereby resolved by the members of the NAC to approve the adoption of a Modified Conditional Cash Transfer program for Homeless Street Families, thus approving the Amendment of NAC Resolution No. 6, Series of 2012 entitled the "Adoption of the Modified Conditional Cash Transfer under the Pantawid Pamilyang Pilipino Program", to read as follows:

" x x x

5. Modified Conditional Cash Transfer (MCCT) Program for Homeless Street Families

The MCCT is a bridging program to enable Homeless Street Families (HSF) to access and be mainstreamed in the Pantawid Pamilyang Pilipino Program. The strategy is through CCT but with modifications in terms of targeting, conditionalities, package of benefits and interventions, and modes of implementation. The exposure of household beneficiaries in the program is within the period of six months to a maximum of one year as long as they remain eligible for the program and comply with the conditionalities.

a. Objectives

To assist homeless street families overcome barriers from enjoying the benefits of the government's social protection particularly the Pantawid Pamilyang Pilipino Program.

More specifically, the program aims to:

1. Improve access of pregnant women and young children from HSF to preventive health care
2. Increase children's access to education services
3. Enhance the performance of parental roles and improve the parents' decision to invest in the human capital development of their children

4. Enable homeless street families have a more stable and decent dwelling unit/housing away from the streets
5. Prepare and mainstream the homeless street families into the Pantawid Pamilyang Pilipino Program

b. Target Areas and Beneficiaries

Areas where there is a growing number of HSF will be considered to ensure a regional spread/nationwide implementation. Eligible households for the program shall meet the following qualifications:

1. They must be identified Homeless Street Families who do not have permanent and fixed houses and who live on the streets
2. They must be excluded from NHTS database and the Pantawid Program by reason of their being an HSF
3. They must have children aged 0-18 years old and/or with pregnant member of the family at the time of selection
4. They must be willing and committed to comply with the program conditionalities and cooperate in the helping process
5. Their income and combined household income cannot afford housing facilities.
6. They routinely find themselves sleeping on the streets either in the open air or in makeshift dwellings or push carts.
7. They may not actually sleep on the street but:
 - a. occupy private and public facilities and parcel of lands not intended for human habitation; and
 - b. occupy any place without any form of structure

c. Program Conditionalities

Household beneficiaries are monitored by conditionality to give them confidence that they will continue to receive cash grants from the program as long as they comply to the program conditions on health, education, and FDS. Conditionalities are designed to improve their social and health outcomes as well as to enforce good behavior and commitments for their eventual mainstreaming to Pantawid Pamilyang Pilipino Program by familiarizing and habituating them to the program conditions.

1. Education

- Compliance verification to education to each child beneficiary already enrolled in school commences on the second month from the date of registration.
- Compliance verification to education to each child beneficiary not enrolled in school commences on the fourth month from the date of registration.
- Children aged 3-5 years old must attend Day Care Program or Pre-school Classes while children 6-18 years old must enroll Elementary and Secondary Education whether formal or by Alternative Delivery Modes of Learning. In the

absence of which, children may avail of the Alternative Learning System and Supervised Neighborhood Play for Day Care Children.

- Children must observe school attendance
 - ✓ of at least 60% for the 2nd to 4th month;
 - ✓ of at least 70% for the 5th to 7th month; and
 - ✓ of at least 85% for the 8th to 12th month.

2. Health

- Compliance verification to Health commences on the second month from the date of registration in the program.
- In accordance with Department of Health (DOH) protocols:
 - ✓ Pregnant household members must avail pre and post-natal care starting from the first trimester of pregnancy and delivery must be assisted by a skilled personnel in a birthing facility
 - ✓ Children 0-5 years old shall visit the City/Municipal Health Center to avail immunization, monthly weight monitoring and nutrition counseling, and proper management of diseases
 - ✓ Children 6-14 years old in elementary school are required to take deworming pills
- ✓ Health care services availed by household beneficiaries during medical missions or outreach program is sufficient to qualify the beneficiaries as compliant if services availed followed the DOH protocols

3. Family Development Sessions

- ✓ Compliance verification to Family Development Sessions commences on the first month upon registration.
- ✓ Attendance to the Family Developments Sessions shall be made:
 - ✓ Four times a month for the first two months
 - ✓ Twice a month for the next two months; and
 - ✓ Once a month for the succeeding months

4. Children covered by the program grants are prohibited from engaging in any form of economic activity that is subject to exploitations and/or hazardous situation

- Compliance verification to this condition shall commence on the first month upon registration.

d. Program Package

1. Direct Grants

The Modified CCT provides health and education grants, with the total amount of grants per household depending on the number of eligible household members aged 3-18 years old and on their compliance to conditionalities.

1. Education

- The education grant of P300 per month is provided for each child in the beneficiary household if enrolled in day care, pre-school, and elementary. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under Alternative Learning System (ALS) or Supervised Neighborhood Play (SNP), unless otherwise the number of school months for the latter is provided. The education grant on the first month shall be provided to each child (3-18 years old) regardless whether the same is enrolled or not enrolled in school.
- The education grant of P500 per month is provided for each child in the beneficiary household if enrolled in high school. The maximum allowed for the education grant is up to three children for a period of 10 months during the year if enrolled in formal school system or 12 months (or less) if under ALS or SNP, unless otherwise the number of school months for the latter is provided.
- The grant for compliance to non-involvement of children in hazardous occupation or activity shall be tied with the Family Development Session grants

2. Health

- The health grant of P500 is provided for each beneficiary household and the transfer amount is flat regardless of the number of eligible children. All members of the beneficiary household should comply with the health conditions to receive the health grant. Otherwise, failure of only one member of the beneficiary household to comply with any of the conditionalities may lead to the revocation of the health grant.

3. Family Development Session

- Beneficiary households attending Family Development Sessions meet the conditionality of the FDS grant of P500 per month which will be given on the first two months from the date of registration to the program.
- The FDS grant will be subsumed under the health grant on the second month of membership to the program.

2. Support Services and Interventions

1. Shelter Assistance

Shelter Assistance may be offered as early as the first month of membership.

a. Core Shelter Assistance

Homeless Street Families who have decided to return to their province/municipalities of origin for good and wished to establish a permanent abode therein shall be provided with core shelter assistance. Amounts and procedures for the availment of the same follows the existing DSWD Memorandum Circular 17: Omnibus Guidelines on Shelter Assistance.

b. Rent Subsidy

For household beneficiaries who do not want to return to their places of origin or who do not have provinces to go back to but wish to move out of the streets and get into a stable and decent abode, rent subsidy shall be offered to them in the amount of P4,000 per month for a maximum period of 6 months only.

2. Access to Job and Livelihood Opportunities

Access to Job and Livelihood Opportunities may be offered on the fifth month of membership.

a. Cash-for-Work/ Cash-for-Training

Amounts and procedures for the availment of Cash for Work and Cash for Training shall follow the existing provisions cited in the Administrative Order No. 15 Series of 2008 Guidelines for the Implementation of the Cash- For-Work Project. Cash-for-work assistance can be provided to beneficiary households to help them disengage from street work/ occupations that put their children to risk/hazards. Productive activities aim to offset opportunity cost while they are undergoing skills training and while they may augment family needs.

b. Micro-Capital Assistance and Employment Facilitation and Placement through Self Employment Assistance- Kaunlaran (SEA-K) Program

The Sustainable Livelihood Program is a capacity building program which aims to improve the beneficiaries' socio-economic status. First, it supports microenterprises by linking beneficiaries' to formal lending institutions and business development service providers for skills enhancement, technical assistance and additional capital for business and expansion. Second, it guarantees employment track by linking beneficiaries' to locally available jobs that are appropriate to their skills and competencies (e.g. DPWH's Trabahong Lansangan, DENR's National Greening Program, LGU's Solid Waste Management Program, etc). Availment of SEA-K Program shall be subject to the operational procedures laid down in the Administrative Order No. 11 Series of 2011 Guidelines on the Implementation of the Sustainable Livelihood Program.

3. Other Support Services and Interventions based on the Assessment of Case Workers

- a. Psychosocial Counseling
- b. Case Management and Referral Services
- c. Functional Literacy for Adults
- d. Family Camp and Family Life Enrichment Activities/Services

e. Modes of Implementation

1. DSWD-Run

This mode of implementation shall be carried out by the DSWD Field Offices in areas where there are no qualified Civil Society Organizations to handle the MCCT for Homeless Street Families. The following areas in the mainstreaming processing shall be undertaken by the Field Offices using the Regular Pantawid System and Components:

- ✓ Conduct of Family Development Sessions on the fifth month from the date of registration by the Pantawid Municipal Links
- ✓ Compliance verification to those beneficiary households under formal schools and regular health centers. The same will be accomplished by the Social Workers or Municipal Links and to be processed by the CV Focal in Field Office.
- ✓ Payment processing to be performed by the UFMS in Field Offices
- ✓ Grievance redress system
- ✓ Social marketing and advocacy
- ✓ Capability building
- ✓ Planning, monitoring and evaluation
- ✓ Partnership and coordination

The following areas in the mainstreaming process, on the other hand, shall be undertaken by the MCCT staff:

- ✓ Identification, assessment, validation and registration of HSF
- ✓ Social preparation
- ✓ Conduct of Family Development Sessions to beneficiary households for the first four months from the date of their registration
- ✓ Compliance verification to those beneficiary households under non-formal school arrangement, health outreach programs and medical missions, and monitoring of children for their non-involvement to any hazardous activities or occupation

2. In partnership with CSOs

This mode of implementation permits the confirmed CSOs to run the program in accordance with the general procedures. CSOs shall be granted with funding support from the Department for the implementation costs; provided, however, that they shall have demonstrated its capacity and agreed to provide the required equity of at least 20% of the total project costs. Fund transfer to the CSOs shall be subject to government accounting rules and regulations. No portion of cash grants shall be released to the CSOs since payment processing shall be executed by the RPMO and NPMO. Depending on the agreed partnership with the CSOs, the following areas of collaboration shall be undertaken:

- ✓ Identification, assessment, validation, and registration of HSF
- ✓ Social preparation

- ✓ Conduct of Family Development Sessions to beneficiary households for the first four months from the date of their registration
- ✓ Compliance verification to those beneficiary households under non-formal school arrangement, health outreach programs and medical missions, and monitoring of children for their non-involvement to any hazardous activities or occupation
- ✓ Coordination with Field Offices for the conduct of payout
- ✓ Provision, accessing, or referral for other support services and interventions
- ✓ Preparation for mainstreaming to Pantawid Program

f. Monitoring and Evaluation

Internal Monitoring through the MCCT Database shall be put in place to monitor the household grantees' compliance with the conditionalities both for health and education. Further, external monitoring shall be conducted by the National Project Management Office to assess performance of the Field Offices as well as the CSOs in the procedural requirements and guidelines of the program. This shall be undertaken through regular spot checks to validate accuracy, effectiveness and efficiency of program implementation. This will also include conduct of periodic inspection and evaluation through submission of financial and physical reports and visitorial audit by the Commission on Audit.

x x x"

Adopted this 28th day of May, Two Thousand and Fourteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
 Secretary
 Department of Social Welfare and Development

RIZALINO D. RIVERA
 Undersecretary
 Department of Education

ENRIQUE T. ONA
 Secretary
 Department of Health

ROSALINDA D. BALDOZ
 Secretary
 Department of Labor and Employment

ARSENIO M. BALISACAN
 Secretary
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LUZ M. CANTOR

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FLORENCIA C. DOROTAN

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MARIA BERNARDITA T. FLORES

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JUAN ANTONIO A. PEREZ III

Executive Director
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LEONOR T. ORALDE QUINTAYO

Chairperson
National Commission on Indigenous People

BRENDA S. VIGO

Executive Director
Council for the Welfare of Children

EMMELINE L. VERSOZA

Executive Director
Philippine Commission on Women

APPENDIX 20

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM

NAC Resolution No. 20
Series of 2014

Procedural Guidelines on Misdemeanour Cases with Amendment to the Approved Policy on Misbehaviour of Beneficiaries as stipulated in NAC Resolution 2 and 10

WHEREAS, the Pantawid Pamilyang Pilipino Program (*Pantawid*) supports the achievement of the Millennium Development Goals as follows:

- Eradicating extreme poverty and hunger
- Achieve universal primary education
- Reduce child mortality
- Improve maternal health
- Promote gender equality and empower women

WHEREAS, the Pantawid Pamilya National Advisory Committee (NAC) is an inter-agency, and highest policy-making body that provides policy directions and guidance on matters pertinent to Pantawid Pamilyang Pilipino Program implementation;

WHEREAS, the Grievance Redress System (GRS) of the Pantawid program has been receiving complaints on cash card pawning and making use of *Pantawid* documents as loan collateral, use of grants for gambling, use of grants on vices, collection of fees and false representation of beneficiaries in the program;

WHEREAS, the grants received by the beneficiaries through their compliance to the program conditions are owned by the Government, which does not authorize the grantee to pawn or use it as loan collateral or to any transaction or undertaking whatsoever;

WHEREAS, to ensure proper utilization of grants, sanctions have to be imposed for every violation so that beneficiaries will recognize and prioritize the education and health of their children only through this program;

WHEREAS, Pantawid Pamilyang Pilipino Program is sincere and truthful in its drive to prevent and end all cases on collateral/pawning committed by beneficiaries stating among others under NAC Resolutions No.2, Series of 2010 entitled "Sanctions for Various Cases Filed under the Grievance and Redress System (GRS)":

Wherefore, Resolved as it is hereby resolved by the members of the NAC in a meeting assembled, said policies have already been approved as follows:

1. Misbehavior of beneficiaries: Refer to complaints filed against beneficiaries pawning their cash cards, using the cards for loan collateral and use of cash grants for livelihood activities.

- 1.1. First Offense: A verbal warning from the Municipal Link (ML)
- 1.2. Second Offense: Suspension of grants for 3 months

Page 1 of 1

- 1.3. Third Offense: Termination from the program issued by the NAC based on the recommendation from the Regional Advisory Committee. Appeals shall no longer be entertained as the decision of the NAC is deemed final.

WHEREAS, specified on the NAC Resolution 2, section 1.2, second offense was amended by NAC Resolution 10 to mean as third offense and stated thus, "Termination from the program issued by the NAC based on the recommendation from the Regional Advisory Committee (RAC). Appeals shall no longer be entertained as the decision of the NAC is deemed final";

Whereas, NAC Resolution 10, Series of 2012 further states that in response to complaints filed against misbehaviour of beneficiaries who pawned their cash cards, use the cards for collateral and or use grants to livelihood activities, the following revisions in the first article of the NAC Resolution 2 shall be made to emphasize the best interest of the child. The revised statement shall read as:

"1.2. Second offense that suspension of household grantee for 3 months; temporary change of grantee shall be made to another responsible adult member, or in the absence of an eligible household member, to MSWDO until suspension period has concluded. "

WHEREAS, NAC Resolution 2 has an existing provision on false information which states that "cases filed against households who were registered as 4ps beneficiaries based on fraudulent information or statements made during the conduct of household assessments and misrepresentation or assuming the identity of a potential beneficiary during registration process, is considered a grave offense; which when proven is a ground for termination without option for appeal".

WHEREAS, to continuously educate and improve beneficiaries' life and socio-economic status, the Department of Social Welfare and Development enjoined the public for cooperation, partnership and vigilance to help make these cash grants work for the beneficiaries' welfare as originally intended;

WHEREAS, consistent with the Department of Social Welfare and Development's evolving thrusts and directions, the National Advisory Committee recognizes the need for an amendment on the approved policy for misbehaving beneficiaries and provision of guidelines to all staffs with the following objectives:

1. To ensure a more effective handling of beneficiary misdemeanor complaints;
2. to strengthen the program as a major support to eradicate extreme poverty;
3. to guide program staff in resolving misdemeanor complaints filed against Pantawid beneficiaries through enhanced procedural guidelines and corresponding sanctions, as amended.

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the members of the NAC agree to the following:

I. Definition of Terms:

- a. PAWNING OF CASH CARD – the cash card of the Pantawid beneficiary is given to a loan financier/loan sharks as security for money borrowed or credit on items/goods;

- b. GAMBLING – to bet/play a game of chance or stakes using the cash grants released by the program to a Pantawid beneficiary;
 - c. COLLECTION OF FEES – to collect any amount of money from a Pantawid beneficiary for whatever purpose;
 - d. VICES – habitual or frequent indulgence in drinking alcohol, prohibited drugs, gambling and other undesirable practices committed by beneficiaries by using grants for these acts ;
 - e. FRAUD – An act of deceit, cheating or trickery made by a dishonest individual in order to receive benefits as a member of the program;
 - f. FALSE REPRESENTATION – a fabricated/made-up representation of a beneficiary purposefully to deceive the program and receive the grants outside the knowledge of both the true beneficiary and the program;
-
- g. SANCTION – a penalty imposed for violating the standing rule on the prohibition of misusing the grants offered by the program i.e. pawning/collateral of cash cards, engaging in vices and gambling, despite verbal and written warning from Municipal Links and other pantawid staffs;
 - h. BENEFICIARIES – active households or families registered in the Pantawid Pamilya Pilipino Program;
 - i. CASH GRANTS – monetary assistance released to the Pantawid Pamilya beneficiaries offered by the Philippine Government on condition that they comply with the monthly obligation set by the program;
- II. Supplementary Amendments to NAC Resolutions 2 and 10
- 1. The guidelines in this NAC Resolution are applicable to all misdemeanour complaints filed against Pantawid program beneficiaries under the Grievance Redress System of Pantawid Pamilyang Pilipino Program.
 - 2. The enhanced procedural guidelines and sanctions shall be applied on all misdemeanour cases.
 - 2.1 The Regional Program Management Office (RPMO), however, may enhance or opt to ingest any additives to the standard process of conducting validation, based on the local context, merits and circumstances of the case.
 - 2.2 The appropriate person to take charge of the case is the Cluster Grievance Officer (CGO), Provincial Grievance Officer (PGO) and Regional Grievance Officer (RGO). The Provincial Link may instruct the Social Welfare Officer III (SWO-III), Cluster System Focal and Monitoring and Evaluation Coordinator to assist to a speedy resolution of the case, when necessary.

- 3. MISDEMEANOR case filed against program beneficiaries**— refers to tendencies or behaviour of beneficiaries viewed and expressed by external entities as offensive, objectionable and contrary to acceptable social, moral and legal standards. Misdemeanour complaints of the program may include, but not limited to, (1) misuse of grants (pawning of cash cards, loan collateral, and vices), (2) collection of Fees and (3) false representation of beneficiaries in the program.

3.1 To determine facts of a wrong doing/s committed by the beneficiary, any of the following must be established:

- 3.1.1** Pantawid Pamilya beneficiary who pawned his cash card to a certain individual with the cash card validated not in his/her possession;
- 3.1.2** Pantawid Pamilya beneficiaries who used Pantawid documents i.e. Pantawid ID, *Kasunduan*, and cash cards as loan collateral;
- 3.1.3** Pantawid Pamilya beneficiaries who have been reported/caught in the act, as using the cash grants in illegal and legal gambling activities;
- 3.1.4** Pantawid Pamilya beneficiaries who collect fees in any amount, from their co-beneficiaries of the program; and
- 3.1.5** Households that intentionally provide fake information to official documents required by the program office; submitting forged/spurious documents and making false representation of genuine beneficiaries

3.2 Households that were reported committing the aforementioned offenses shall be dealt with using the Case Management Process to be administered by the assigned Municipal Link. The said will ensure that assessment, intervention, monitoring and review of the case per household are well-taken. Once sufficient details of the case filed against a program beneficiary has been established and would lead to apply appropriate sanction, every activity/decision shall be fully informed to the concerned beneficiary both orally and in writing.

Below are the sanctions for misdemeanour grievances:

3.2.1 If the complaint is on misuse of grants- pawning of cash cards and using it as loan collateral:

- 3.2.1.1** First Offense: Counselling by the Municipal Link and a written warning from the head of Provincial Operations Office.
- 3.2.1.2** Second Offense: Counselling by the Social Welfare Officer III and a written warning from the Regional Director; Household's grants shall be suspended/ not released for one (1) payment period or two months.
- 3.2.1.3** Third Offense: Delisting of the concerned household under GRS Fraud duly approved by the Regional Director and tagging to be facilitated by the Regional Grievance Officers. The household's delisted status is non-appealable.

3.1.1 If the complaint is on misuse of grants- drug abuse, alcoholism and gambling:

- 3.1.1.1** First Offense: Counselling by the Municipal Link and written warning from the head of Provincial Operations Office. The case must be elevated to the Barangay Justice System for their appropriate action especially on the existence of illegal gambling in their area;
- 3.1.1.2** Second Offense: Counselling by the Social Welfare Officer III and a written warning from the Regional Director. The concerned household's cash grants for 1 period or two months shall be suspended/not released. The case must be elevated to the Barangay Justice System for their appropriate action especially on the existence of illegal gambling in their area;
- 3.1.1.3** Third Offense: Delisting of the concerned household under GRS Fraud duly approved by the Regional Director and tagging to be facilitated by the Regional Grievance Officers. The household's delisted status is non-appealable. The case must be elevated to the Barangay Justice System for their appropriate action especially on the existence of illegal gambling in their area;

3.1.2 If the complaint is on collection of fees, the RPMO may explore the following arrangements and sanctions, depending on the gravity of the case:

- 3.1.2.1** Total amount of collected fees shall be returned to the beneficiaries per agreed terms and schedule of payments. The said agreement shall be signed in the presence of concerned Provincial Operations Officers (Provincial Link, Provincial Grievance Officer, SWO III and Municipal Link), the affected beneficiary/ies and the person that committed misbehaviour.
- 3.1.2.2** Recommendation from the Provincial Operations Office on delisting of concerned beneficiary from the program shall be forwarded to RPMO for approval and facilitation of delisting, if necessary.

¹ **Note: Once reported that a household has pawned her cash card, immediate request for blocking (freezing) to the Cash Card Focal of the Finance Unit of RPMO shall be facilitated. Once the card is back at the hands of the beneficiary, Finance Unit shall immediately request for lifting of CC for household to continuously receive his/her cash grants. The cash grants are for the sole use of the household for the education of the children and health/nutrition of the whole family/household. The ML assigned in the area shall monitor every progress of this case and has to include discussion of these prohibitions of the program, in every Family Development Sessions.*

² *It is not within the jurisdiction of DSWD to punish any individual addicted in gambling and alcoholism. However, the program does not tolerate the abuse and misuse funds of the government to support these vices.*

³ *Collection of fees for whatever purpose is strictly prohibited by the Program. The cash grants are for the sole use of the household for the education of the children and health/nutrition of the whole family/household. The ML assigned in the area has to include discussion of these prohibitions of the program, in every Family Development Sessions.*

3.1.3 If the complaint is on false representation of household beneficiary:

3.1.3.1 If it was established after due process that a fraudulent act was committed, delisting of the concerned household from the program under GRS Fraud shall be undertaken by the Regional Program Management Office through the Regional Grievance Officer. The processed grants that were already released to the false grantee will be discontinued and the false grantee must agree to return the claimed grants. Refusal to do so would warrant a case that shall be pursued by DSWD against him/her. If in any case, the false grantee is included in the list of potential households for future registration, their household may be registered on a condition that the unpaid received payment shall be deducted from grants they are about to obtain from the program. A written agreement must be made between the household and DSWD upon registration and the deduction have to be facilitated by the Finance Unit of the program.

3.1.3.2 Once the real grantee is found and claimed the true identity of the delisted household, the said delisted entry may be reinstated back to "Active" ⁴status subject to compliance of the program conditions after being reassessed as still eligible for the program. Reassessment would require re-administration of Household Assessment Form (HAF) by the assigned Grievance Officer of the area, re-running of Proxy Means Test (PMT) by the Regional Grievance Officer. The result of the aforementioned shall be endorsed to the Regional Program Management Office for reactivation of HH to the program. The real grantee will have to continue to comply and receive the benefits until its termination from the program.

4. Detailed process of redress system for misdemeanour grievance filed against Pantawid beneficiaries shall be as follows:

- 4.1** Upon intake of the complaint, the Municipal Link (ML) forwards the case study report to the concerned Cluster Grievance Officer (CGO).
- 4.2** For data entry, categorization and assignment in the Unified Information and Communication System- Customer Relations Management (UNICS-CRM).
- 4.3** CGO, with the assistance of the SWO-III or any appointed worker by the Provincial Link, validates the veracity of the complaint by visiting the concerned community thru:

⁴ Status of the beneficiary shown in the database that means he/she is officially registered and regularly monitored as fulfilling the conditions set by the program in order to receive grants.

- 4.3.1 Interviews with HH beneficiaries (at least 5/cluster, max 3 barangays)
- 4.3.2 Interviews with Parent Leaders (at least 1/brgy, max 3 barangays)
- 4.3.3 Interviews with Barangay Officials (max 3 barangays)

4.4 The investigation must gather all relevant information that may be collected from these approaches:

- 4.4.1 Who is beneficiary/individual involved?
- 4.4.2 What are the details of the complaint? (who-what-where-why questions)
- 4.4.3 How does the incident directly affect the Pantawid Pamilya Program and its beneficiaries?
- 4.4.4 What proof/evidence substantiate the complaint?
- 4.4.5 What methods of validation were utilized to gather pertinent data?
Interview with beneficiaries, direct observation, checklist, and interview with the subject of complaint may be used.
- 4.4.6 Complete administration of HAF

4.5 Cluster Grievance Officer / Provincial Grievance Officer based on the result of investigation to check authenticity of the actions that shall be undertaken depending on the findings and CGO files a report to the Provincial Operations Office. When transmitting the report, the following details of resolution below must be specified:

- 4.5.1 Course of action undertaken to address the complaint
- 4.5.2 Initial Feedback provided to the complainant (must be in written form; acknowledgement by beneficiary)
- 4.5.3 How was an appeal filed by the complainant handled?
- 4.5.4 What kind of assistance was provided for the complaint to reach to the proper authority to handle the case

4.6 Provincial Operations Office endorses recommendation to the RPMO.

4.7 RPMO provides appropriate action and decision. RGO to draft final report containing the result of PMT re-run, ECR with the recommendation made by the Provincial Operations Office. The Regional Directors shall provide action/instruction on the case.

4.8 Complainant and subject of complaint is provided with final feedback and C/ML to remind beneficiaries of Program's conditions and co-responsibilities

4.9 The case shall then be updated in the UNICS-CRM by the concerned Grievance Officer.

⁵ During validation/interviews with the community, secure documentary proof (photographs, certificates, affidavits, etc.) to ascertain the facts and be included in the fact-finding report. The said information/documents shall also be kept and filed for future reference.

This NAC Resolution shall be reviewed after two years of implementation to check its efficacy and relevance to the program. Changes in this resolution may be revised or amended.

Adopted this 26th of August, 2014 at Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary *KS* *UJ*
Department of Social Welfare and Development

RIZALINO D. RIVERA
Undersecretary
Department of Education

ENRIQUE T. ONA
Secretary
Department of Health

ROSALINDA D. BALDOZ
Secretary
Department of Labor and Employment

ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority

LUZ M. CANTOR
Undersecretary
Department of Budget and Management

AUSTERE A. PANADERO
Undersecretary
Department of the Interior
and Local Government

FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission

MARIA BERNARDITA T. FLORES
Assistant Secretary
National Nutrition Council

JUAN ANTONIO A. PEREZ III
Executive Director
Commission on Population

LEONOR T. ORALDE QUINTAYO
Chairperson
National Commission on Indigenous People

PATRICIA B. LUNA
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 21

**Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE**

**NAC RESOLUTION NO. 21
Series of 2014**

**A Resolution Amending NAC Resolution No. 16 Series of 2014 otherwise known as
"Provision of Conditional Cash Grants to Additional 20,000 Target Households
under Set 7 "**

Whereas, cash transfers have recently gained attention as a strategy to provide assistance during emergency response and equip families with the flexibility to decide their spending needs. Cash transfers also have positive results for children through its impacts on nutrition, health and education¹.

Whereas, in the context of natural disasters, cash transfers are used to deter the use of harmful coping strategies, which often occur after disasters and other environmental shocks, such as potential increase in child labor incidence and reduction in food and nutritional consumption.²

Whereas, on 8 November 2013, Typhoon Yolanda hit the central part of the Philippines causing massive damage to lives and property in areas in eastern, central, and western Visayas, as well as the northern part of Palawan.

Whereas based on the NRDRMC Situation Report #06, as of December 12, 2013, a total of 2,581,677 families were reported to have been affected by Typhoon Yolanda in 9 regions covering 12,122 barangays in 44 provinces, 587 municipalities and 59 cities.

Whereas, as a response to the destruction brought by Typhoon Yolanda, donor organizations such as UNICEF and the WFP provided Cash Transfers, in partnership with the DSWD, in 7 provinces covering 118,429 families affected by Typhoon Yolanda for a duration of 6 months.

Whereas, since 2012 the Department of Social Welfare and Development has been implementing the Modified Conditional Cash Transfer (MCCT) for Families in Need of Special Protection (FNSP), which includes providing assistance to displaced families

¹ UNICEF. (2006). *Cash transfer in emergencies: A Review drawing upon the tsunami and other experience*. UNICEF East Asia and the Pacific Regional Office: Bangkok, Thailand.

² De Janvry et al cited in Vakis, R. (2006). *Complementing Natural Disasters Management: the role of social protection*. World Bank SP Discussion Paper, No 0543.

due to manmade and natural disaster and other environmental factors, who are not eligible for the Regular CCT.

Whereas, Republic Act 10633 (General Appropriations Act for Fiscal Year 2014) provides an amount of Three hundred thirty six million pesos (P 336,000,000) to fund the cash grants for 20,000 families affected by Typhoon Yolanda who were not covered by the existing CCT program.

Whereas, NAC Resolution No. 16 series of 2014 was adopted into policy last February 26, 2014 and it advances the provision of conditional cash transfer to 20,000 families under Set 7 of the Regular CCT.

Whereas, the DSWD conducted an initial assessment of the families affected by Typhoon Yolanda through the Disaster Assistance Family Access Cards (DAFAC) which indicated that 243,502 are Pantawid Pamilya beneficiaries who need assistance. And as per regional reports, a potential of 160,000 families are eligible for inclusion in the CCT. This indicates a need to expand coverage to go beyond 20,000 families in order to ensure that affected families that are eligible for the program are provided the necessary support to help them cope with the impact of the disaster and to provide avenues to help improve their economic and social conditions to or near their pre-typhoon levels.

Whereas, this amendment recognizes the current situation of the families that have been affected by Typhoon Yolanda in 4 regions, 14 provinces and 171 municipalities which is the impetus for the proposal to change the modality for the cash transfers from the Regular CCT to the MCCT due to the following reasons:

1. The timeline required to validate and register the families under the Regular CCT is longer and more resource intensive which counters the urgency of providing cash grants to these households as part of the recovery phase.
2. There is possibility of exclusion error if the Pantawid limits on the NHTO list of near poor households as the same may not include the families affected by Yolanda since the enumeration was conducted in 2008-2009, long before the Yolanda incident.
3. The program exposure of households to MCCT FNSP is two years in contrast to the original provision of one year under the regular CCT. The longer period of coverage will likely increase the opportunities of the households towards regaining and restoring socio-economic situations through cash grants.

Whereas, it is consistent with the mandate of the national government, specifically the DSWD to provide immediate assistance to restore economic and social conditions in areas affected by Typhoon Yolanda, the following amendments are proposed

1. The targeted families are not necessarily those identified as near-poor of the NHTS-PR. They are either excluded from the enumeration of the NHTS or tagged as non-poor based on the 1st NHTS-PR assessment but have fallen below the poverty threshold after the Typhoon Yolanda. The targeted families are located in the municipalities selected and must have children aged 0-18 years old.
2. Registration of the targeted families to be included in the Modified Conditional Cash Transfer is subject to the existing procedures of the program. The identification, assessment, validation and registration of families affected by Typhoon Yolanda shall be carried out either by the DSWD Field Offices or partner CSOs.
3. Targeted families shall be termed as Families in Need of Special Protection.
4. Conditional cash grants to be provided to the targeted families would follow that of the MCCT which includes a health grant amounting to P500/month for each beneficiary family regardless of the number of eligible children and an education grant amounting to P300/month for 10 months if enrolled in day care, pre-school and elementary and P500/month for 10 months if enrolled in high school. Education grants are paid for each dependent child, not exceeding 3 child dependents, beginning with the youngest and without substitution.
5. Targeted families shall be assessed on the following criteria:
 - They must be identified disaster stricken families who are temporarily placed in the evacuation center or in transitory shelters;
 - They must be either excluded from the NHTS database or included but tagged as non-poor, non-pantawid and have fallen into poverty after the Typhoon Yolanda;
 - They must have children aged 0-18 years old and/or with pregnant member at the time of selection;
 - They must be willing and committed to comply with the program conditionalities to cooperate in the helping process
6. The exposure of family beneficiaries in the MCCT program is within the period of six months to a maximum of two years as long as they remain eligible for the program. They shall then be referred for mainstreaming as per compliance to set criteria.

Adopted this 23rd day of October, Two Thousand and Fourteen, in Surigao City.


CORAZON-JULIANO-SOLIMAN
Secretary

Department of Social Welfare and Development

RIZALINO D. RIVERA
Undersecretary
Department of Education

ENRIQUE T. ONA
Secretary
Department of Health

ROSALINDA DIMAPILIS-BALDOZ
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Employment

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**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM**

**NUMBER OF PANTAWID PAMILYA HOUSEHOLDS IN AREAS
LOCATED WITHIN THE 50 KM RADIUS OF TYPHOON YOLANDA***

REGION	PROVINCE	MUNICIPALITY	TOTAL NO. OF PANTAWID HHs (As of December 31, 2013)
IV-B	PALAWAN	AGUTAYA	1,116
IV-B	PALAWAN	BUSUANGA	1,663
IV-B	PALAWAN	CORON	3,225
IV-B	PALAWAN	CULION	1,175
IV-B	PALAWAN	CUYO	1,002
IV-B	PALAWAN	LINAPACAN	1,555
V	MASBATE	BALUD	2,909
VI	AKLAN	ALTAVAS	1,293
VI	AKLAN	BALETE	1,751
VI	AKLAN	BANGA	1,492
VI	AKLAN	BATAN	1,883
VI	AKLAN	BURUANGA	868
VI	AKLAN	IBAJAY	2,336
VI	AKLAN	KALIBO (Capital)	2,099
VI	AKLAN	LEZO	568
VI	AKLAN	LIBACAO	2,413
VI	AKLAN	MADALAG	1,387
VI	AKLAN	MAKATO	1,454
VI	AKLAN	MALAY	1,418
VI	AKLAN	MALINAO	1,248
VI	AKLAN	NABAS	1,553
VI	AKLAN	NEW WASHINGTON	1,967
VI	AKLAN	NUMANCIA	977
VI	AKLAN	TANGALAN	1,238
VI	ANTIQUÉ	BARBAZA	1,111
VI	ANTIQUÉ	BUGASONG	1,747
VI	ANTIQUÉ	CALUYA	1,364
VI	ANTIQUÉ	CULASI	2,099
VI	ANTIQUÉ	LAUA-AN	1,486
VI	ANTIQUÉ	LIBERTAD	684
VI	ANTIQUÉ	PANDAN	1,327
VI	ANTIQUÉ	PATNONGON	1,891
VI	ANTIQUÉ	SAN REMIGIO	2,398
VI	ANTIQUÉ	SEBASTE	901
VI	ANTIQUÉ	TIBIAO	1,355
VI	ANTIQUÉ	VALDERRAMA	1,284
VI	CAPIZ	CUARTERO	1,298
VI	CAPIZ	DAO	1,328
VI	CAPIZ	DUMALAG	987
VI	CAPIZ	DUMARAO	2,434
VI	CAPIZ	IVISAN	1,228
VI	CAPIZ	JAMINDAN	2,420
VI	CAPIZ	MA-AYON	2,715
VI	CAPIZ	MAMBUSAO	1,725
VI	CAPIZ	PANAY	2,188

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM**

**NUMBER OF PANTAWID PAMILYA HOUSEHOLDS IN AREAS
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REGION	PROVINCE	MUNICIPALITY	TOTAL NO. OF PANTAWID HHs (As of December 31, 2013)
VI	CAPIZ	PANITAN	1,674
VI	CAPIZ	PILAR	3,112
VI	CAPIZ	PONTEVEDRA	2,184
VI	CAPIZ	PRESIDENT ROXAS	1,597
VI	CAPIZ	ROXAS CITY (Capital)	5,113
VI	CAPIZ	SAPI-AN	1,784
VI	CAPIZ	SIGMA	1,443
VI	CAPIZ	TAPAZ	4,062
VI	ILOILO	AJUY	3,044
VI	ILOILO	ALIMODIAN	1,201
VI	ILOILO	ANILAO	1,390
VI	ILOILO	BADIANGAN	991
VI	ILOILO	BALASAN	1,502
VI	ILOILO	BANATE	1,670
VI	ILOILO	BAROTAC VIEJO	2,333
VI	ILOILO	BATAD	1,124
VI	ILOILO	BAROTAC NUEVO	2,010
VI	ILOILO	BINGAWAN	709
VI	ILOILO	CABATUAN	1,646
VI	ILOILO	CALINOG	2,566
VI	ILOILO	CARLES	4,927
VI	ILOILO	CONCEPCION	3,048
VI	ILOILO	DINGLE	1,647
VI	ILOILO	DUEÑAS	1,048
VI	ILOILO	DUMANGAS	2,381
VI	ILOILO	ESTANCIA	2,526
VI	ILOILO	JANIUAY	2,270
VI	ILOILO	LAMBUNAO	3,367
VI	ILOILO	LEMERY	1,634
VI	ILOILO	MAASIN	1,441
VI	ILOILO	MINA	770
VI	ILOILO	NEW LUCENA	605
VI	ILOILO	CITY OF PASSI	1,350
VI	ILOILO	POTOTAN	2,192
VI	ILOILO	SAN DIONISIO	2,459
VI	ILOILO	SAN ENRIQUE	1,681
VI	ILOILO	SAN RAFAEL	1,116
VI	ILOILO	SARA	2,282
VI	ILOILO	ZARRAGA	829
VI	NEGROS OCCIDENTAL	CADIZ CITY	6,232
VI	NEGROS OCCIDENTAL	ENRIQUE B. MAGALONA (SARAVIA)	1,983
VI	NEGROS OCCIDENTAL	CITY OF ESCALANTE	3,976
VI	NEGROS OCCIDENTAL	MANAPLA	2,177
VI	NEGROS OCCIDENTAL	SAGAY CITY	6,805
VI	NEGROS OCCIDENTAL	SILAY CITY	2,342

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM**

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REGION	PROVINCE	MUNICIPALITY	TOTAL NO. OF PANTAWID HHs (As of December 31, 2013)
VI	NEGROS OCCIDENTAL	CITY OF VICTORIAS	3,367
VII	CEBU	BANTAYAN	5,001
VII	CEBU	CITY OF BOGO	2,220
VII	CEBU	BORBON	1,799
VII	CEBU	DAANBANTAYAN	4,232
VII	CEBU	MADRIDEJOS	2,332
VII	CEBU	MEDELLIN	2,738
VII	CEBU	PILAR	684
VII	CEBU	PORO	1,245
VII	CEBU	SAN FRANCISCO	3,266
VII	CEBU	SAN REMIGIO	2,964
VII	CEBU	SOGOD	1,634
VII	CEBU	SANTA FE	1,947
VII	CEBU	TABOGON	2,297
VII	CEBU	TABUELAN	1,490
VII	CEBU	TUBURAN	3,860
VII	CEBU	TUDELA	491
VIII	BILIRAN	ALMERIA	484
VIII	BILIRAN	BILIRAN	589
VIII	BILIRAN	CABUCGAYAN	946
VIII	BILIRAN	CAIBIRAN	1,070
VIII	BILIRAN	CULABA	664
VIII	BILIRAN	NAVAL (Capital)	1,831
VIII	EASTERN SAMAR	BALANGIGA	902
VIII	EASTERN SAMAR	BALANGKAYAN	613
VIII	EASTERN SAMAR	GENERAL MACARTHUR	1,058
VIII	EASTERN SAMAR	GIPORLOS	901
VIII	EASTERN SAMAR	GUIUAN	2,958
VIII	EASTERN SAMAR	HERNANI	596
VIII	EASTERN SAMAR	LAWAAN	798
VIII	EASTERN SAMAR	LLORENTE	1,413
VIII	EASTERN SAMAR	MAYDOLONG	784
VIII	EASTERN SAMAR	MERCEDES	327
VIII	EASTERN SAMAR	QUINAPONDAN	1,002
VIII	EASTERN SAMAR	SALCEDO	1,302
VIII	LEYTE	ABUYOG	3,287
VIII	LEYTE	ALANGALANG	3,660
VIII	LEYTE	ALBUERA	2,423
VIII	LEYTE	BABATNGON	1,912
VIII	LEYTE	BARUGO	1,888
VIII	LEYTE	CITY OF BAYBAY	3,920
VIII	LEYTE	BURAUEN	2,738
VIII	LEYTE	CALUBIAN	2,265
VIII	LEYTE	CAPOOCAN	2,458
VIII	LEYTE	CARIGARA	2,932

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PANTAWID PAMILYANG PILIPINO PROGRAM**

**NUMBER OF PANTAWID PAMILYA HOUSEHOLDS IN AREAS
LOCATED WITHIN THE 50 KM RADIUS OF TYPHOON YOLANDA***

REGION	PROVINCE	MUNICIPALITY	TOTAL NO. OF PANTAWID HHs (As of December 31, 2013)
VIII	LEYTE	DAGAMI	2,183
VIII	LEYTE	DULAG	2,707
VIII	LEYTE	ISABEL	1,273
VIII	LEYTE	JARO	2,535
VIII	LEYTE	JAVIER (BUGHO)	1,663
VIII	LEYTE	JULITA	1,093
VIII	LEYTE	KANANGA	2,987
VIII	LEYTE	LA PAZ	1,423
VIII	LEYTE	LEYTE	3,114
VIII	LEYTE	MACARTHUR	1,456
VIII	LEYTE	MAHAPLAG	1,979
VIII	LEYTE	MATAG-OB	1,151
VIII	LEYTE	MATALOM	1,996
VIII	LEYTE	MAYORGA	1,367
VIII	LEYTE	ORMOC CITY	6,997
VIII	LEYTE	PALO	2,715
VIII	LEYTE	PALOMPON	1,996
VIII	LEYTE	PASTRANA	1,486
VIII	LEYTE	SAN ISIDRO	2,307
VIII	LEYTE	SAN MIGUEL	1,544
VIII	LEYTE	SANTA FE	1,510
VIII	LEYTE	TABANGO	2,364
VIII	LEYTE	TABONTABON	803
VIII	LEYTE	TACLOBAN CITY (Capital)	7,554
VIII	LEYTE	TANAUAN	2,746
VIII	LEYTE	TOLOSA	922
VIII	LEYTE	TUNGA	365
VIII	LEYTE	VILLABA	2,685
VIII	SOUTHERN LEYTE	SILAGO	540
VIII	SAMAR (WESTERN SAMAR)	BASEY	3,908
VIII	SAMAR (WESTERN SAMAR)	DARAM	4,042
VIII	SAMAR (WESTERN SAMAR)	MARABUT	1,289
VIII	SAMAR (WESTERN SAMAR)	SANTA RITA	3,140
VIII	SAMAR (WESTERN SAMAR)	TALALORA	755
VIII	SAMAR (WESTERN SAMAR)	VILLAREAL	2,501
CARAGA	DINAGAT ISLANDS	LORETO	820
TOTAL			342,007

*Note: DROMIC Data - List of Areas; 31 Dec. 2013 Pantawid Database - Number of HHs

APPENDIX 22

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE

NAC RESOLUTION NO. 22
Series of 2014

**A Resolution Amending NAC Resolution No. 3 Series of 2010 known as "4Ps
Additional Policy on Updating Basic Information of Household Beneficiaries"**

Whereas, as stated in the NAC resolution No. 3 also known as "4Ps Additional Policy on Updating of Basic Information of Household beneficiaries", item No. 1 that *"Household Beneficiaries transferring to other municipality, city or region areas as a result of new opportunities shall be required to undergo another household assessment to ensure that the household's poverty standing has not changed due to the transfer"*

Whereas, all registered households who transferred residence to other city/municipalities were re-assessed using the **Proxy Means Test (PMT)** model to check if they are still considered as "poor" in the area they transferred (below the provincial poverty threshold of the receiving area).

Whereas, in 2012 the program revised the implementing procedures in updating of change address to other municipalities, to involve the City/Municipal Advisory Committee (C/MAC) in determining the status of the beneficiaries who transferred address, regardless whether the result of the re-assessment is "poor" or "not poor".

Whereas, the program observed that due to the tedious processes involving updating of change of address of households that transferred residence, the households are deprived of program assistance while the update is being processed.

Whereas, the NAC recognizes that to be able to sustain the effects of the program in the lives of the household beneficiaries, there is a need to streamline the processing of updates on transactions specifically on the monitoring of compliance of the beneficiaries to their new address.

Whereas, the program acknowledges the assumption that household beneficiaries that transferred residence within Pantawid Pamilya program areas are still considered as "poor" and eligible to the Program, unless there is a contestation of eligibility filed for the concerned household.

Wherefore, it is hereby **Resolved** by the members of the NAC in a meeting assembled, to amend the policy on households who transferred residence to other

municipality to remove the **re-running of the PMT**, and replace it with **social case study of the responsible City/Municipal Link** focusing on the following to establish eligibility of the household into the Program:

1. The household is certified registered household beneficiary of the Program.
2. Concerned household beneficiary still have eligible member in the family roster, having 0-18 children or pregnant member in the household.
3. Have no pending grievance complaint concerning eligibility from all program areas.
4. The household has not yet graduated from the program.

The abovementioned criteria shall now be the basis of the program in determining if the household that transferred residence is still eligible into the program. All updates transactions are subject for approval of the DSWD Regional Director.

Adopted this 23rd day of October, Two Thousand and Fourteen, in Surigao City.


CORAZON-JULIANO-SOLIMAN

Secretary

Department of Social Welfare and Development


RIZALINO D. RIVERA
Undersecretary
Department of Education

ENRIQUE T. ONA
Secretary
Department of Health

ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment

ARSENIO M. BALISACAN
Secretary
National Economic and Development
Authority

LUZ M. CANTOR
Undersecretary
Department of Budget and
Management


AUSTERE A. PANADERO
Undersecretary
Department of the Interior
and Local Government

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People

PATRICIA B. LUNA
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Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 23

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 23
Series of 2014

Mandatory Attendance of Couples to Specific Sessions in Modules 2.1 and 2.2
of the Family Development Sessions

WHEREAS, the Philippine Government ratified the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), a human rights treaty which mandates States Parties to take all appropriate measure to eliminate discrimination against women in all matters relating to marriage and family relations.

WHEREAS, Republic Act No. 9710 or the Magna Carta of Women expounds that the state affirms the role of women in nation building and ensure the substantive quality of women and men. Further, the state shall promote the empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome.

WHEREAS, Republic Act No. 8972 otherwise known as the Solo Parents' Welfare Act of 2000 defines solo parents and develops a comprehensive program of services for solo parents and their children, of which the program has more or less 273,436 solo parent beneficiaries.

WHEREAS, Republic Act No. 10354, known as The Responsible Parenthood and Reproductive Health Act of 2012, recognizes and guarantees the human rights of all persons including their right to equality and non-discrimination of these rights, the right to sustainable human development, the right to health which includes reproductive health, the right to education and information, and the right to choose and make decisions for themselves in accordance with their religious convictions, ethics, cultural beliefs, and the demands of responsible parenthood.

WHEREAS, Article 71 of the Executive Order No. 209 or the Family Code of the Philippines provides that 'the management of the household shall be the right and duty of both spouses'.

WHEREAS, Administrative Order No. 16, series of 2008, entitled Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program, provides cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty;

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

WHEREAS, attendance to Family Development Sessions (FDS) is one of the program conditionalities before providing grants to the household grantees' in order to enhance parental roles. Module 2.1 and Module 2.2 of the *Gabay sa Pagpapaunlad ng Pamilyang Pilipino* describes the specific session flow of the conduct of FDS for topics such as gender equality and equity, responsible parenthood and family planning.

WHEREAS, attendance in Module 2.1 of the FDS is one of the recommendations from the Field Visit of the National Advisory Committee at San Narciso, Quezon last October 9 to 11, 2013.

WHEREAS, enjoining both the husband and the wife to attend Modules 2.1 and 2.2 of the FDS will provide opportunity for both spouses to be knowledgeable about family concerns on equality, equity, responsible parenthood and family planning. This is in further pursuance to the principle that gender equality and equity plays a crucial role in development.

WHEREAS, the 17 Regional Advisory Committees agreed in requiring both the husband and wife to attend the discussion on Gender Sensitivity and Responsible Parenthood.

NOW THEREFORE, be it resolved as it is hereby resolved by the members of the NAC to approve the following policies:

1. The two (2) sessions in Module 2.1 Paksa 1 (*Pantay na Pagtitinginan ng Mag-asawa*) shall be merged into one (1) session only. Also, the four (4) sessions in Module 2.2 Paksa 1 (*Pagsisimula at Pagbubuo ng Pamilya*) shall also be merged into one (1) session only, giving emphasis on the Family Planning methods.
2. Couples shall be required to attend the discussions of Module 2.1 Paksa 1 and Module 2.2 Paksa 1 of the Family Development Sessions which include topics on Family Planning, Responsible Parenthood and Gender Sensitivity. Absence of the husband and/or wife in the discussion of the said modules would mean non-compliance with the FDS conditionality for the corresponding month.
3. If the grantee is a grandparent of the child and is still in the reproductive age, presence of both husband (grandfather) and wife (grandmother) shall still be required. However, if the grantee is not in her reproductive age anymore, is a guardian, a widow/widower and/or solo parent, his/her presence would suffice and shall be considered for compliance.
4. Module 2.1 Paksa 2 (*Maayos na Relasyon ng Magulang at Anak*) shall not require the attendance of both parents but it shall be encouraged.
5. Sessions discussing Module 2.1 Paksa 1 and Module 2.2 Paksa 1 are encouraged to be conducted on weekends to ensure that there will be no conflict with the livelihood activities of the parent beneficiaries.
6. The Local Government Unit (LGU) Links, Social Welfare Assistants (SWA), and the Population Officers shall assist the City/Municipal Links in the said sessions through facilitation especially in finalizing arrangements on attending to the children beneficiaries while the parents are on the actual sessions.
7. The Commission on Population and the Pantawid Pamilya staff shall work together in informing the beneficiaries that the attendance to sessions on Module 2.1 Paksa 1 and Module 2.2 Paksa 1 is required for both parents for them to be aware of its importance. The

schedule of the FDS on the said topics should be scheduled at least one month in advance to give grace period for the parent beneficiaries vis-à-vis their work/livelihood activities.

8. The Commission on Population, through the City/Municipal Population Officers, shall assist the City/Municipal Link in facilitating and delivering the actual sessions to the beneficiaries following the standard flow and methodology as stipulated in the Memorandum Circular 02: Guidelines on the Implementation of the Family Development Sessions in the Pantawid Pamilyang Pilipino Program.
9. The City/Municipal Link and the City/Municipal Population Officer shall abide by the condensed Session Guides in the Gabay sa Pagpapaunlad ng Pamilyang Pilipino (Enhanced FDS Manual). Resource Persons for the sessions may also be tapped considering that they will be qualified based on the criteria set forth which can be found in the Session Guides.
10. The Commission on Population, through the City/Municipal Population Officers, shall also assist the City/Municipal Links in monitoring the attendance of both couples to Module 2.1 and 2.2.
11. The City/Municipal Link and the City/Municipal Population Officer shall refer to any local service provider, such as Municipal Health Office and Rural Health Unit staff for couples who would like to get more in-depth information on the Family Planning methods appropriate and acceptable to the couple.
12. Mandatory attendance of both spouses shall be indicated in the Oath of Commitment as a conditionality of the program to be complied with by the beneficiaries. Non-compliance of both spouses for the required FDS sessions shall mean non-receipt of the cash grant for health for the monitoring period.

Adopted this 26th day of November, Two Thousand and Fourteen in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

RIZALINO D. RIVERA
Undersecretary
Department of Education

DR. JANETTE L. GARIN
Acting Secretary
Department of Health

ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment

ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority

LUZ M. CANTOR
Undersecretary
Department of Budget and Management

AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local
Government

FLORENCIA C. DOROTAN
Undersecretary
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MARIA BERNARDITA T. FLORES
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Chairperson
National Commission on Indigenous People

PATRICIA B. LUNA
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 24

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE

NAC RESOLUTION NO. 24
Series of 2015

A Resolution in Bringing Pantawid Pamilya Children Back to School

Whereas, Pantawid Pamilyang Pilipino Program is one of the flagship programs of the National Government as strategy to help in alleviating extreme poverty in the country by: 1) providing cash grants to help in day-to-day expenses of the household beneficiaries 2) to invest in human capital mainly on the education and health of children;

Whereas, one of the strategies of the program to break the inter-generational cycle of poverty is to ensure that the children in the household beneficiaries of the program are able to attend school regularly, and finish at least secondary education to give these children a fighting chance to become more productive members of the community;

Whereas, during the course of program implementation in 2012 and careful analysis of the data of children enrolled in the program, it was found out that there are children who are not attending school. These children, although enrolled ~~to~~ in the program, are not able to fully utilize the benefits of the program since they are not attending school;

Whereas, upon validation on the cases of these children not attending school, the program was able to identify several reasons that hinder the children beneficiaries ~~to~~ from attending ~~to~~ school, such as:

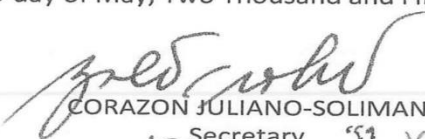
- **Distance** – the education facility is more than 5km away from the residence of the beneficiary
- **Inaccessible** – the beneficiary is having difficulty in accessing the education facility in the area due to terrain that makes it difficult for the children beneficiaries to access the facility
- **Supply-Side** – there are no existing education facility in the area
- **Sickly** – the beneficiary is having difficulties in attending school due to health conditions
- **Working** – the child is not attending school because he/she is engaged in income generating activity
- **Disability** – the child has difficulty in attending school due to disability
- **Bullied** – the child is not interested to go to school because they are being bullied in school
- **Financial** – despite the assistance being provided by the Pantawid Program the parents of these children still do not have enough means to send all their children to school
- **Sibling Care** – children are taking care of their younger siblings.
- **Moved out** – the children are not residing in the household/s anymore
- **Parent's Decision** – the parents of the children decided not to send their children anymore to school due to number of reasons

Whereas, to be able to ensure the effective implementation of the program and to bring these children back to school, the **National Advisory Committee (NAC)** recognizes that a collaborative effort between the concerned **National Government Agencies (NGA's)** is needed to monitor the progress and welfare of these children;

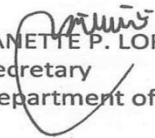
Wherefore, **Resolved** as it is hereby resolved by the members of the NAC in a meeting assembled, to formalize the agreements as follows:

1. For the Department of Education (DepEd) to help the Department of Social Welfare and Development (DSWD) in identifying reasons why children-beneficiaries are not attending school, with the use of the Learners' Reference Number (LRN) and Learners' Information System (LIS), the two agencies would be able to monitor more efficiently the status of the children-beneficiaries enrolled in the Program, and locate children who moved out of their residence ensuring that they are still attending school in their current location;
2. For DepEd, DSWD and Department of the Interior and Local Government (DILG) to further evaluate the supply-side demands for education in Pantawid Pamilya areas especially in areas with high incidence of non-attendance in school due to supply-side gaps (Distance, Inaccessibility, Supply-Side), and provide immediate and appropriate interventions to resolve the issue in the area (i.e. provision of Alternative Delivery Mode (ADM)/Alternative Learning System (ALS), provision of dormitories to children residing in far flung areas, among others);
3. For DepEd, DILG, DSWD and Department of Health (DOH) to look into the cases of children-beneficiaries having difficulty in attending school due to health related reasons or conditions, and provide immediate and appropriate interventions to help ensure that they are able to attend school/receive education;
4. For DepEd, DILG and DSWD to address and eliminate the incidence of bullying especially for Pantawid Pamilya beneficiaries and help those who are victims of bullying in schools, to encourage them back to school and ensure they are protected from such acts of violence, abuse or discrimination;
5. For the DepEd to collaborate with DSWD and/or the Department of Labor and Employment in reaching out to the Parents who opted to not send their children in school for economic reasons, and provision of immediate and appropriate intervention to these families to help in bringing these children back to school;
6. As part of the commitment of the NAC on the matter, regular updating and monitoring of these concerns shall be one of the major agenda in the regular meetings of the City/Municipal and Provincial Advisory Committees (C/M/PAC) up to the Regional Advisory Committee (RAC) and eventually to NAC to continually monitor the status of these beneficiaries and provision of immediate intervention on these cases.

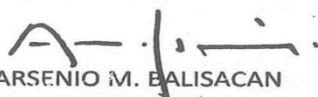
Adopted this 29 day of May, Two Thousand and Fifteen, in Quezon City.



CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development

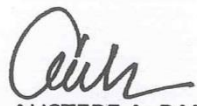
BR. ARMIN A. LUISTRO, FSC
Secretary
Department of Education

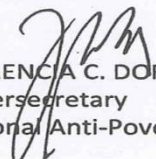

JANETTE P. LORETO-GARIN
Secretary
Department of Health

ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment


ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority


LUZ M. CANTOR
Undersecretary
Department of Budget and Management


AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local
Government


FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission

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Assistant Secretary
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Chairperson
National Commission on Indigenous People

PATRICIA B. LUNA
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 25

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 25
Series of 2015

Data Sharing Among National Advisory Committee Agency Members

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

WHEREAS, Republic Act No. 10173 also known as the “Data Privacy Act of 2012”, recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information on information and communications systems in the government and in the private sector are secured and protected;

WHEREAS, Executive Order No. 221 mandates the Department of Social Welfare and Development (DSWD) to assist local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people’s organizations (POs), and members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and will empower disadvantaged individuals, families, and communities for an improved quality of life, as well as implement statutory and specialized programs, which are directly lodged with the Department and/or not yet devolved to LGUs;

WHEREAS, the DSWD maintains the database of the *Pantawid Pamilya* beneficiaries;

WHEREAS, DSWD Guidelines on Data Sharing of *Pantawid Pamilyang Pilipino Program* (May 2013) outline the guidelines that are deemed necessary to address the requirement for proper data management and to ensure a systematic data sharing about *Pantawid Pamilya*. The guidelines were developed to regulate data sharing for *Pantawid Pamilya*;

WHEREAS, in several occasions and as agreed upon during the 8th Regional Director’s Consultation Workshops (RDCW) on February 17-21, 2014, the agency members of the NAC requested for the list of *Pantawid Pamilya* beneficiaries and their profile to provide necessary support services for the success of the program;

WHEREAS, there is a need to carefully manage and grant access to data in a transparent manner to all qualified requesting parties;


WHEREAS, such access should be subject to the set limitations to safeguard privacy of the beneficiaries, data security, and data misappropriation;

NOW THEREFORE, be it resolved as it is hereby resolved, the members of the NAC agree and approve the following provisions based on the DSWD data sharing guidelines:

1. The Department of Social Welfare and Development (DSWD) shall:
 - a. Provide the agency members of the NAC with the data about the *Pantawid Pamilya* Pilipino Program based on the data requirements and timeframe as specified in this Resolution under "Annex A" provided that only the agency members of the NAC will use the said data;
 - b. Provide the agency members of the NAC, subject to the DSWD's implementation of the online Data Sharing Project (Open Data Philippines), with secured access from the *Pantawid Pamilya* database; and
 - c. Provide the agency members of the NAC with technical assistance if and when so desired and/or requested.
2. The Department of Health (DOH) shall provide the DSWD with the following:
 - a. Data on health facilities and nationwide mapping of these health facilities that can be matched with the *Pantawid Pamilya* database on Supply Side Assessment;
 - b. List of health facilities per region, province, municipalities along with each of the facility's name and address;
 - c. Number of health workers by sex reporting to each health facility;
 - d. Availability of health services per health facility for infants, children, and pregnant women (i.e. immunization, pre-and post-natal check-up, birth delivery, growth monitoring and promotion, family planning classes).
3. The Department of Education (DepEd) shall provide the DSWD with the following:
 - a. Data on Enhanced Basic Education Information System (E-BEIS) that can be matched with the *Pantawid Pamilya* database on Supply Side Assessment, Compliance Verification, and Beneficiary Data Management;
 - b. List of schools per region, province, municipalities, division legislative district along with each of the schools' ID/Code, school name and school address;
 - c. List of children by sex enrolled in schools per grade level and per school year per:
 - 1.1 *Pantawid Pamilya* beneficiaries enrollees
 - 1.2 Total number of enrollees
 - d. List of formal and non-formal school facilities in private and public sector;
 - e. List of accredited schools or learning centers which provides Alternative Learning System (ALS) and Alternative Delivery Mode (ADM).
4. All other agency members of the NAC namely Council for the Welfare of Children (CWC), Department of Budget and Management (DBM), Department of Education (DepEd), Department of Interior and Local Government (DILG), Department of Health (DOH), Commission on Population (PopCom), National Nutrition Council (NNC), Department of Labor and Employment (DOLE), National Anti-Poverty Commission (NAPC), National Commission on Indigenous Peoples (NCIP), National Economic and Development Authority (NEDA), Philippine Commission on Women (PCW), and their attached agencies shall;

- a. Provide the DSWD with the complete list of their data requirements and timeframe as to when the said data will be required;
 - b. Acknowledge source of data (i.e. Pantawid Pamilyang Pilipino Program NPMO, DSWD, DepEd, DOH) in all presentations and/or publications;
 - c. Prohibit unauthorized sharing, publishing, or duplication of the data in whole or in part provided in any manner for any other purpose;
 - d. Ensure the confidentiality and use of requested data only for purposes agreed upon;
 - e. Provide feedback on data utilization within one month after the use of the data; and
 - f. Integrate *Pantawid Pamilya*, whenever applicable, in its program implementation design, policy development, and/or social marketing activities, highlighting/emphasizing the use of the *Pantawid Pamilya* database in identifying beneficiaries of social protection programs and/or projects.
5. *Penalties.* Any breach/unauthorized use and access of the data referred to in this Resolution shall be subject to the pertinent provisions of the Data Privacy Act of 2012 and other applicable laws.


Adopted this 20th of May, Two Thousand and Fifteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
 Secretary
 Department of Social Welfare and Development


BR. ARMIN A. LUISTRO, FSC
 Secretary
 Department of Education

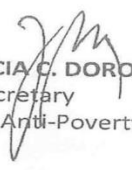

JANETTE P. LORETO-GARIN
 Secretary
 Department of Health

ROSALINDA DIMAPILIS-BALDOZ
 Secretary
 Department of Labor and Employment


ARSENIO M. BALISACAN
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 National Economic and Development Authority


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Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

List of Variables in Pantawid Pamilya Database

Table Name: List of household beneficiaries

Description: It contains the list of information of household grantees

Variable	Description
Member ID	individual identifier of the beneficiary
Household ID	household identifier
First Name	first name of grantee
Middle Name	middle name
Last Name	last name
Set	Phase of expansion when the HH is enrolled
PSGC	barangay code
Barangay	Address of HH/grantee
Municipality	
Province	
Region	

Table Name: Household Roster

Description: It contains the list of all household members

Variable	Description
Member ID	individual identifier of the beneficiary
Household ID	household identifier
First Name	first name
Middle Name	middle name
Last Name	last name
Extension Name	extension
Relation_to_Head	relationship to head
Birthday	birthdate
Marital Status	marital status
Single Parent	flag if single parent (1 - YES, 0 - NO)
Gender	sex (1- MALE, 2 - FEMALE, 3 - Not Applicable)
Pregnant	flag if pregnant (1 - YES, 2 - NO, 3 - Not Applicable, 4 - Delivered)
Type of Health Center	health center type
Name of HC	health center code
Attending School	flag if attending school (1 - YES, 2 - NO, 3 - Not Applicable)
Type of School	type of school
Name of School	school id
Educational Attainment	highest educational attainment
Occupation	occupation for set 2 onwards
Occupation Old	occupation for set 1 and pre-pilot
Individual Status	status of individual
Disabled	flag if bene has disability (1 - YES, 2 - NO)
Child Grantee	flag if child is grantee (1 - Yes, 0 - NO)

Table Name: Socio Economic Information

Description: It contains the socioeconomic characteristics of Households

Variable	Description
Household ID	household ID assigned by NHTS
Roofing Material	type of roofing material
Wall Material	type of wall materials
Type of House	type of house
Tenure Status	status of tenureship
Type of Toilet Facilities	type of toilet facility
Electricity	defines if household has electricity: -1=missing value in HAF from NHTS; 0=default; 1=Yes; 2=No;
Water Supply	defines the household's water supply
television	defines if the household has television: 0=default; 1=Yes; 2=No;
video	defines if the household has video player: 0=default; 1=Yes; 2=No;
stereo	define if the household has stereo: 0=default; 1=Yes; 2=No;
ref	defines if the household has refrigerator: 0=default; 1=Yes; No;
washing machine	defines if the household has washing machine: 0=default; 1=Yes; 2=No;
aircon	defines if the household has aircon: 0=default; 1=Yes; 2=No;
sala set	defines if the household has sala set: 0=default; 1=Yes; 2=No;
dining	defines if the household has dining set: 0=default; 1=Yes; 2=No;
vehicle	defines if the household has automobile: 0=default; 1=Yes; 2=No;
phone	defines if the household has telephone of any kind: 0=default; 1=Yes; 2=No;
pc	defines if the household has computer: 0=default; 1=Yes; 2=No;
microwave	defines if the household has microwave oven: 0=default; 1=Yes; 2=No;
motorcycle	defines if the household has motorcycle: 0=default; 1=Yes; 2=No;
ofw	If any family member works abroad, how often does he/she send money to the household referenced from lib ofw remittance
head	relationship of any family member/s working abroad is head: 0=none; 1=yes; 2=no;
spouse	relationship of any family member/s working abroad is spouse: 0=none; 1=yes; 2=no;
child	relationship of any family member/s working abroad is child: 0=none; 1=yes; 2=no;
sibling	relationship of any family member/s working abroad is sibling: 0=none; 1=yes; 2=no;
in law ofw	relationship of any family member/s working abroad is in laws: 0=none; 1=yes; 2=no;
grandchild	relationship of any family member/s working abroad is grandchild: 0=none; 1=yes; 2=no;
parent	relationship of any family member/s working abroad is parent: 0=none; 1=yes; 2=no;
disability	type of disability does a household member have, if any.
displacement	if any member of the household has ever experienced displacement, what is the cause.
scholarship	programs and services has any household member received from any government agency, LGU or NGO. If scholarship: 1=Yes; 2=No;
day care	programs and services has any household member received from any government agency, LGU or NGO. If Day Care Service / ECCD: 1=Yes; 2=No;
feeding	programs and services has any household member received from any government agency, LGU or NGO. If Supplemental Feeding: 1=Yes; 2=No;
rice	programs and services has any household member received from any government agency, LGU or NGO. If Subsidized Rice: 1=Yes; 2=No;
philhealth	programs and services has any household member received from any government agency, LGU or NGO. If PhilHealth: 1=Yes; 2=No;
livelihood	programs and services has any household member received from any government agency, LGU or NGO. If Skills / Livelihood Training: 1=Yes; 2=No;
housing	programs and services has any household member received from any government agency, LGU or NGO. If Housing: 1=Yes; 2=No;
microedit	programs and services has any household member received from any government agency, LGU or NGO. If Microcredit : 1=Yes; 2=No;
self employment	programs and services has any household member received from any government agency, LGU or NGO. If Self-Employment Assistance: 1=Yes; 2=No;
cash_transfer	programs and services has any household member received from any government agency, LGU or NGO. If Pantawid Pamilyang Pilipino Program: 1=Yes; 2=No;
other	programs and services has any household member received from any government agency, LGU or NGO. If Other Cash Transfer Program: 1=Yes; 2=No;
no services	programs and services has any household member received from any government agency, LGU or NGO. If Housing: 1=Yes; 2=No;
IP	Household is part of an Indigenous People group: -1=missing; 0=default; 1=Yes; 2=No;

Table Name: Payroll History

Description: It contains the payment history of households

Variable	Description
Household ID	Household ID
Payment Mode	Payment Mode
Month	Month Payroll is for (1-12)
Year	Year Payroll is for (yyyy)
Health Amount	Health Amount
Educ Amount	Educ Amount for 6-14yrs
Educ Amount for 3 to 5	Educ Amount for 3-5yrs
Payment Status	Payment Status

Table Name: Child-beneficiaries

Description: It contains the list of household members eligible for cvs monitoring

Variable	Description
Member ID	entry id of beneficiary
Household ID	household id
First Name	first name
Middle Name	middle name
Last Name	surname
Extension Name	jr, sr, etc.
Educ Bene	if eligible for cvs education grant
Health Bene	if eligible for cvs health monitoring
Grantee	if beneficiary is the household grantee

APPENDIX 26

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 26
Series of 2015

Amendment to NAC 13
Handling of Compliance Verification in cases of
State of Calamity, Disaster, Complexity and other Exceptional Cases

Whereas, the Pantawid Pamilyang Pilipino Program's National Advisory Committee (NAC) is the highest policy making inter-agency body that provides policy directions and guidance on matters pertinent to Pantawid program implementation;

Whereas, the Compliance Verification is one of the core systems of the Pantawid Pamilyang Pilipino Program designed to provide regular feedback on the beneficiaries' status relative to compliance with the conditionalities prescribed in the program which serves as a basis for periodic payment of grants to household beneficiaries;

Whereas, the state of calamity, disaster, or complex emergencies herein referred to are harmonized with Republic Act No. 10121 entitled "Philippine Disaster Risk Reduction and Management Act of 2010, strengthening The Philippine Disaster Risk Reduction And Management System, Providing For The National Disaster Risk Reduction And Management Framework And Institutionalizing The National Disaster Risk Reduction And Management Plan;

Whereas, in the occurrence of events which are beyond the control of the program, therefore rendering the beneficiaries unable to comply to conditionalities against their will, the beneficiaries are deemed compliant with the program conditions;

Whereas, DSWD is implementing a mechanism to proactively address the payment concerns of households that were unable to receive grants caused by non-updating of school facilities of children selected for Education monitoring. To facilitate the retroactive payment process, there will be validation process to confirm their previous compliance records. Once compliance to program conditionalities are validated, corresponding payments will be processed and released to the concerned beneficiaries. This is to lessen if not totally eradicate the filling of unpaid grants related grievance cases;

Whereas, in the course of the implementation of the Enhanced End-to-end Retroactive Payment Application (**E2E retro**) there were cases of beneficiaries whose records were washed out and are no longer available or for the validation of compliance due to the severe calamities that struck after the concerned monitoring period;

Whereas, in view of the foregoing, the members of the NAC recognizes the need to include cases so that concerned beneficiaries will be able to receive grants for the concerned retro able period/s. This will help them cope financially with the drastic effects of the calamity;

Now therefore, be it **RESOLVED** as it is hereby resolved by the members of the NAC in a meeting assembled on 20 May 2015, to approve the following policies:

1. The Amendment of NAC 13.s of 2013, "Inclusion of cases of unavailability of school records to validate compliance of the concerned beneficiaries due the calamity which destroyed the school records of concerned beneficiaries which are drastically affected by calamities. These cases will be included in the provisions under the Exceptional Cases to read as follows:

"XXX

I. Circumstances Considered

D1. "Exceptional cases "are those that are NOT declared by National Disaster Risk Reduction Management Council as State of Calamity/ Complex Emergency or Disaster cases but have equivalent adverse effect on the implementation of the program. The exceptional cases prevent the program implementers or beneficiaries to comply beyond their will with the requirements of the program, such as:

1. Regular and continuous heavy rains but are not declared as state of calamity or disaster areas which render the facility inaccessible;
2. Facilities used as evacuation centers by the adjacent areas declared as state of calamity, disaster, or complex emergencies;
3. The only way going to and from that unaffected area is through a state of calamity, disaster, or complex emergency – declared area;
4. Shortage of manpower when program implementers of unaffected areas are summoned to prioritize helping areas declared as state of calamity, disaster, or complex emergencies;
5. Administrative reasons that prevent the school, health or DSWD facility or personnel from accomplishing their duties;
6. Renovation of facilities or transitory fixes;
7. Resignation, illness, death, leave of absence, and similar cases that will trigger non-performance of duties of the lone educational or health facility worker in a remote education facility where no immediate replacement was provided that caused stoppage of service; and
8. Other justifiable causes that prevent the implementers and beneficiaries to comply with the requirements of the program

D2. "Exceptional cases "shall also include cases of unavailability of school records to validate compliance of the concerned beneficiaries due the calamity which destroyed the school records of concerned beneficiaries which are drastically affected by calamities (Typhoon, earthquake or any other justifiable causes that are hampering the verification of previous compliance data from the school/health facility for the processing retro payments of the concerned beneficiaries.

II. Procedures

- b. Handling of compliance verification for exceptional cases

Additional Procedure for retro payment process

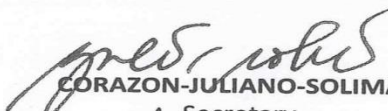
1. Request for the waiving of the compliance records / accomplishment of Retro Form of the affected beneficiaries can ONLY be facilitated by NPMO-CVD upon receipt and verification of the following:

Request from the concerned Field Office/s together with necessary documents/certification:


- Certification from the Deped Division /Central Office/Health Facility stating that school / health center visit records can no longer be provided nor rebuilt due to calamity, disaster, or complex emergency;
 - Certification from the concerned school / health center facility attesting that the concerned beneficiaries were enrolled in that facility during the concerned period;
2. On the basis of the submitted request and necessary documentations/ certification, the Pantawid program will waive the compliance records / accomplishment of Retro Form of the affected beneficiaries, thus, concerned beneficiaries under these cases will be eligible for the retro payments for the concerned retro able months.

XXX"

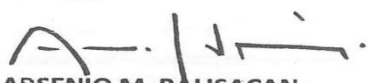
Adopted this 20th day of May, Two Thousand and Fifteen, in Quezon City.


CORAZON-JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development


BR. ARMIN A. LUISTRO, FSC
Secretary
Department of Education

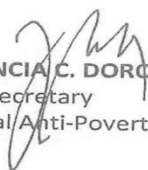

JANETTE P. LORETO-GARIN
Secretary
Department of Health

ROSALINDA DIMAPILIS-BALDOZ
Secretary
Department of Labor and Employment


ARSENIO M. BALISACAN
Secretary
National Economic and Development Authority


LUZ M. CANTOR
Undersecretary
Department of Budget and Management


AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local Government



FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission

MARIA BERNARDITA T. FLORES
Assistant Secretary
National Nutrition Council

JUAN ANTONIO A. PEREZ III
Executive Director
Commission on Population

LEONOR T. ORALDE QUINTAYO
Chairperson
National Commission on Indigenous People

PATRICIA B. LUNA
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 27

Department of Social Welfare and Development
PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL ADVISORY COMMITTEE (NAC)

NAC Resolution No. 27
Series of 2015

Implementation of Family-Based Conditional Cash Transfer
(Pantawid Pamilyang Pilipino Program)

WHEREAS, Administrative Order No. 16, series of 2008, entitled Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program (Pantawid Pamilya), provide cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty;

WHEREAS, the provision of cash grants has significant impact of keeping the poverty levels from worsening, as indicated by the official estimate of the magnitude of extremely poor household which has remained at around 1.60 million from 1991 to 2012 (Albert, 2014);

WHEREAS, the income of beneficiaries increased to a level closer to the poverty line and poverty rates would have further worsened without the implementation of Pantawid Pamilyang Pilipino Program;

WHEREAS, to sustain the gain of household beneficiaries from the program, there is a need to develop strategies that will make the growth more inclusive;

WHEREAS, the *Pantawid Pamilya* National Advisory Committee (NAC) is the highest policy-making inter-agency body that provides policy directions and guidance on matters pertinent to program implementation;

WHEREAS, as part of its role of higher level policy coordination and ensuring effective and efficient program implementation, the NAC deliberated to extend the program coverage of the Pantawid Pamilyang Pilipino Program from household-based to family-based implementation in view of the following considerations:

- Pantawid Pamilya promotes human capital accumulation through the condition of children staying in school and keeping children healthy. The accumulation of human capital is necessary to break the intergenerational poverty and make the growth more inclusive.
- Pantawid Pamilya helps create an effective and secure financial state of family through the provision of grants in the condition of compliance to school attendance, availment of health services, and attendance to Family Development Sessions,

- Pantawid Pamilya household may be composed of several families and thus may delimit the coverage of intended beneficiaries of Pantawid Pamilya.
- Pantawid Pamilya will cover families to cover more children to be monitored to stay in school and be given grants that will eventually add to the increase in human capital;

WHEREAS, in view of the foregoing, the members of the NAC recognize the need to implement a family-based Conditional Cash Transfer to further pursue the rights of the children.

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, the National Advisory Committee to implement a Family-Based Conditional Cash Transfer, given the following compositions of a family:

- Father and/or Mother with unmarried children related by blood or law,
- Grandfather and/or Grandmother with unmarried abandoned or orphaned minor grandchildren related by blood or law,
- Auntie and/or Uncle with unmarried abandoned or orphaned minor niece and/or nephew related by blood or law,
- Brother and/or sister of legal age with unmarried orphaned or abandoned minor brothers/sisters related by blood or law,

Adopted this 24th day of June, Two Thousand and Fifteen, in Quezon City.


CORAZON JULIANO-SOLIMAN
 Secretary
 Department of Social Welfare and Development

RIZALINO D. RIVERA
 Undersecretary
 Department of Education

JANETTE P. LORETO-GARIN
 Secretary
 Department of Health

ROSALINDA DIMAPILIS-BALDOZ
 Secretary
 Department of Labor and Employment

ARSENIO M. BALISACAN
 Secretary
 National Economic and Development Authority

LUZ M. CANTOR
Undersecretary
Department of Budget and Management

AUSTERE A. PANADERO
Undersecretary
Department of the Interior and
Local Government

FLORENCIA C. DOROTAN
Undersecretary
National Anti-Poverty Commission

MARIA-BERNARDITA T. FLORES
Assistant Secretary
National Nutrition Council

JUAN ANTONIO A. PEREZ III
Executive Director
Commission on Population

LEONOR T. ORALDE-QUINTAYO
Chairperson
National Commission on Indigenous Peoples

PATRICIA B. LUNA
Executive Director
Council for the Welfare of Children

EMMELINE L. VERZOSA
Executive Director
Philippine Commission on Women

APPENDIX 28

Joint Memorandum Circular No.01

REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO. 01 SERIES OF 2008

**SUBJECT Defining the Institutional Arrangements for the Implementation,
Monitoring and Evaluation of the Pantawid Pamilyang Pilipino
Program (4Ps)**

1. Purpose

- 1.1.** To clarify and delineate the specific roles and functions of the National Advisory Committee and its regional counterpart;
- 1.2.** To specify the roles and responsibilities of the partner agencies to ensure availability of supply on health and education as main conditionality under the Program; and
- 1.3.** To define and strengthen the coordination, complementation and convergence of all concerned agencies

2. Statement of Policies

2.1. Pursuant to the thrusts of the Millennium Development Goals (MDG) in alleviating poverty, the Philippines is committed to pursue the following goals:

- a. Eradicate Extreme Poverty and Hunger
- b. Achieve Universal Primary Education
- c. Reduce Child Mortality
- d. Improve Maternal Health and Promote Gender Equality

2.2. In line with the country's commitment in meeting the MDGs, the national government agencies were enjoined to work together through sharing of resources, technology and expertise

3. Roles and Responsibilities

3.1. Implementing Agencies

Implementing agencies is tasked to ensure the efficient and effective delivery of the Program, thus the following roles and responsibilities are defined:

3.1.1. Department of Social Welfare and Development (DSWD)

DSWD as lead agency shall

- a. Oversee and coordinate the implementation, monitoring and evaluation of the Program
- b. Chair the Advisor Committee at the national level,
- c. Jointly conduct assessment of supplies for health and education in partnership with concerned agencies;
- d. Identify target areas based on the existing data and select potential beneficiaries;
- e. Forge agreements with the LGUs to ensure availability of the supply side;

3.2.1. Department of Budget and Management (DBM)

The DBM as instrument in the achievement of the national socio-economic and political development goals shall:

- a. Ensure representation in the Advisory Committee at the national level;
- b. Ensure sound, efficient and effective management and utilization of government resources and World Bank grant consistent with existing budgeting, accounting and auditing rules and regulations; and
- c. Assist the DSWD in the preparation of a Budget Operation Manual for the Program to improve and systematize methods, techniques and procedures employed in budget operation, preparation, authorization, execution and accountability.

3.2.2. National Economic and Development Authority (NEDA)

The NEDA as the national planning body for program development shall:

- a. Ensure representation in the Advisory Committee at the national, level;
- b. Ensure that plans and implementation will enable the Program to achieve its goals of contributing to the attainment of the country's commitment to the MDG and the Medium Term Development Plan;
- c. Assist in resource generation and monitoring and evaluation of the program implementation.

3.2.3. National Anti-poverty Commission (NAPC)

The NAPC as the "coordinating and advisory body" that exercises oversight functions in the implementation of the Social Reform Agenda shall:

- a. Ensure representation in the Advisory Committee at the national, level;
- b. Provide data/statistics on poor families, nationwide; and
- c. Help monitor Program operations at the regional level.

4. Mechanics and Procedures

4.1. National Advisory Committee

4.1.1. Composition

4.1.2. Function

4.2. Regional Advisory Committee

4.2.1. Composition

- a. Department of Social Welfare and Development Regional Office (DSWD), Chair
- b. Department of Health-Center for Health and Development (DOH-CHD), Vice Chair
- c. Department of Education (Dep Ed) Regional Office, Vice Chair
- d. Department of the Interior and Local Government (DILG) Regional Office, Member
- e. National Economic and Development Authority (NEDA) Regional Office, Member
- f. National Anti-Poverty Commission (NAPC), Member

4.2.2. Function

- a. Translate national policies to region specific operational guidelines to ensure smooth implementation of the Program;
- b. Coordinate the implementation/operationalization of sectoral activities to

- f. Provide technical assistance to the regional, provincial, city/municipal level of the over-all operations of the program;
- g. Serve as repository of data and information about the program;
- h. Develop and implement grievance system for the Program and in Mobilize, manage and account program funds and resources.
- i. Prepare the Budget Operations Manual in Coordination with the Department of Budget and Management (DBM), Department of Finance (DOF), Department of the Interior and Local Government (DILG) and the Commission on Audit (COA).

3.1.2. Department of Health (DOH)

DOH as the principal health agency for the country, shall:

- a. Ensure representation in the Advisory Committee at the national, regional, and city/municipal levels;
- b. Ensure that supply of health and nutrition services are available in 4Ps target provinces/cities/municipalities/barangays;
- c. Augment the LGUs logistics needs to enable them to provide the supply-side for 4Ps, including enrollment to Philhealth;
- d. Assign/designate a permanent staff form part of the 4Ps Team at the national, regional/ provincial/ city/ municipal levels; and
- e. Help monitor program operations particularly on the compliance of the beneficiaries with the conditions for health

3.1.3. Department of Education (DepEd)

DepEd which is mandated to provide basic education that is equitably accessible to all, shall:

- a. Ensure representation in the Advisory Committees at the national, regional, and city/municipal levels;
- b. Ensure that supply of schools, teachers and education materials are available in 4Ps target provinces/cities/municipalities/barangays;
- c. Assign/designate a permanent staff form part of the 4Ps Team at the national, regional/provincial/city/municipal school levels; and
- d. Help monitor program operations particularly on the compliance of the beneficiaries with the conditions for education.

3.1.4. Department of the Interior and Local Government (DILG)

To promote peace and order, ensure public safety, and further strengthen local government capability aimed towards effective delivery of basic services to the citizenry, the DILG shall:

- a. Actively participate in the National Advisory Committee and Technical Working Groups that may be created at all levels for the implementation of the 4Ps;
- b. Encourage Local Government Units (LGUs) to incorporate pro-poor programs, particularly on the health, nutrition and education in their plans and budget;
- c. Assist the lead implementing LGUs in capacitating target LGUs in accessing resources for upgrading of facilities to meet MDG goals; and
- d. Assist lead implementing agencies in the monitoring and evaluation of Program implementation specifically at the barangay level.

3.2. Oversight Agencies

In line with the mandate of oversight agencies to harmonize the implementation and complementation of Program activities between and among LGUs and partner agencies, the oversight agencies shall have the following roles and responsibilities:

- better execute Program objectives and functions;
- c. Review and resolve all Regional concerns and requirements needing action;
- d. Ensure that supply side requirements for health and education are available at the target municipalities;
- e. Hold regular monthly committee meetings; and
- f. Prepare/submit monthly/quarterly accomplishment reports.

4.3. Provincial Advisory Committee

4.3.1. Composition

4.3.2. Function

4.4. City/ Municipal Advisory Committee

4.4.1. Composition

- a. Local Chief Executive (LCE), Chair
- b. City/Municipal Social Welfare and Development Officer
- c. City/Municipal Health Officer
- d. City/Municipal Planning Officer
- e. City/Municipal Local Government Operations Officer
- f. City/Municipal Health Links
- g. School Heads of covered barangays

4.4.2. Function

- a. Ensure availability of the supply side requirements on health and education in the target areas;
- b. Provide the necessary technical assistance for Program implementation;
- c. Coordinate with various concerned government agencies at the local level, sectoral representatives and NGO to ensure effective Program implementation;
- d. Prepare reports on issues and concerns regarding Program implementation and submit to the Regional Advisory Committee; and
- e. Hold regular monthly committee meeting.

5. Effectivity

This Joint Memorandum Circular shall take effect immediately.

CORAZON JULIANO SOLIMAN
Secretary
Department of Social Welfare and Development

DR. FRANCISCO T. DUQUE III
Secretary
Department of Health

JESLI A. LAPUS
Secretary
Department of Education

ROLANDO G. ANDAYA, JR.
Secretary
Department of Budget and Management

MARGARITO B. TEVES
Secretary
Department of Finance

RONALDO V. PUNO
Secretary
Department of the Interior and Local
Government

DOMINGO A. PANGANIBAN
Secretary
National Anti-Poverty Commission

RALPH G. RECTO
Director General
National Economic and Development
Authority

APPENDIX 29

Joint Memorandum Circular No. 02 SERIES OF 2011

SUBJECT **Amending Joint Memorandum Circular No. 1 s. 2010 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya)**

1. Purpose

- 1.1.** To specify the roles and responsibilities of the member agencies to ensure availability of supply on health and education as a main conditionality under the Program; and
- 1.2.** To clarify and delineate the specific roles and functions of the National Advisory Committee and its regional counterpart;
- 1.3.** To define the levels of information sharing among the agencies to ensure the complementation and convergence of related programs and activities; and
- 1.4.** To define and strengthen the coordination, complementation and Convergence of all concerned agencies.

2. Statement of Policies

- 2.1.** Pursuant to the thrusts of the Millennium Development Goals (MDG) in alleviating poverty, the Philippines is committed to pursue the following goals:
 - a. Eradicate Extreme Poverty and Hunger
 - b. Achieve Universal Primary Education
 - c. Reduce Child Mortality
 - d. Improve Maternal Health
 - e. Promote Gender Equality
- 2.2.** In line with the country's commitment in meeting the MDGs, the local government units (LGUs) and the national government agencies are enjoined to work together through sharing of resources, technology and expertise

3. Roles and Responsibilities

- 3.1.** Implementing Agencies Implementing agencies are tasked to ensure the efficient and effective delivery of the Program, thus the following roles and responsibilities are defined

3.1.1. Department of Social Welfare and Development (DSWD)

DSWD as lead agency shall:

- a. Oversee and coordinate the implementation, monitoring and evaluation of the Program;
- b. Chair the Advisory Committee at the national and regional level;
- c. Jointly conduct assessment of supplies for health and education in partnership with concerned agencies;
- d. Identify target areas based on the existing data and select potential beneficiaries;
- e. Forge agreements with the LGUs to ensure availability of the supply side;
- f. Provide technical assistance to the regional, provincial, city/municipal level of the over-all operations of the program;
- g. Serve as repository of data and information about the program;
- h. Develop and implement grievance system for the Program, and
- i. Mobilize, manage and account program funds and resources.

- j. Prepare the Budget Operations Manual in Coordination with the Department of Budget and Management (DBM), Department of Finance (DOF), Department of the Interior and Local Government (DILG) and the Commission on Audit (COA).

3.1.2.Department of Health (DOH)

DOH as the principal health agency for the country, shall:

- a. Actively participate in the Advisory Committees at the national, regional, and city/municipal levels;
- b. Ensure that supply of health and nutrition services are available in
- c. Pantawid Pamilya target provinces/cities/municipalities/barangays;
- d. Augment the LGUs logistics needs to enable them to provide the supply-side for Pantawid Pamilya, including enrollment to Philhealth;
- e. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level, and Advisory Committees at the regional/provincial/city/municipal levels; and
- f. Help monitor program operations particularly on the compliance of the beneficiaries with the conditions for health.

3.1.3.Department of Education (Dep. Ed)

DepEd which is mandated to provide basic education that is equitably accessible to all, shall:

- a. Actively participate in the Advisory Committees and Technical Working Groups at the national, regional, and city/municipal levels;
- b. Ensure that supply of schools, teachers and education materials are available in Pantawid Pamilya target provinces/ cities/ municipalities/ barangays;
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level, and Advisory Committees at the regional/provincial/city/municipal levels; and
- d. Help monitor program operations particularly on the compliance of the beneficiaries with the conditions for education.

3.1.4.Department of the Interior and Local Government (DILG)

To promote peace and order, ensure public safety, and further strengthen local government capability aimed towards effective delivery of basic services to the citizenry, the DILG shall:

- a. Actively participate in the National Advisory Committee and Technical Working Groups that may be created at all levels for the implementation of the Pantawid Pamilya;
- b. Encourage local Government Units (LGUs) to incorporate pro-poor programs, particularly on the health, nutrition and education in their plans and budget;
- c. Assist the target LGUs in accessing resources that allow them to upgrade the basic health and education facilities and address the supply side gaps of the city/municipality; and
- d. Actively participate in the monitoring and evaluation of Program implementation specifically at the barangay level focusing on the ability of the LGUs to provide the required services.

3.2. Oversight Agencies

In line with the mandate of oversight agencies to harmonize the implementation and complementation of Program activities between and among LGUs and partner agencies, the oversight agencies shall have the following roles and responsibilities:

3.2.1.Department Budget and Management

The DBM as an instrument in the achievement of the national socio- economic and political development goals shall:

- a. a. Actively participate in the Advisory Committees at the national and regional level;
- b. b. Ensure sound, efficient and effective management and utilization of government resources and Official Development Assistance (ODA) consistent with existing budgeting, accounting and auditing rules and regulations; and
- c. c. Assist the DSWD in the preparation of a Budget Operation Manual for the Program to improve and systematize methods, techniques and procedures employed in budget operation, preparation, authorization, execution and accountability

3.2.2.National Economic and Development Authority (NEDA)

The NEDA as the country's independent economic development and planning agency shall:

- a. Actively Participate in the Advisory Committees at the national and regional level;
- b. Ensure that plans and activities are focused on the achievement of its goals of contributing to the attainment of the country's commitment to the MDG and the Medium Term Development Plan;
- c. Assist in resource generation and monitoring and evaluation of the program implementation.

3.2.3.National Anti-poverty Commission (NAPC)

The NAPC as the "coordinating and advisory body" that exercises oversight functions in the implementation of the Social Reform Agenda shall:

- a. Actively Participate in the Advisory Committee at the national level;
- b. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level;
- c. Provide data/statistics on poor families, nationwide; and
- d. Help monitor Program operations at the regional level

3.3. Coordinating Agencies

3.3.1.National Nutrition Council (NNC)

The NNC as the country's policy making and coordinating bony on nutrition shall:

- a. Actively participate in the Advisory Committees and Technical Working Groups at the national, regional, and city/municipal levels;
- b. Ensure that the Pantawid Pamilya program policies and guidelines on nutrition are aligned with existing national nutrition standards and government's current thrust and directions for nutrition.
- c. Assist in the monitoring of program implementation particularly on compliance to nutrition related conditionalities.

3.3.2.Council for the Welfare of Children (CWC)

The CWC as the central coordinating agency of the Philippine government for children's protection, welfare and development shall:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
- b. Ensure that rights and the best interest of children are considered in the crafting of Pantawid Pamilya program policies and guidelines.

- c. Assist in the monitoring of program implementation at all levels.

3.3.3. Philippine Commission on Women (PCW)

The PCW as the advisory body to the President and the Cabinet on policies and programs for the advancement of women shall:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the government's gender and development plans and policies;
- c. Assist in the monitoring of program implementation at all levels.

4. Mechanics and Procedures

4.1. National Advisory Committee

4.1.1. Composition

- a. Department of Social Welfare and Development (DSWD), Chair
- b. Department of Health (DOH), Vice Chair
- c. Department of Education (DepEd), Vice Chair
- d. Department of the Interior and Local Government (DILG), Member
- e. National Economic and Development Authority (NEDA), Member
- f. National Anti-poverty Commission (NAPC), Member
- g. Department of Budget and Management (DBM), Member
- h. National Nutrition Council (NNC), Member
- i. Council for the Welfare of Children (CWC), Member
- j. Philippine Commission on Women (PCW), Member

The agency heads may be represented by an Undersecretary or Assistant Secretary through an agency memorandum designating him/her as the permanent alternate of the official to the NAC.

4.1.2. Function

The National Advisory Committee shall have the following functions:

- a. To provide a forum for high level policy coordination that will ensure convergence and complementation of individual agency programs and services in Pantawid Pamilyang Pilipino Program areas;
- b. Approve interagency policies for program implementation in accordance with the mandates of the agencies concerned;
- c. Review operating plans and resolve all concerns and needs requiring interagency actions;
- d. Identify required interagency resource assistance that will ensure complementation and convergence of programs and services in target areas, ensuring that household beneficiaries are able to comply with all conditions set forth;
- e. Monitor progress in different sectors and propose changes where necessary;
- f. As the National Grievance Committee, decide on any and all grievances, queries, and complaints that are elevated to the national level; and
- g. Perform other program related duties and functions as may be deemed necessary by the oversight agencies.

4.2. NAC Technical Working Group (TWG)

4.2.1. Composition

- a. Program Manager, Pantawid Pamilya-DSWD, Chair
- b. Director for Planning and Director for Operations of the following agencies:
 - 4.2.1.b.1. Department of Health (DOH)
 - 4.2.1.b.2. Department of Education (Dep. Ed)
- c. Director for Bureau of local Government Development, DILG
- d. Director for Social Development of, NEDA
- e. Deputy Executive Director, NNC
- f. Director Budget and Management Bureau B, DBM
- g. Head, Localization and Institutionalization Division (CWC)
- h. Deputy Executive Director, PCW

The TWG members may be represented by a Division Head designated through an agency memorandum as the agency's permanent alternate member to the TWG.

4.2.2. Functions

The Technical Advisory Committee shall have the following functions:

- a. Provide advisory and technical support to the NAC in the formulation of appropriate and relevant guidelines, policies and strategies;
- b. Review program progress/evaluation reports and recommend policy enhancement as necessary;
- c. Monitor the compliance of concerned agencies to agreed actions and recommendations;
- d. Consolidate all interagency resource commitment to ensure Convergence and complementation of resources in program areas;
- e. Facilitate the efficient information exchange among member agencies to ensure that the needed support to the program areas are considered in the preparation of individual agency plans and programs; and
- f. Perform other Program related duties and functions as may be designated/assigned by the oversight agencies.
- g. Perform other functions as necessary.
- h. Coordinate the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level; and
- i. Review program progress and evaluation reports and recommend policies and actions to ensure the effective and efficient implementation of the program nationwide.

4.3. Regional Advisory Committee

4.3.1. Composition

- a. Regional Director, DSWD Field Office (DSWD), Chair
- b. Regional Director, DOH-Center for Health and Development (DOH-CHD), Vice Chair
- c. Department of Education Regional Office, Vice Chair
- d. Regional Director DILG Regional Office, Member
- e. Regional Director NEDA Regional Office, Member
- f. Regional Director DBM Regional Office, Member
- g. Regional Nutrition Coordinator, NNC Regional Office, Member
- h. The Regional Directors may be represented their Assistant Regional Directors or Division Head designated through an agency memorandum as the agency's permanent alternate member to the TWG.

4.3.2.Function

- a. Translate national policies to region specific operational guidelines to ensure smooth implementation of the Program;
- b. Coordinate the implementation/operationalization of sectoral activities to better execute Program objectives and functions;
- c. As the Regional Grievance Committee, act on grievance and complaints elevated for resolution by the Provincial Advisory Committee;
- d. Refer to the National Advisory Committee all concerns needing higher level intervention or resolution.
- e. Ensure that supply side requirements for health and education are available at the target municipalities;
- f. Hold regular monthly committee meetings and special meeting as the need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements; and
- g. Prepare/submit monthly/quarterly accomplishment reports.

4.4. Provincial Advisory Committees

4.4.1.Composition

- a. Provincial Governor- Chairperson
- b. Provincial Social Welfare and Development Officer – member
- c. Provincial Health Officer- member
- d. Division Superintendent, Department of Education -member e. Provincial Planning and Development Officer – member
- e. Sangunian Panlalawigan Chairperson for Women and Children – member
- f. Provincial Nutrition Action Officer- member h. DSWD FO SWAD Team Leader – Secretariat
- g. Pantawid Pamilya Provincial Cluster Focal Person – Secretariat

4.4.2.Functions

The PAC is tasked to oversee the overall implementation of Pantawid Pamilya in the province and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

Specifically, the PAC shall have the following functions:

- a. Assist the DSWD Field Office in facilitating the submission of Supply Side Assessment;
- b. Monitor the availability of the required supplies, services and logistical support provided by the target municipalities to ensure that beneficiaries are able to comply with the conditions of the program;
- c. Recommend to the provincial government the provision of the necessary augmentation/logistical support to the municipalities particularly on supply side on health and education and the enrollment of the beneficiaries to Phil. Health program;
- d. Ensure that the required support to the municipalities is covered by appropriate funds support in the annual budget of the province;
- e. Monitor the compliance of the municipalities in the submission of compliance verification forms; grievance and redress and other reporting requirements;
- f. provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation and organization of neighborhood groups to hasten Pantawid Pamilya's implementation;
- g. As the Provincial Grievance Committee, shall act on queries and complaints on non-compliance to Pantawid Pamilya's conditionalities elevated to the province for appropriate action;

- h. Refer to the Regional Advisory Committee all concerns needing higher level intervention or resolution.
- i. Assign a member to sit as representative of the province in the 4P's Regional Advisory Committee;
- j. Advocate to other partner agencies and other non-government organizations (NGOs), People's Organization (POs) and other intermediaries to gain support in the implementation of the Pantawid Pamilya program;
- k. Hold regular monthly committee meetings or as need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements.

4.5. City/ Municipal Advisory Committee

4.5.1.Composition

- a. Local Chief Executive (LCE), Chair
- b. City/Municipal Social Welfare and Development Officer
- c. City/Municipal Health Officer
- d. City/Municipal Planning Officer
- e. City/Municipal Local Government Operations Officer
- f. City/Municipal Health Links
- g. School Heads of covered barangays

4.5.2.Functions

The C/MAC is tasked to oversee the overall implementation of Pantawid Pamilya in the city/municipality and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

- a. Ensure that education and health services required by the program are available and adequate for beneficiaries within the duration of the program;
- b. Facilitate the accreditation of its Rural Health Units (RHUs) to PhilHealth within the first year of program implementation. Provide the corresponding LGU counterpart funds for the enrollment of the household beneficiaries to PhilHealth for the entire duration of the program;
- c. Facilitate the designation of counterpart LGU Links that will assist the DSWD hired Municipal Links in the implementation of all Pantawid Pamilya activities in the city/municipality;
- d. Provide office space and other logistical support to the Municipal and LGU Links such as but not limited to office supplies, equipment and other paraphernalia for the period of program implementation;
- e. Ensure the establishment of an efficient recording system in all health and education facilities that will allow faster retrieval of compliance data and the timely submission of compliance reports;
- f. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation;
- g. Facilitate and address complaints, requests, of poor families concerned; and
- h. Hold regular monthly and special meetings to ensure timely resolution of implementation issues.

5. Organizational Support – The Pantawid Pamilya National and Regional Program Management Offices shall provide the necessary secretariat, technical and administrative support to the committees at all levels.

6. Repeal – All issuances, or parts thereof, which are inconsistent with this Joint memorandum Circular, are hereby repealed or modified accordingly.

7. Effectivity

This Joint Memorandum Circular shall take effect immediately.

CORAZON JULIANO-SOLIMAN

Secretary

Department of Social Welfare and Development

DR.ENRIQUE T.ONA

Secretary

Department of Health

BRO.ARMIN A.LUISTRO

Secretary

Department of Education

FLORENCIO B. ABAD

Secretary

Department of Budget and Management

CAYETANO W. PADERANGA

Director General

National Economic and Development Authority

JESSE M.ROBREDO

Secretary

Department of the Interior and local
Government

JOSE ELISEO M. ROCAMORA

Secretary

National Anti-Poverty Commission

PARISYA HASHIM-TARADJI

Asst. Secretary & OIC-Exec. Director
Council for the Welfare of Children

MA.BERNARDITAT.FLORES

Asst. Secretary & Executive Director
National Nutrition Council

MELVN L. VERSOZA

Executive Director

Philippines Commission on Women

APPENDIX 30

Joint Memorandum Circular No. 03

REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO.3 SERIES OF 2011

SUBJECT: Amending Joint Memorandum Circular No. 2s. 2001 on the Institutional Arrangements for the Implementation, Monitoring and Evaluation of the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya)

1. Purpose

- 1.1. To clarify and delineate the specific roles and functions of the National Advisory Committee and its regional counterpart;
- 1.2. To specify the roles and responsibilities of the member agencies to ensure availability of supply on health and education as a main conditionality under the Program; and
- 1.3. To define the levels of information sharing among the agencies to ensure the complementation and convergence of related programs and activities; and
- 1.4. To define and strengthen the coordination, complementation and convergence of all concerned agencies.

2. Statement of Policies

- 2.1. Pursuant to the thrusts of the Millennium Development Goals (MDG) in alleviating poverty, the Philippines is committed to pursue the following goals:
 - a. Eradicate Extreme Poverty and Hunger
 - b. Achieve Universal Primary Education
 - c. Reduce Child Mortality
 - d. Improve Maternal Health
 - e. Promote Gender Equality
- 2.2. In line with the country's commitment in meeting the MDGs, the local government units (LGUs) and the national government agencies are enjoined to work together through sharing of resources, technology and expertise.

3. Roles and Responsibilities

3.1. Implementing Agencies

Implementing agencies are tasked to ensure the efficient and effective delivery of the Program, thus the following roles and responsibilities are defined

3.1.1.Department of Social Welfare and Development (DSWD)

DSWD as lead agency shall:

- a. Oversee and coordinate the implementation, monitoring and evaluation of the Program;
- b. Chair the Advisory Committee at the national and regional level;
- c. Jointly conduct assessment of supplies for health and education in partnership with concerned agencies;
- d. Identify target areas based on the existing data and select potential beneficiaries;
- e. Forge agreements with the LGUs to ensure availability of the supply side;
- f. Provide technical assistance to the regional, provincial, city/municipal level of the over-all operations of the program;
- g. Serve as repository of data and information about the program;
- h. Develop and implement grievance system for the Program, and
- i. Mobilize, manage and account program funds and resources.
- j. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- k. Prepare the Budget Operations Manual in Coordination with the Department of Budget and Management (DBM), Department of Finance(DOF), Department of the Interior and Local Government (DILG) and the Commission on Audit (COA).

3.1.2.Department of Health (DOH)

DOH as the principal health agency for the country, shall:

- a. Actively participate in the Advisory Committees at the national, regional, and city/municipal levels;
- b. Ensure that supply of health and nutrition services are available in Pantawid Pamilya target provinces/cities/municipalities/barangays;
- c. Augment the LGUs logistics needs to enable them to provide the supply-side for Pantawid Pamilya, including enrollment to Philhealth;
- d. Assign/designate a permanent staff to form Pantawid Pamilya part of the Technical Working Group at level, and Advisory national at Committees the regional/provincial/city/municipal levels; and
- e. Help monitor program operations particularly on the compliance of the beneficiaries with the conditions for health.

3.1.3.Department of Education (DepEd)

DepEd which is mandated to provide basic education that is equitably accessible to all, shall:

- a. Actively participate in the Advisory Committees and Technical Working Groups at the national, regional, and city/municipal levels;
- b. Ensure that supply of schools, teachers and materials are available in Pantawid Pamilya target provinces/ cities/ municipalities/ barangays;
- c. Assign/designate a permanent staff to form Pantawid Pamilya Technical Working Group at the national level and Advisory Committees regional/ provincial/ city/ municipal levels;
- d. Help monitor program operations particularly on compliance of the beneficiaries with the conditions for education.

3.1.4.Department of the Interior and Local Government (DILG)

To promote peace and order, ensure public safety, and further strengthen local government capability aimed towards effective delivery of basic services to the citizenry, the DILG shall:

- a. Actively participate in the National Advisory Committee and Technical Working Groups that may be created at all levels for the implementation of the Pantawid Pamilya;
- b. Encourage Local Government Units (LGUs) to incorporate pro-poor programs, particularly on the health, nutrition and education in their plans and budget;
- c. Assist the target LGUs in accessing resources that allow them to upgrade the basic health and education facilities and address the supply side gaps of the city/municipality;
- d. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- e. Actively participate in the monitoring and evaluation of Program implementation specifically at the barangay level focusing on the ability of the LGUs to provide the required services.

3.2. Oversight Agencies

In line with the mandate of oversight agencies to harmonize the implementation and complementation of Program activities between and among LGUs and partner agencies, the oversight agencies shall have the following roles and responsibilities:

3.2.1. Department of Budget and Management (DBM)

The DBM as an instrument in the achievement of the national socio-economic and political development goals shall:

- a. Actively participate in the Advisory Committees at the national and regional levels;
- b. Ensure sound, efficient and effective management and utilization of government resources and Official Development Assistance (ODA) consistent with existing budgeting, accounting and auditing rules and regulations;
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist the DSWD in the preparation of a budget Operational Manual for the Program to improve and systematize methods, techniques and procedures employed in budget operation, preparation, authorization, execution and accountability.

3.2.2. National Economic and Development Authority (NEDA)

The NEDA as the country's highest socio-economic development planning and policy coordination body shall:

- a. Actively Participate in the Advisory Committees and Technical Working Group at the national and regional levels;
- b. Ensure that 4Ps policies are aligned with and contribute to the attainment of the country's commitment to the Millennium Development Goals (MDGs) and the Philippine Development Plan;
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in resource generation and monitoring and evaluation of the program implementation.

3.2.3. National Anti-poverty Commission (NAPC)

The NAPC as the "coordinating and advisory body" that exercises oversight functions in the implementation of the Social Reform Agenda shall:

- a. Actively Participate in the Advisory Committee at the national level;
- b. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level;
- c. Provide data/statistics on poor families, nationwide; and

- d. Help monitor Program operations at the regional level.

3.3. Coordinating Agencies

Consistent with the agencies mandate as champions in protecting the rights of the important sectors they represent, the following coordinating agencies shall have the following roles and responsibilities:

3.3.1.National Nutrition Council (NNC)

The NNC as the country's policy making and coordinating body on nutrition shall:

- a. Actively participate in the Advisory Committees and Technical Working Groups at the national, regional, and city/municipal levels;
- b. Ensure that the Pantawid Pamilya program policies and guidelines on nutrition are aligned with existing national nutrition standard and government's current thrust and directions for nutrition;
- c. Assign/ designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation particularly on compliance to nutrition related conditionalities

3.3.2.Council for the Welfare of Children (CWC)

The CWC as the central coordinating agency of the Philippine government for children's protection, welfare and development shall:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national level;
- b. Ensure that rights and the best interest of children are considered in the crafting of Pantawid Pamilya Program policies and guidelines;
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation at all levels.

3.3.3.Philippine Commission on Women (PCW)

The PCW as the advisory body to the President and the Cabinet on policies and programs for the advancement of women shall:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national level ;
- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the government's gender and development plans and policies;
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation at all levels.

3.3.4.National Commission on Indigenous People (NCIP)

The NCIP, as the primary government agency that formulates and implements policies, plans and programs for the recognition, promotion and protection of the rights and well-being of IPs with due regard to their ancestral domains and lands, self-governance and empowerment, social justice and human rights, and cultural integrity, shall

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national and regional levels;
- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with provisions of Republic Act 8317 or the Indigenous Peoples Rights Act;

- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation at all levels.

3.3.5.Commission on Population (POPCOM)

The POPCOM, as the central policymaking, planning, coordinating, and monitoring body of the population program of the country, shall have the following duties:

- a. Actively participate in the Advisory Committee and the Technical Working Group at the national and regional level;
- b. Ensure that Pantawid Pamilya program policies and guidelines are in accordance with the Philippine Population Management Program (PPMP);
- c. Assign/designate a permanent staff to form part of the Pantawid Pamilya Technical Working Group at the national level; and
- d. Assist in the monitoring of program implementation at all levels.

4. Mechanics and Procedures

4.1. National Advisory Committee

4.1.1.Composition

- a. Department of Social Welfare and Development (DSWD), Chair
- b. Department of Health (DOH), Vice Chair
- c. Department of Education (DepEd), Vice Chair
- d. Department of the Interior and Local Government (DILG), Member
- e. National Economic and Development Authority (NEDA), Member
- f. National Anti-poverty Commission (NAPC), Member
- g. Department of Budget and Management (DBM), Member
- h. National Nutrition Council (NNC), Member
- i. Council for the Welfare of Children (CWC), Member
- j. Philippine Commission on Women (PCW), Member
- k. National Commission on Indigenous People (NCIP), Member
- l. Commission on Population (POPCOM), Member

The agency heads maybe represented by an Undersecretary or Assistant Secretary through an agency memorandum designating him/her as the permanent alternate of the official to the NAC.

4.1.2.Function

The National Advisory Committee shall have the following functions:

- a. To provide a forum for high level policy coordination that will ensure convergence and complementation of individual agency programs and services in Pantawid Pamilyang Pilipino Program areas;
- b. Approve interagency policies for program implementation in accordance with the mandates of the agencies concerned;
- c. Review operating plans and resolve all concern and needs requiring interagency actions;
- d. Identify required interagency resource assistance that will ensure complementation and convergence of programs and services in target areas, ensuring that household beneficiaries are able to comply with all conditions set forth;
- e. Monitor progress in different sectors and propose changes where necessary;
- f. As the National Grievance Committee, decide on any and all grievances, queries, and complaints that are elevated to the national level; and

- g. Perform other program related duties and functions as may be deemed necessary by the oversight agencies.

4.2. NAC Technical Working Group (TWG)

4.2.1.Composition

- a. Program Manager, Pantawid Pamilya-DSWD, Chair
- b. Director for Planning and Director for Operations of the following agencies:
 - 4.2.1.b.1. Department of Health (DOH)
 - 4.2.1.b.2. Department of Education (Dep. Ed)
- c. Director for Bureau of Local Government Development, DILG
- d. Director for Social Development of, NEDA
- e. Director, NAPC
- f. Deputy Executive Director, NNC
- g. Director Budget and Management Bureau 8, DBM
- h. Head, Localization and Institutionalization Division (CWC)
- i. Executive Director, PCW
- j. Chairperson, NCIP
- k. Executive Director, POPCOM

The TWG members may be represented by a Division Head designated through an agency memorandum as the agency's permanent alternate member to the TWG.

4.2.2.Functions

The Technical Advisory Committee shall have the following functions:

- a. Provide advisory and technical support to the NAC in the formulation of appropriate and relevant guidelines, policies and strategies;
- b. Review program progress/ evaluation reports and recommend policy enhancement as necessary;
- c. Monitor the compliance of concerned agencies to agreed actions and recommendations;
- d. Consolidate all interagency resource commitment to ensure convergence and complementation of resources in program areas;
- e. Facilitate the efficient information exchange among member agencies to ensure that the needed support to the program areas are considered in the preparation of individual agency plans and programs; and
- f. Perform other Program related duties and functions as may be designated/ assigned by the oversight agencies.
- g. Perform other functions as necessary.
- h. Coordinate the implementation and operationalization of all sectoral activities to best achieve and execute program objectives and functions at the national level; and
- i. Review program progress and evaluation reports and recommend policies and actions to ensure the effective and efficient implementation of the program nationwide.

4.3. Regional Advisory Committee

4.3.1.Composition

- a. Regional Director, DSWD Field Office (DSWD), Chair
- b. Regional Director, DOH-Center for Health and Development (DOH-CHD), Vice Chair
- c. Department of Education Regional Office, Vice Chair
- d. Regional Director DILG Regional Office, Member
- e. Regional Director NEDA Regional Office, Member
- f. Regional Director DBM Regional Office, Member
- g. Regional Nutrition Coordinator, NNC Regional Office, Member
- h. Regional Director NCIP Regional Office, Member
- i. Regional Director POPCOM Regional Office, Member

The Regional Directors may be represented their Assistant Regional Directors or Division Head designate d through an agency memorandum as the agency's permanent alternate member to the TWG.

4.3.2.Functions

- a. Translate national policies to region specific operational guidelines to ensure smooth implementation of the Program;
- b. Coordinate the implementation/operationalization of sectoral activities to better execute Program objectives and functions;
- c. As the Regional Grievance Committee, act on grievance and complaints elevated for resolution by the Provincial Advisory Committee;
- d. Refer to the National Advisory Committee all concerns needing higher level intervention or resolution.
- e. Ensure that supply side requirements for health and education are available at the target municipalities;
- f. Hold regular monthly committee meetings and special meeting as the need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements; and
- g. Prepare/submit monthly/quarterly accomplishment reports.

4.4. Provincial Advisory Committees

4.4.1.Composition

- a. Provincial Governor – Chairperson
- b. Provincial Social Welfare and Development Officer- Vice Chair
- c. Provincial Health Officer- member
- d. Division Superintendent, Department of Education -member
- e. Provincial Planning and Development Officer- member
- f. Sangunian Panlalawigan Chairperson for Women and Children – member
- g. Provincial Nutrition Action Officer- member
- h. DSWD FO SWAD Team Leader- Secretariat
- i. Pantawid Pamilya Provincial Cluster Focal Person-Secretariat

4.4.2.Functions

The PAC is tasked to oversee the overall implementation of Pantawid Pamilya in the province and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

Specifically, the PAC shall have the following functions:

- a. Assist the DSWD Field Office in facilitating the submission of Supply Side Assessment;
- b. Monitor the availability of the required supplies, services and logistical support provided by the target municipalities to ensure that beneficiaries are able to comply with the conditions of the program;
- c. Recommend to the provincial government the provision of the necessary augmentation/logistical support to the municipalities particularly on supply side on health and education and the enrollment of the beneficiaries to Phil. Health program;
- d. Ensure that the required support to the municipalities is covered by appropriate funds support in the annual budget of the province;
- e. Monitor the compliance of the municipalities in the submission of compliance verification forms; grievance and redress and other reporting requirements;
- f. Provide technical assistance to municipal counterparts in the provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation and organization of neighborhood groups to hasten Pantawid Pamilya's implementation;
- g. As the Provincial Grievance Committee, shall act on queries and complaints on non-compliance to Pantawid Pamilya's conditionalities elevated to the province for appropriate action;
- h. Refer to the Regional Advisory Committee all concerns needing higher level intervention or resolution.
- i. Assign a member to sit as representative of the province in the 4P's Regional Advisory Committee;
- j. Advantage to other partner agencies and other non-government organizations (NGOs), People's Organization (POs) and other intermediaries to gain support in the implementation of the Pantawid Pamilya program;
- k. Hold regular monthly committee meetings or as need may arise to facilitate resolution of cases on grievances and complaints and meeting the supply side needs and requirements.

4.5. City/Municipal Advisory Committee

4.5.1.Composition

- a. Local Chief Executive (LCE), Chair
- b. City/Municipal Social Welfare and Development Officer
- c. City/Municipal Health Officer
- d. City/Municipal Planning Officer
- e. City/Municipal Local Government Operations Officer
- f. City/Municipal Health Links
- g. School Heads of covered barangays

4.5.2.Functions

The C/MAC is tasked to oversee the overall implementation of Pantawid Pamilya in the city/municipality and shall be responsible for fulfilling the commitments of the provincial government stipulated in the signed Memorandum of Agreement with the DSWD.

- a. Ensure that education and health services required by the program are available and adequate for beneficiaries within the duration of the program;
 - b. Facilitate the accreditation of its Rural Health Units (RHUs) to PhilHealth within the first year of program implementation. Provide the corresponding LGU counterpart funds for the enrollment of the household beneficiaries to PhilHealth for the entire duration of the program;
 - c. Facilitate the designation of counterpart LGU Links that will assist the DSWD hired Municipal Links in the implementation of all Pantawid Pamilya activities in the city/municipality;
 - d. Provide office space and other logistical support to the Municipal and LGU Links such as but not limited to office supplies, equipment and other paraphernalia for the period of program implementation;
 - e. Ensure the establishment of an efficient recording system in all health and education facilities that will allow faster retrieval of compliance data and the timely submission of compliance reports;
 - f. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation;
 - g. Facilitate and address complaints, requests, of poor families concerned; and
 - h. Hold regular monthly and special meetings to ensure timely resolution of implementation issues.
5. **Organizationsupport** – the Pantawid Pamilya National and Regional Program Management Offices shall provide the necessary secretariat, technical and administrative support to the committees at all levels.
6. **Repeal**- All issuances, or parts thereof, which are inconsistent with this Joint Memorandum Circular, are hereby repealed or modified accordingly.
7. **Effectivity**

This Joint Memorandum Circular shall take effect immediately.

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National Council on Indigenous People

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Executive Director
Commission on Welfare of Children

EMMELYN I. VERSOZA
Executive Director
Philippines Commission on Women

APPENDIX 31

Pantawid Pamilya Staffing Requirements

The Pantawid Pamilya Program Management Office (PMO)

The Pantawid Pamilya will be administered by the DSWD through the Program Management Office with the following staff complement and functions:

National Project Management Office

1) The Program Manager shall

- a) Oversee the implementation of the project
- b) Ensure the implementation of the Annual Work and Financial Plan
- c) Preside over regular meetings and consultations
- d) Oversee the program budget and disbursement
- e) Ensure the proper and timely dissemination of information about the program to all parties involved, including other central government agencies, regional and provincial government service providers, beneficiaries, social control groups, and other

2) The Deputy Project Manager shall

- a) Assist the Project Manager in overseeing the implementation of the program
- b) Assist the Project Manager in overseeing the budget release and utilization
- c) Provide technical inputs to program procedures, materials, and guidelines
- d) Assist the Project Manager in facilitating the completion of work based on program cycles, procedures, and systems
- e) Perform other related tasks that may be assigned

3) Program Coordination, Technical Assistance, and Monitoring a. Regional Program Coordinators

- a) Ensure the use of Pantawid guidelines and manual in the implementation of the program
- b) Review documentation submitted by the Regional Project Management Office and provide appropriate technical assistance to the RPMO
- c) Monitor the commitments and accomplishments of the Field Officer's as indicated in the Regional Work and Financial Budget based on the approved budget parameters
- d) Act as resource persons in conducting orientations, capability building programs, and other related Pantawid activities
- e) Prepare and submit reports relative to the status of the project, including issues and other operational concerns
- f) Conduct regular regional spot checks of all systems throughout the implementation of the program
- g) Recommend the appropriate actions on policy concerns and issues
- h) Ensure that all complaints filed by beneficiaries from specific regional assignments are processed and responded to by the GRS
- i) Perform other related tasks that may be assigned

4) Management Information System

a) The Information Technology Officer II shall

- i) Design and develop an initial application software/database system

- ii) Maintain the developed application software/database system
- iii) Generate reports from the database as needed
- iv) Recommend the appropriate development tools to be utilized in consideration of connectivity and available resources
- v) Prepare users' manuals and other documentation
- vi) Train users of the system
- vii) Conduct users' training programs on developed application software
- viii) Perform other related technical tasks that may be assigned

b) Information Technology Officer I shall

- i) Design and develop an initial application software/ database system
- ii) Recommend appropriate development tools to be utilized in consideration of connectivity and available resources
- iii) Prepare user's manual and documentation
- iv) Ensure the conduct of user's training on developed computers programs
- v) Perform other related tasks related to project operations as necessary

5) Monitoring and Evaluation Unit

a) Monitoring and Evaluation Specialist shall

- i) Develop program monitoring and evaluation tools
- ii) Facilitate and conduct spot checking of the program using internal and external monitors
- iii) Facilitate and conduct impact evaluation to determine the effectiveness and efficiency of the program
- iv) Coordinate with the Regional Program Coordinators in monitoring and evaluating the implementation of Pantawid
- v) Perform other related tasks that may be assigned

b) Statistician III shall

- i) Prepare the Pantawid targets
- ii) Draft statistical and narrative accomplishment reports on the implementation of Pantawid
- iii) Maintain the Pantawid Proxy Means Test models
- iv) Apply statistical tools in research studies, surveys, and impact evaluation reports on Pantawid
- v) Consolidate and analyze regional data and other Pantawid documents and organize these into a project database, and formulate recommendations based on these
- vi) Ensure that the M&E database are complete and up-to-date
- vii) Perform other related tasks that may be assigned

6) Social Marketing Unit

a) Public Relations Officer shall

- i) Prepare a communication and advocacy framework
- ii) Formulate communication and advocacy plan
- iii) Document and prepare write-ups of success stories about Pantawid household beneficiaries and key stakeholders
- iv) Prepare press releases and advertorials
- v) Coordinate media guesting and interviews
- vi) Prepare media briefs and kits, as well as other forms of informational materials on Pantawid Provide technical assistance to Regional Information Officers on advocacy and networking with the media
- vii) Perform other related tasks that may be assigned

b) Information Officer III shall

- i) Assist in the preparation of a communication and advocacy framework
- ii) Assist in the formulation of a communication and advocacy plan
- iii) Document and prepare write-ups of success stories of 4Ps household beneficiaries and key stakeholders
- iv) Assist in the preparation of press releases and advertorials
- v) Coordinate media guesting's and interviews
- vi) Prepare media briefs and kits, as well as other forms of informational materials for Pantawid Perform other related tasks that may be assigned

7) Capability Building Unit shall

a) Training Specialists III

- i) Undertake the conceptualization of capability building and institutional development programs
- ii) Undertake the overall conduct of capability building and institutional development programs
- iii) Develop training requirements such as visual aids and training materials and aids
- iv) Monitor the re-entry plans on trainer's training
- v) Follow up directly with the participants on the specific issues that emerge from their evaluations
- vi) Make the required recommendations to improve effectiveness of future training programs
- vii) Facilitate the establishment and maintenance of a database of participants
- viii) Prepare and evaluate curriculum and multimedia training packages
- ix) Perform other related tasks that may be assigned

8) Administrative Unit

a) Supervising Administrative Officer shall

- i) Prepare the Work and Financial Plan
- ii) Review and facilitate release of funds to RPMOs
- iii) Monitor the release and utilization of funds at the NPMO and RPMOs
- iv) Facilitate the preparations of vouchers, obligation requests, and other requirements for payment and procurement purposes
- v) Provide support in the procurement of goods and services
- vi) Performs other related tasks that may be assigned

b) Secretary II shall

- i) Oversee all incoming and outgoing communications
- ii) Type confidential correspondence, reports, and other documents
- iii) Maintain and update all official files
- iv) Keep all schedules and activities of the Director/Project Manager
- v) Keep track of day-to-day communications
- vi) Operate the fax machine and transmit messages to FOs and other agencies

c) Administrative Assistants shall

- i) Maintain central files of Pantawid documents
- ii) Assist in the tracking of communications
- iii) Facilitate the preparation of vouchers, communications, travel tickets and other administrative concerns for Pantawid such as catering, repairs, payments for meeting venues, and accommodations
- iv) Assist in the preparation and conduct of meetings, workshops, and capability building activities for Pantawid
- v) Assist in the preparations of reports, documents, briefs, presentations, and other materials for Pantawid
- vi) Confirm attendance in the different activities
- vii) Perform other tasks related that may be assigned

d) Computer Maintenance Technology I (CMT I) shall

- i) Set up and operate peripheral equipment including scanners, printers, tape drives and other devices as necessary
- ii) Detect and initiate procedures to correct equipment malfunctions
- iii) Monitor and check computer-related operations
- iv) Facilitate the encoding of Pantawid documents and communications
- v) Maintain the central files of Pantawid
- vi) Assist in tracking communications
- vii) Perform other related tasks that may be assigned

e) Computer Maintenance Technology II (CMT II) shall

- i) Supervise the encoding of Landbank of the Philippines forms
- ii) Consolidate/synchronize reports and submit these to the Landbank manager or personnel concerned in accordance with the set reporting formats and schedule
- iii) Set up and operate peripheral equipment including scanners, printers, tape drives and other devices as necessary
- iv) Detect and initiate procedures to correct equipment malfunctions
- v) Monitor and check computer-related operations
- vi) Consolidate regional data and other Pantawid documents and integrate them into the project data base
- vii) Facilitate the checking and validation of encoders' daily time records
- viii) Assist in tracking communications
- ix) Perform other related tasks that may be assigned

9) THE PANTAWID PAMILYA REGIONAL PROGRAM TEAM

a) Regional Program Director (Regional Director) shall

- i) Oversee the implementation of the project at the regional level
- ii) Ensure the implementation of the Regional Annual Work and Financial Plan
- iii) Preside over regional meetings and consultations
- iv) Ensure the proper and timely dissemination of information about the program for all parties involved, including other central government agencies, regional and provincial government service providers, beneficiaries, social control groups, and other

b) Regional Program Supervisor (Division Chief) shall

- i) Assist the Program Director in overseeing the implementation of the program
- ii) Facilitate the proper and timely dissemination of information about the program for all partners, intermediaries, and stakeholders
- iii) Monitor the management and utilization of program funds
- iv) Review and provide inputs for all documentation submitted by the Focal Person
- v) Perform other related tasks that may be assign

c) Regional Focal Person shall

- i) Coordinate the implementation of the program at the regional level in accordance with program guidelines and policies
- ii) Manage and utilize program funds
- iii) Review and consolidate all documentation submitted by the municipal/city links
- iv) Prepare and submit reports indicating issues and concerns, along with recommendations;
- v) Act as Secretariat to the Regional Advisory Committee
- vi) Act as Regional Grievance Specialist or Regional Grievance Focal Person
- vii) Provide technical assistance throughout the implementation of the program
- viii) Provide feedback on program implementation and problems at the local level
- ix) Perform other related tasks that may be assigned

d) Municipal/City Links shall

- i) Ensure the proper implementation of the program in the assigned city/municipality in accordance with program guidelines and policies
- ii) Coordinate, plan, direct and organize assemblies for the incorporation of families into the Pantawid
- iii) Provide information on the program to intermediaries, program beneficiaries, and the general public
- iv) Coordinate with local partners for the efficient delivery of the appropriate support services to the beneficiaries
- v) Facilitate the creation and maintain the operation of the Municipal Advisory Committee and Grievance Redress System at the municipality/city level
- vi) Organize and conduct Parent Education sessions and Mothers' Classes
- vii) Receive and respond to complaints and inquiries from beneficiaries, the community in general, and other stakeholders about Pantawid
- viii) Receive and facilitate processing verification and updates on household beneficiaries
- ix) Provide feedback on program implementation and problems at the local level
- x) Perform other related tasks that may be assigned

e) Administrative Assistant/Staff shall

- i) Maintain regional files of Pantawid documents
- ii) Assist in tracking communications at the regional level
- iii) Facilitate the preparation of vouchers, communications, travel tickets, and other administrative concerns related to Pantawid such as catering, repairs, payments for meeting venues, and accommodations
- iv) Assist in the preparations and conduct of meetings, workshops and capability building activities for Pantawid
- v) Assist in the preparations of regional documentation and reports
- vi) Facilitate the confirmation of attendance of different activities of Pantawid
- vii) Assist the city/municipal links in the administrative needs of the program
- viii) Perform other related tasks that may be assigned

f) Information Technology Officer I shall

- i) Design and develop an initial application software/ database systems
- ii) Recommend the appropriate development tools to be utilized in consideration of connectivity and available resources
- iii) Prepare users' manuals and other documentation
- iv) Train users of the system
- v) Perform other related tasks that may be assigned

g) Regional Information Officer I shall

- i) Assist in the formulation of a regional advocacy and communication plan
- ii) Document and prepare write-ups on success stories of Pantawid household beneficiaries and key stakeholders
- iii) Assist in the preparation of press releases at the regional level
- iv) Coordinate local media guesting's and interviews
- v) Prepare media kits and briefs, as well as other forms of informational materials for Pantawid
- vi) Perform other related tasks that may be assigned

APPENDIX 32

Set 1 Target Areas

Pantawid Pamilyang Pilipino Program (4Ps) Set 1 Target Areas

Poverty Incidence (2003 SAEs)	Rank	City/Municipality	Province	Region
31.64	1,000	Aguilar	Pangasinan	Region I
45.53	543	Bolinao	Pangasinan	Region I
36.60	839	Mabini	Pangasinan	Region I
36.22	855	Urbiztondo	Pangasinan	Region I
48.05	466	Divilican	Isabela	Region II
48.20	461	Palanan	Isabela	Region II
45.21	552	San Mariano	Isabela	Region II
33.81	940	Carranglan	Nueva Ecija	Region III
34.05	930	Gabaldon (Bitulok & Sabani)	Nueva Ecija	Region III
27.61	1,118	Licab	Nueva Ecija	Region III
38.31	780	Talugtug	Nueva Ecija	Region III
58.13	232	Buenavista	Quezon	Region IV-A
59.14	216	San Andres	Quezon	Region IV-A
60.86	186	San Francisco (Aurora)	Quezon	Region IV-A
57.99	236	San Narciso	Quezon	Region IV-A
53.78	319	Abra de Ilog	Occidental Mindoro	Region IV-B
55.59	278	Magsaysay	Occidental Mindoro	Region IV-B
58.40	230	Paluan	Occidental Mindoro	Region IV-B
53.99	314	Santa Cruz	Occidental Mindoro	Region IV-B
52.35	351	Bansud	Oriental Mindoro	Region IV-B
49.36	424	Bongabong	Oriental Mindoro	Region IV-B
74.70	37	Bulalacao (San Pedro)	Oriental Mindoro	Region IV-B
68.38	94	Mansalay	Oriental Mindoro	Region IV-B
39.09	746	Naujan	Oriental Mindoro	Region IV-B
55.63	277	Pola	Oriental Mindoro	Region IV-B
8.32	1,531	Libon	Albay	Region V
64.11	135	Balud	Masbate	Region V
72.46	55	Cawayan	Masbate	Region V
69.59	80	Claveria	Masbate	Region V
63.66	140	Esperanza	Masbate	Region V
66.66	105	Monreal	Masbate	Region V
68.67	90	Placer	Masbate	Region V
72.02	60	San Pascual	Masbate	Region V
62.23	168	Uson	Masbate	Region V
42.37	638	Barbaza	Antique	Region VI
39.68	726	Bugasong	Antique	Region VI
47.28	486	Laua-an	Antique	Region VI

49.36	425	San Remigio	Antique	Region VI
51.54	366	Valderrama	Antique	Region VI
9.70	1,515	Iloilo City (CAPITAL)	Iloilo	Region VI
3.83	1,588	Cebu City (CAPITAL)	Cebu	Region VII
60.66	187	Ayungon	Negros Oriental	Region VII
63.45	145	Basay	Negros Oriental	Region VII
59.74	201	Bindoy (Payabon)	Negros Oriental	Region VII
65.67	115	Jimalalud	Negros Oriental	Region VII
64.82	128	La Libertad	Negros Oriental	Region VII
63.91	137	Tayasan	Negros Oriental	Region VII
55.66	276	Vallehermoso	Negros Oriental	Region VII
42.51	632	Catubig	Northern Samar	Region VIII
43.29	606	Lapinig	Northern Samar	Region VIII
53.27	330	Las Navas	Northern Samar	Region VIII
46.36	515	Lope de Vega	Northern Samar	Region VIII
49.16	435	Mapanas	Northern Samar	Region VIII
46.94	499	Mondragon	Northern Samar	Region VIII
47.09	494	Palapag	Northern Samar	Region VIII
49.98	405	Pambujan	Northern Samar	Region VIII
48.45	453	San Roque	Northern Samar	Region VIII
52.08	358	Silvino Lobos	Northern Samar	Region VIII
85.17	7	Bacungan (Leon T. Postigo)	Zamboanga del Norte	Region IX
70.21	72	Baliguian	Zamboanga del Norte	Region IX
84.58	9	Godod	Zamboanga del Norte	Region IX
73.47	48	Gutalac	Zamboanga del Norte	Region IX
70.16	74	Jose Dalman (Ponot)	Zamboanga del Norte	Region IX
47.17	492	Kalawit	Zamboanga del Norte	Region IX
65.15	122	Katipunan	Zamboanga del Norte	Region IX
46.97	497	Manukan	Zamboanga del Norte	Region IX
77.69	26	Pres. Manuel A. Roxas	Zamboanga del Norte	Region IX
69.05	84	Sergio Osmeña Sr.	Zamboanga del Norte	Region IX
97.46	1	Siayan	Zamboanga del Norte	Region IX
76.56	29	Sibuco	Zamboanga del Norte	Region IX
62.76	160	Sindangan	Zamboanga del Norte	Region IX
62.42	166	Kapatagan	Lanao del Norte	Region X
59.79	200	Lala	Lanao del Norte	Region X
75.06	36	Magsaysay	Lanao del Norte	Region X
72.00	61	Munai	Lanao del Norte	Region X
74.27	41	Nunungan	Lanao del Norte	Region X
81.68	14	Poona Piagapo	Lanao del Norte	Region X
73.67	46	Salvador	Lanao del Norte	Region X

72.42	56	Sapad	Lanao del Norte	Region X
77.89	24	Tagoloan	Lanao del Norte	Region X
86.72	4	Tangcal	Lanao del Norte	Region X
60.51	190	Baliangao	Misamis Occidental	Region X
64.09	136	Bonifacio	Misamis Occidental	Region X
72.36	57	Concepcion	Misamis Occidental	Region X
71.99	62	Don Victoriano Chiongbian	Misamis Occidental	Region X
58.96	220	Lopez Jaena	Misamis Occidental	Region X
50.02	403	Plaridel	Misamis Occidental	Region X
56.10	269	Sapang Dalaga	Misamis Occidental	Region X
50.83	379	Sinacaban	Misamis Occidental	Region X
53.18	333	Tudela	Misamis Occidental	Region X
15.50	1,412	Cagayan de Oro City (CAPITAL)	Misamis Oriental	Region X
14.94	1,424	Davao City	Davao del Sur	Region XI
57.31	248	Caraga	Davao Oriental	Region XI
63.43	147	Manay	Davao Oriental	Region XI
62.18	171	Maasim	Sarangani	Region XII
66.37	111	Malapatan	Sarangani	Region XII
78.40	21	Esperanza	Agusan del Sur	CARAGA
79.69	18	La Paz	Agusan del Sur	CARAGA
77.71	25	Loreto	Agusan del Sur	CARAGA
83.06	11	San Luis	Agusan del Sur	CARAGA
59.23	214	Santa Josefa	Agusan del Sur	CARAGA
70.12	75	Sibagat	Agusan del Sur	CARAGA
70.58	68	Veruela	Agusan del Sur	CARAGA
69.40	81	Basilisa	Dinagat Island	CARAGA
74.50	38	Cagdianao	Dinagat Island	CARAGA
69.75	77	Libjo (Albor)	Dinagat Island	CARAGA
62.98	156	Tubajon	Dinagat Island	CARAGA
63.21	153	Dapa	Surigao del Norte	CARAGA
67.24	100	Del Carmen	Surigao del Norte	CARAGA
68.19	96	General Luna	Surigao del Norte	CARAGA
70.21	73	Gigaquit	Surigao del Norte	CARAGA
69.03	85	Malimono	Surigao del Norte	CARAGA
72.64	54	Pilar	Surigao del Norte	CARAGA
68.36	95	San benito	Surigao del Norte	CARAGA
75.45	35	San Isidro	Surigao del Norte	CARAGA
64.26	133	Socorro	Surigao del Norte	CARAGA

70.48	71	Lingig	Surigao del Sur	CARAGA
59.68	202	Marihatag	Surigao del Sur	CARAGA
69.73	78	San Miguel	Surigao del Sur	CARAGA
59.82	199	Tagbina	Surigao del Sur	CARAGA
13.17	1,463	Port Area, Manila	1st District	NCR
6.73	1,557	Tondo, Manila	1st District	NCR
3.62	1,593	City of Pasig	2nd District	NCR
3.03	1,604	Quezon City	2nd District	NCR
7.41	1,543	City of Navotas	3rd District	NCR
5.16	1,575	Kalookan City	3rd District	NCR
3.73	1,591	Pasay City	4th District	NCR
5.23	1,574	Taguig City	4th District	NCR
73.52	47	Boliney	Abra	CAR
37.19	817	Bucay	Abra	CAR
62.68	161	Bucloc	Abra	CAR
49.56	415	Dangalas	Abra	CAR
40.53	698	La Paz	Abra	CAR
61.48	174	Lacub	Abra	CAR
52.54	347	Lagayan	Abra	CAR
63.81	138	Langiden	Abra	CAR
50.84	378	Licuan-Baay (Licuan)	Abra	CAR
52.42	349	Luba	Abra	CAR
53.46	325	Malibcong	Abra	CAR
65.52	116	San Isidro	Abra	CAR
51.04	374	Tubo	Abra	CAR
54.79	294	Villa Viciosa	Abra	CAR
22.90	1,228	Calanasan (Bayag)	Apayao	CAR
40.44	700	Conner	Apayao	CAR
36.27	852	Kabugao (CAPITAL)	Apayao	CAR
2.80	1,607	Baguio City	Benguet	CAR
50.37	393	Lubuagan	Kalinga	CAR
70.01	76	Pasil	Kalinga	CAR
88.06	2	Tanudan	Kalinga	CAR
82.14	12	Tinglayan	Kalinga	CAR
60.56	189	Natonin	Mountain Province	CAR
59.91	196	Paracelis	Mountain Province	CAR
63.53	144	Sadanga	Mountain Province	CAR
30.95	1,024	Bubong	Lanao del Sur	ARMM
37.23	814	Ditsaan-ramain	Lanao del Sur	ARMM
46.10	522	Datu Saudi- Ampatuan	Maguindanao	ARMM
49.18	434	Datu Unsay	Maguindanao	ARMM
58.84	222	Mamasapano	Maguindanao	ARMM
62.83	159	Hadji Panglima Tahil (Marunggas)	Sulu	ARMM
39.14	745	Jolo (CAPITAL)	Sulu	ARMM
34.60	913	Bongao	Tawi-tawi	ARMM

**Set 2
Target
Areas**

**Pantawid Pamilyang Pilipino Program
Set 2 Target Areas**

Poverty Incidence (2003 SAEs)	Rank	City/Municipality	Province	Region
70.71	297	Sugpon	Ilocos Sur	Region I
85.5	311	Bagulin	La Union	Region I
73.13	343	Santol	La Union	Region I
66.68	579	Agutaya	Palawan	Region IV-B
65.08	635	Balabac	Palawan	Region IV-B
66.67	794	Busuanga	Palawan	Region IV-B
70.5	509	Dumaran	Palawan	Region IV-B
62.19	590	El Nido	Palawan	Region IV-B
76.37	471	Linapacan	Palawan	Region IV-B
61.23	348	Quezon	Palawan	Region IV-B
64.18	406	San Vicente	Palawan	Region IV-B
64.93	490	Taytay	Palawan	Region IV-B
62.16	775	San Jose	Romblon	Region IV-B
65.4	421	Aroroy	Masbate	Region V
64.82	659	Mandaon	Masbate	Region V
64.26	487	Milagros	Masbate	Region V
68.73	441	Donsol	Sorsogon	Region V
70.99	520	Libacao	Aklan	Region VI
71.29	1,183	Madalag	Aklan	Region VI
64.76	1,300	Almagro	Western Samar	Region VIII
67.1	1,432	Basey	Western Samar	Region VIII
66.48	1,083	Calbayog City	Western Samar	Region VIII
68.73	1,123	Calbiga	Western Samar	Region VIII
77.96	1,475	Daram	Western Samar	Region VIII
72.91	1,176	Gandara	Western Samar	Region VIII
62.89	1,149	Hinabangan	Western Samar	Region VIII
69.1	1,261	Jiabong	Western Samar	Region VIII
68.54	1,321	Marabut	Western Samar	Region VIII
81.35	1,330	Matuguinao	Western Samar	Region VIII
73.24	1,578	Motiong	Western Samar	Region VIII

68.8	1,510	Pagsanghan	Western Samar	Region VIII
66.38	1,540	Paranas	Western Samar	Region VIII
74.34	1,538	Pinabacdao	Western Samar	Region VIII
68.61	1,509	San Jorge	Western Samar	Region VIII
81.91	1,505	San Jose De Buan	Western Samar	Region VIII
73.97	1,503	San Sebastian	Western Samar	Region VIII
70.54	1,493	Santa Margarita	Western Samar	Region VIII
76.49	1,496	Santa Rita	Western Samar	Region VIII
73.39	1,491	Santo Niño	Western Samar	Region VIII
74.05	1,539	Tagapul-an	Western Samar	Region VIII
71.42	1,550	Talalora	Western Samar	Region VIII
77.99	1,596	Tarangnan	Western Samar	Region VIII
71.22	1,548	Villareal	Western Samar	Region VIII
80.11	1,554	Zumarraga	Western Samar	Region VIII
37.55	715	Dapitan City	Zamboanga del Norte	Region IX
16.17	457	Dipolog City	Zamboanga del Norte	Region IX
62.54	484	La Libertad	Zamboanga del Norte	Region IX
52.16	488	Labason	Zamboanga del Norte	Region IX
49.67	327	Liloy	Zamboanga del Norte	Region IX
75.69	630	Mutia	Zamboanga del Norte	Region IX
47.34	259	Piñan	Zamboanga del Norte	Region IX
42.43	408	Polanco	Zamboanga del Norte	Region IX
37.8	268	Rizal	Zamboanga del Norte	Region IX
72.91	742	Salug	Zamboanga del Norte	Region IX
43.16	766	Sibutad	Zamboanga del Norte	Region IX
50.31	640	Siocon	Zamboanga del Norte	Region IX
76.12	712	Sirawai	Zamboanga del Norte	Region IX
67.98	577	Tampilisan	Zamboanga del Norte	Region IX
68.12	624	Dinas	Zamboanga del Sur	Region IX
63.66	769	Dumingag	Zamboanga del Sur	Region IX
62.47	576	Kumalarang	Zamboanga del Sur	Region IX
68.58	591	Lakewood	Zamboanga del Sur	Region IX
84.35	773	Lapuyan	Zamboanga del Sur	Region IX
86.32	869	Midsalip	Zamboanga del Sur	Region IX
61.32	1,235	San Miguel	Zamboanga del Sur	Region IX
76.85	273	San Pablo	Zamboanga del Sur	Region IX
87.54	338	Sominot	Zamboanga del Sur	Region IX
72.17	713	Tabina	Zamboanga del Sur	Region IX
74.45	307	Tigbao	Zamboanga del Sur	Region IX
75.8	555	Vincenzo A. Sagun	Zamboanga del Sur	Region IX
77.67	436	Mabuhay	Zamboanga Sibugay	Region IX

67.71	616	Roseller Lim	Zamboanga Sibugay	Region IX
69.09	706	Talusan	Zamboanga Sibugay	Region IX
66.59	507	Tungawan	Zamboanga Sibugay	Region IX
62.86	1,417	Talakag	Bukidnon	Region X
63.27	1,406	Baloi	Lanao del Norte	Region X
74.04	1,469	Matungao	Lanao del Norte	Region X
74.03	1,361	Pantao Ragat	Lanao del Norte	Region X
67.2	1,369	Pantar	Lanao del Norte	Region X
72.27	1,494	Sultan Naga Dimaporo	Lanao del Norte	Region X
63.42	1,545	Magsaysay	Misamis Oriental	Region X
69.62	1,078	Laak	Compostela Valley	Region XI
78.56	1,185	Talaingod	Davao del Norte	Region XI
80.75	1,155	Don Marcelino	Davao del Sur	Region XI
84.63	1,080	Jose Abad Santos	Davao del Sur	Region XI
64.61	1,260	Malita	Davao del Sur	Region XI
63.56	1,352	Santa Maria	Davao del Sur	Region XI
78.67	1,337	Sarangani	Davao del Sur	Region XI
62.3	1,066	Tarragona	Davao Oriental	Region XI
65.31	1,107	Lake Sebu	South Cotabato	Region XII
66.5	1,207	T'Boli	South Cotabato	Region XII
63.63	1,134	Sen. Ninoy Aquino	Sultan Kudarat	Region XII
63.19	796	Jabonga	Agusan del Norte	CARAGA
65.93	612	Las Nieves	Agusan del Norte	CARAGA
61.63	165	Bunawan	Agusan del Sur	CARAGA
63.71	28	Prosperidad	Agusan del Sur	CARAGA
63.4	3	Rosario	Agusan del Sur	CARAGA
66.26	99	Talacogon	Agusan del Sur	CARAGA
64.76	132	Dinagat	Dinagat Islands	CARAGA
63.24	23	Claver	Surigao del Norte	CARAGA
65.44	42	Tagana-an	Surigao del Norte	CARAGA
63.27	148	Hinatuan	Surigao del Sur	CARAGA
63.45	79	Lanuza	Surigao del Sur	CARAGA
65.73	77	Picong	Lanao del Sur	ARMM
65.21	95	Tubaran	Lanao del Sur	ARMM
65.04	319	Matanog	Maguindanao	ARMM
64.99	726	Kalingalan Caluang	Sulu	ARMM
65.4	425	Luuk	Sulu	ARMM
65.4	145	Omar	Sulu	ARMM
66.46	115	Panglima Estino	Sulu	ARMM

Household Assessment

I. Identification Print form entries in block letters

	Region	Province	City/Municipality	Barangay	Purok	Street Address
1. Address						
2. Telephone			3. Length of Stay in Barangay		4. No. of Nuclear Families in Household	5. No. of Bedrooms / Sleeping Rooms
			hrs			

II. Socioeconomic Information

6. What type of construction materials are the roofs made of?

- Strong Materials (galvanized iron, aluminum, tile, concrete, brick, stone, wood, asbestos)
- Light Materials (cogon, nipa, anahaw)
- Salvaged / Makeshift Materials
- Mixed but Predominantly Strong Materials
- Mixed but Predominantly Light Materials
- Mixed but Predominantly Salvaged Materials

7. What type of construction materials are the outer walls made of?

- Strong Materials (tile, concrete, brick, stone, wood, plywood)
- Light Materials (cogon, nipa, anahaw, bamboo)
- Salvaged / Makeshift Materials
- Mixed but Predominantly Strong Materials
- Mixed but Predominantly Light Materials
- Mixed but Predominantly Salvaged Materials

8. In what type of building/house does the household reside?

- Single House
- Duplex
- Apartment / Condominiums / Townhouse
- Commercial / Industrial / Agricultural building or house
- Other housing (cave, boat, under a bridge etc.)

9. What is the tenure status of the property occupied by the family?

- Own House and Lot; or Owner-like Possession of House and Lot
- Rented House / Room including Lot
- Own House but Rented Lot
- Own House, Rent-Free Lot with Consent of Owner
- Own House, Rent-Free Lot without Consent of Owner
- Rent-Free House and Lot with Consent of Owner
- Rent-Free House and Lot without Consent of Owner

10. What toilet facility does the household have?

- Water-sealed
- Closed Pit
- Open Pit
- Others (Pails, etc.)
- None

11. Is there electricity in the building / house?

- Yes
- No

12. What is the household's main water source?

- Own Use, Faucet, Community Water System
- Shared, Faucet, Community Water System
- Own Use, Tubed / Piped Well
- Shared, Tubed / Piped Well
- Dug Well
- Spring, River, Stream, etc.
- Collected Rainfall
- Peddler

13. Which of the following items does the family own? (check all applicable)

- Television Set
- VTR / VHS / VCD / DVD
- Stereo / CD Player
- Refrigerator / Freezer
- Washing Machine
- Air Conditioning
- Living Room / Sala Set
- Dining Set
- Car, Jeep
- Telephone / Cellphone
- Personal Computer
- Microwave Oven
- Motorcycle

14. If any family member works abroad, how often does he/she send money to the household?

- At least every month
- About once or twice a year
- The family member does not send money to the household
- No family member works abroad (go directly to question 16)

15. What is the relationship of any family member/s working abroad to the household head? (check all applicable)

- Household Head
- Wife / Spouse
- Son / Daughter
- Brother / Sister
- Son-in-Law / Daughter-in-Law
- Grandson / Granddaughter
- Father / Mother

16. What type of disability does a household member have, if any?

- Hearing
- Visual
- Speech
- Orthopedic
- Multiple Disabilities
- Mental
- Other
- No household member is disabled

17. If any member of the household has ever experienced displacement in the last 12 months, what is the cause?

- Natural / Manmade Disaster
- Armed Conflict
- Infrastructure Dev't Project
- Other
- No household member has been displaced yet

18. Which of the following programs and services has any household member received from the government agency, LGU or NGO? (check all applicable, or check none if none applies)

- Scholarship
- Day Care Service / ECCD
- Supplemental Feeding
- Subsidized Rice
- PhilHealth
- Skills / Livelihood Training
- Housing
- Microcredit
- Self-Employment Assistance
- Pantawid Pamilyang Pilipino Program
- Other Cash Transfer Program
- Other
- None

19. Do you consider your household as part of an Indigenous People Group?

- Yes
- No

Declaration

I declare that the above information is true and I authorize its use for social protection programs.

Name of Respondent _____

Signature of Respondent _____

Thumbmark of Respondent

Certification

I declare that the above information was obtained / reviewed by me personally.

Date Accomplished

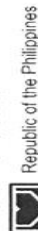
MM / DD / YYYY 20

Date Reviewed

MM / DD / YYYY

MM / OD /

SYSTEM GENERATED: Household ID (to be filled up by the encoder)



Household Roster

Print form entries in block letters. Draw a line across all unfilled rows.

[illegible]

21 Rel: Relation to Household Head		24 Sex: Gender		25 AS: Attending School / Day Care / Preschool? (3-18 yo)		26 Educ: Highest Education Attained		27 Occ: Primary Occupation / Business	
01	Head	1	Male	1	Yes	00	No Grade Completed	11	High School Graduate
02	Wife / Spouse	2	Female	2	No	01	Kindergarten	12	1 st Year College
03	Son / Daughter			3	Not Applicable (0-2)	02	Grade 1	13	2 nd Year College
04	Brother / Sister					03	Grade 2	14	3 rd Year College
05	Son-in-Law / Daughter-in-Law					04	Grade 3	15	4 th Year College or Higher (Undergraduate)
06	Grandson / Granddaughter					05	Grade 4	16	College Graduate
07	Father / Mother					06	Grade 5	17	Above (M.A. / M.S. / Ph.D.)
08	Other Relative								
09	Boarder								
10	Domestic Helper								
11	Non-Relative								
22 Sp: Check if a Solo Parent		28 HC: Type of Health Center Attended		29 TS: Type of School / Day Care / Preschool Attended		30 ES: Service Workers and Shop and Market Sales Workers		31 FS: Farmers, Forestry Workers and Fishermen	
		1 Rural Health Unit (RHU)		1 Public		07		Trades and Related Workers	
		2 Barangay Health Station (BHS)		2 Private		08		Plant and Machine Operators and Assemblers	
		3 Other		3 Not Applicable (not attending)		09		Laborers and unskilled workers	
		4 None				10		None	

APPENDIX 33
MEMORANDUM OF AGREEMENT
PROVINCIAL LEVEL

KNOW ALL MEN BY THESE PRESENT:

This agreement entered into in Manila, Philippines, this day of 2009 and _____
among:

The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), a national agency existing under the laws of the Philippines with office address at Batasan Complex, Constitution Hills, Quezon City, represented by Secretary **ESPERANZA I. CABRAL** and herein referred to as the **"FIRST PARTY"**.

-and-

The **PROVINCIAL GOVERNMENT OF _____** with principal office at Provincial Hall _____, Province, represented herein by **HON. _____**, Provincial Governor and hereinafter referred to as the **"SECOND PARTY"**.

WITNESSETH

WHEREAS, it is the policy of the State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development;

WHEREAS, in support of this State policy, the **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)** has been developed as a poverty reduction measure that provides conditional cash transfer to extreme poor households to allow the members of the families to meet certain human development goals set by the Government;

WHEREAS, the program supports the realization of the **DSWD** vision, mission and mandate as the leader and champion on Social Welfare and Development and it addresses two of the three main objectives of the National sector Support for the Social Welfare and Development Reform Program (*NSS-SWDRP*) that aligns with the **DSWD** goals of poverty reduction and empowering the poor;

WHEREAS, the **DSWD** was tasked to lead in the implementation of this program and to coordinate with the other Government Agencies, the Local Government Unit and the Non-Government Organizations to ensure effective implementation;

WHEREAS, **DSWD** advocates for the implementation of **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)** for extremely poor households that aims to build human capital through accessing health/nutrition and education services of children ages 0-14 years old;

WHEREAS, the City has been identified as site for the implementation of the program;

WHEREAS, the Province has expressed its interest and willingness to be the partner of the DSWD and other agencies in the implementation of **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)** to improve the condition of its poor constituents;

WHEREAS, the Province is willing to meet the needed health services as required in the implementation of the program and provide assistance in ensuring that the beneficiaries received day care and elementary education services;

WHEREAS, the parties of this contract have decided and hereby formally bind themselves for the implementation of **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)**;

NOW, THEREFORE IN CONSIDERATION OF THE CONDITION AND UNDERTAKINGS HEREINAFTER STATED, THE PARTIES HERETO DO HEREBY MUTUALLY AGREE AND DECLARE AS FOLLOWS:

ARTICLE I DUTIES AND RESPONSIBILITIES

II. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT shall;

12. Conduct assessment of supply for health and education in partnership with concerned agencies and local government units.
13. Provide cash transfer to the identified poor household of the province who met the criteria that enable them to be beneficiaries of the program.
14. Identify target areas based on the existing data on poverty incidence and select the potential household beneficiaries in target areas.
15. Assign a focal person for the program at the regional level to manage agreements and work closely with the Local Government Units (LGU) to ensure program implementation.
16. Provide technical assistance to LGU on the implementation of the program.
17. To guarantee the proper and timely information about the programs for the provincial, municipal, city service provider beneficiaries and others.
18. Preside over the regional inter-agency committee meeting.
19. Conduct regular monitoring of the program implementation and submit reports to oversight agencies and partners as necessary.
20. Review and recommend policy development and enhancement to further improve the implementation of the program.
21. Take the lead in the conduct of capability building and training at all levels.
22. Conduct regular consultations and dialogues with other stakeholders to facilitate feedback for policy and resource development.

II. The PROVINCIAL GOVERNMENT OF _____ shall;

1. Provide augmentation/logistical support to the municipality to ensure the effective implementation of 4P's particularly on supply side on health and education and to include the enrollment of the beneficiaries to Phil. Health program;
2. Serve as member of the 4P's Regional Grievance Committee in addressing complaints queries and cases on non-compliance to 4P's conditionalities at the provincial and regional levels;
3. Advocate to other partner agencies and other non-government organizations (NGOs), People's Organization (POs) and other intermediaries to gain support in the implementation of 4P's program;
4. Regularly coordinate and assist the LGU in resolving issues and needs to improve and strengthen program implementation;
5. Assist the municipality in the provision of support services and programs such as value formation and education, livelihood assistance, health and sanitation

and organization of neighborhood groups to hasten 4P's implementation

6. Ensure monitoring of the program implementation at the municipal level in accordance with the required rules and procedures in implementing the 4P's program;

ARTICLE II EFFECTIVITY AND PERIOD OF AGREEMENT

This Agreement shall take effect upon signing of the parties and shall remain in full force and effect for five (5) years unless otherwise revoked by any of the parties.

ARTICLE III AMENDMENTS

Any modification of this **AGREEMENT** will not be valid except when there is a written concurrence of **BOTH PARTIES**;

ARTICLE IV PENALTY CLAUSE

This agreement shall be implemented as agreed upon in accordance with the Terms and Condition stipulated herein. Failure on any part of any party to comply with the provisions of this Agreement will warrant its discontinuance and give rise to the filing of appropriate administrative and/or criminal actions against responsible offices and employment of the Erring Party.

IN WITNESS WHEREOF, the parties hereunder set their hand on the date and place abovementioned.

DEPARTMENT OF
SOCIAL WELFARE AND
DEVELOPMENT
BY:

PROVINCIAL
GOVERNMENT OF

ESPERANZA I. CABRAL
SECRETARY

HON.
GOVERNOR

WITNESS:
LUWALHATI F. PABLO
UNDERSECRETARY/4Ps
PROGAM DIRECTOR

WITNESS:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction,
personally appeared the following:

Name	Corn. Tax Cert. No	Date/Place Issued
ESPERANZA I. CABRAL	1949547	1/23/08 Makati City

known to me to be the named persons who executed the foregoing instrument
and acknowledged to me that the same is their own free will and voluntary act
and deed.

This instrument consist of four (4) pages including this page wherein this
Acknowledgement is written, and is signed by the parties and their instrumental
witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of
_____ 2008 at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of. _____

APPENDIX 34

MEMORANDUM OF AGREEMENT CITY/ MUNICIPAL LEVEL

KNOW ALL MEN BY THESE PRESENT:

This agreement entered into in Manila, Philippines, this _____ day of _____ 2009 and among:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a national agency existing under the laws of the Philippines with office address at Batasan Complex, Constitution Hills, Quezon City, represented by Secretary **ESPERANZA I. CABRAL** and herein referred to as the "**FIRST PARTY**".

-and-

The **MUNICIPAL GOVERNMENT OF _____** with principal office at _____

Province represented herein by **HON. _____** Municipal Mayor and hereinafter referred to as the "**SECOND PARTY**".

WITNESSETH

WHEREAS, it is the policy of the State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development;

WHEREAS, in support of this State policy, the **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)** has been developed as a poverty reduction measure that provides conditional cash transfer to extreme poor households to allow the members of the families to meet certain human development goals set by the Government;

WHEREAS, the program supports the realization of the **DSWD** vision, mission and mandate as the leader and champion on Social Welfare and Development and it addresses two of the three main objectives of the National sector Support for the Social Welfare and Development Reform Program (*NSS-SWDRP*) that aligns with the **DSWD** goals of poverty reduction and empowering the poor;

WHEREAS, the **DSWD** was tasked to lead in the implementation of this program and to coordinate with the other Government Agencies, the Local Government Units and the Non-Government Organizations to ensure effective implementation;

WHEREAS, **DSWD** advocates for the implementation of **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)** for extremely poor households that aims to build human capital through accessing health/nutrition and education services of children ages 0-14 years old;

WHEREAS, the Municipality has been identified as site for the implementation of the program;

WHEREAS, the Municipality has expressed its interest and willingness to be the partner of the **DSWD** and other agencies in the implementation of **PANTAWID**

PAMILYANG PILIPINO PROGRAM (4Ps) to improve the condition of its poor constituents;

WHEREAS, the Municipality is willing to meet the needed health services as required in the implementation of the program and provide assistance in ensuring that children beneficiaries received day care and elementary education services;

WHEREAS, the parties of this contract have decided and hereby formally bind themselves for the implementation of **PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)**;

NOW, THEREFORE IN CONSIDERATION OF THE CONDITION AND UNDERTAKINGS HEREINAFTER STATED, THE PARTIES HERETO DO HEREBY MUTUALLY AGREE AND DECLARE AS FOLLOWS:

ARTICLE I DUTIES AND RESPONSIBILITIES

I. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT shall;

1. Conduct assessment of supply for health and education in partnership with concerned agencies and local government unit.
2. Provide cash transfer to the identified poor household of the municipality who met the criteria that enable them to be beneficiaries of the program.
3. Identify target areas based on the existing data on poverty incidence and select the potential household beneficiaries in target areas.
4. Assign a focal person for the program at the regional level to manage agreements and work closely with the Local Government Unit (LGU) to ensure program implementation.
5. Provide technical assistance to LGU on the implementation of the program.
6. To guarantee the proper and timely information about the programs for all municipal service provider, beneficiaries and others.
7. Preside over the regional inter-agency committee meeting.
8. Conduct regular monitoring of the program implementation and submit to oversight agencies and partners as necessary.
9. Review and recommend policy development and enhancement to further improve the implementation of the program.
10. Take the lead in the conduct of capability building and training at all levels.
11. Conduct regular consultations and dialogues with other stakeholders to facilitate feedback for policy and resource development.

II The MUNICIPAL GOVERNMENT shall;

1. Ensure that education and health services required by the program are available for beneficiaries during program operation in collaboration with the Departments of Health and Education and ensure enrollment of the beneficiaries to Phil. Health program.
2. Provide for other logistical support but not limited to space and office paraphernalia for the municipal link for the period of program implementation.
3. Designate permanent focal person for the program to ensure efficient program operation.
4. Receive and send for processing and consideration by Pantawid Pamilyang Pilipino Program Regional Office updates for beneficiary household, including child birth, change of address, change of responsible mother and other specified in the manual.
5. Provide the Pantawid Pamilyang Pilipino-PMO with the required information to

verify that beneficiary families are complying with the commitment required by the program.

6. Review progress reports on verification of commitments and supply of services and produce actions as needed to improve program operation.
7. Facilitate and address complaints, requests, of poor families concerned.
8. Help promote and disseminate the program to different stakeholder.
9. Organize and strengthen inter agency network to ensure convergence of services and serve as advisory group in the implementation of the program.
10. Conduct regular monitoring and provide technical assistance to municipal link and mother leaders to ensure effective program implementation.
11. Shall be a member of the Advisory and Grievance Committee.

ARTICLE II EFFECTIVITY AND PERIOD OF AGREEMENT

This Agreement shall take effect upon signing of the parties and shall remain in full force and effect for five (5) years unless otherwise revoked by any of the parties.

ARTICLE III AMENDMENTS

Any modification of this **AGREEMENT** will not be valid except when there is a written concurrence of **BOTH PARTIES**;

ARTICLE IV PENALTY CLAUSE

This agreement shall be implemented as agreed upon in accordance with the Terms and Condition stipulated herein. Failure on any part of any party to comply with the provisions of this Agreement will warrant its discontinuance and give rise to the filing of appropriate administrative and/or criminal actions against responsible offices of the Erring Party.

IN WITNESS WHEREOF, the parties hereunder set their hand on the date and place abovementioned.

DEPARTMENT OF
SOCIAL WELFARE AND
DEVELOPMENT
BY:

MUNICIPAL
GOVERNMENT OF PASIL

BY:

ESPERANZA I.

HON. MAYOR

WITNESS:
LUWALHATI F. PABLO
UNDERSECRETARY14Ps
PROGAM DI RECTOR

WITNESS:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally
appeared the following:

Name	Com. Tax Cert. No.	Date/Place Issued
ESPERANZA I. CABRAL	1949547	1/23108 Makati City

known to me to be the named persons who executed the foregoing instrument and
acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consist of four (4) pages including this page wherein this Acknowledgement is
written, and is signed by the parties and their instrumental witnesses on each and every page
hereof.

WITNESS MY HAND AND SEAL, this day of
_____ 2008 at _____, Philippines.

NOTARYPUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of . _____

APPENDIX 35

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Pantawid Familyang Pilipino Program (4Ps)

Supply- Side Assessment Form for Health

(The information refers to EACH BARANGAY in the municipality or city)

Fill-up Instructions Guide on the Use of Supply Side Assessment Form on Health

The 4Ps is a very important program introduced by the Government to help the poorest families in our country especially during times of economic difficulties. The 4Ps provides cash grants to poor families with children 0-5 years of age and pregnant women on the condition that they avail public health services with the aim of obtaining required health check-ups and vaccines and other services as specified in the Department of Health (DOH) protocol. The 4Ps also includes grants for families with children 6-14 years of age on the condition that they enroll all their children of this age group in schools and keep monthly attendance records of 85% or over to classes. The conditions will be monitored every month and families not meeting the conditions will not be eligible to receive the grants. It is thus expected that as families try to get the cash grants there will be an increase in visits to health centers and health posts so as to avail those services. It is very important for 4Ps to know if the municipality and or city can respond adequately to these increased demands (on doctors, nurses, midwives and other health workers and the supplies and medicines and vaccines needed). Families who are able to meet the conditions are the families who can avail the grants on health and education.

In order to make a rapid assessment of the situation and evaluate the pressures put by 4Ps families, the program has designed a simple form (SSA-H below) to allow us to have indicators of the evolving situation in the barangay and in the municipality in general. Most of the variables in the Form are self-explanatory, but here is a short description and instructions as follows:

Question No.	Description	Instructions
1	Region	Write name of region in which municipality or city is located.
2	Province	Write name of province in which municipality or city is located.
3	Municipality or City	Write name of the municipality or city.
4	Barangay	Please record the name of barangay in which services are provided.
5	Type of facility	Check the available type of facility in the barangay.

6	Total population	Write the total population of the barangay.
7	Total No. of Health Personnel	<p><i>Write the total number of health personnel and this will be applied only to the barangay where the Rural Health Center is located. Please specify the following:</i></p> <p>No. of Doctors</p> <p>No. of Nurses</p>
8	Number of nurses	Write the number of nurses working in the barangay. If nurse attends more than one barangay, write her in the barangay where nurse does main work such as consultations and or administration matters.
9	Number of midwives	Write the number of midwives assigned to work in the barangay.
10	Number of actual or attended pregnant women in barangay	<p>Write only the ACTUAL number of pregnant women that have been</p> <p>identified in the barangay (at present time). <i>Do not write estimate number of pregnant!</i></p>
11	Number of consultations done by the doctor	<p><i>For this consider only the place (e.g. Rural Health Center) where the doctor performs the consultations, not the origin of the patients, and this referred to the barangay or the place where the doctor performs his/her consultations.</i></p> <p>Write the consultations performed to pregnant women only</p> <p>Consultations to children 0-5 years of age</p>
12	Number of consultations done by nurses in barangay	<p><i>For this consider only the place where nurses perform the consultations, not the origin of the patients.</i></p> <p>Write the consultations performed to pregnant women only</p> <p>Consultations to children 0-5 years of age</p>

13	Number of consultations done by midwives in barangay	<p><i>For this considers only the number of Consultations done by Mid-wives in barangay.</i></p> <p>Write the consultations performed to pregnant women Consultations to other population groups.</p>
14	Number of working weighting scales in barangay	Write the total number of scales per barangay that are in good operational status and are used regularly to weight children during health checkups.
15	Number of vaccines administered in the reference period in the barangay	<p>Write total number of vaccines of each kind delivered to children 0-5 years of age in the reference period in the barangay.</p> <p>Here to consider only the children in the barangay who</p>
16	Number of syringes provided by health center	Write the number of syringes provided in the barangay
17	Number of deworming pills available	Write the number of deworming pills available in the barangay.
18	Number of families enrolled in Philhealth indigent program	Write the total number of families enrolled in Philhealth

APPENDIX 36

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Pantawid Pamilyang Pilipino Program (4Ps) Supply- Side Assessment Form for Health (SSA-H)

*(To be completed by Municipal or City Health Officer at the Rural Health Unit level and
to be filled up by Barangay midwife or nurse at the Barangay level in EACH
BARANGA Y in municipality or city)
February to March 2009*

- (1) Region: _____
- (2) Province: _____
- (3) Municipality/City: _____
- (4) Barangay _____
- (5) Type of Facility:
- RHU _____
 - Barangay Health Center/Station _____
 - Brgy.Nutrition Post: _____
 - Mobile Service
 - Others : _____
- (6) Total _____ population: _____ (2007 NSO population)
- (7) Total number of Health Personnel
- No. of doctors: _____
 - No. of nurses : _____
 - No. of midwives: _____
 - Others, if there any and specify: _____

(Note: Write legibly using a ballpen and fill out all spaces with numbers. Do not leave blank spaces. If blank the computer program will write 0)

Resources and Activities	February 2009 March	2009
8. Number of nurses working in the barangay		
9. Number of midwives working in the barangay		
10. Number of pregnant currently attended in the barangay		
11. Number of consultations by doctors for		
a. Pregnant		
b. Children 0-5 Yrs.		
c. Others		
a. Pregnant		
b. Children 0-5 Yrs.		
c. Others		
13. No. of activities by mid-wife for		

APPENDIX 37
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Pantawid Pamilyang Pilipino Program (4Ps)
Supply- Side Assessment Form for Education

(To be completed by District Supervisor)
School Year 2008-2009
**Fill-up Instructions Guide on the Use of Supply Side Assessment Form on
Education**

The Pantawid Pamilyang Pilipino Program (4Ps) is a very important program introduced by the Government to help the poorest families in our country to respond to economic difficulties. With the Department of Social Welfare as the lead implementing agency, 4Ps provides cash grants to poor families with the commitment that their children 6 to 14 years of age shall be in schools keeping 85% monthly attendance. Children 6- 14 years old enrolled in elementary education shall have two doses of de- worming medicines during the school year as mandated by the Department of Health protocol. It is expected that as families try to get the cash grants there will be an increase in enrollment and class attendance putting extra demands on the school system.

The Department of Education as a partner agency in implementing 4Ps and co-chair of the 4Ps National Advisory Committee has a very important role to ensure that supply side on education is adequate to meet the expected demands by 4Ps household beneficiaries. It is very important that these extra demands (on teachers, school supplies, desks, etc.) can be accommodated so that families can meet the conditions and get the cash grants. Meeting the conditionalities on education is a requirement for household beneficiaries of 4Ps to avail regularly the cash grants.

The Department-4Ps Project Management Office (PMO) has designed a simple assessment tool, the Supply Side Assessment Form on Education (SSA-E below) to help us determine the readiness of the schools as a prerequisite to implementing the program in your locality. This assessment tool provides us certain indicators that will describe the present and evolving situations on the supply side conditions on education.

Please read each of the questions carefully and follow the instructions in filling up the different items in the questionnaire as follows:

Question No.	Description	Instructions
1	<i>Region</i>	Write name of Region
2	<i>Province</i>	Write name of the province which the District Office is located.

Question No.	Description	Instructions
3	<i>District Office</i>	Write name of the school district.
4	<i>Municipality</i>	Write the name of city or municipality. If District comprises one or more cities or municipalities, please indicate. Please include all the schools in the city and or municipality.
5	<i>School</i>	Please write complete name of the school. No abbreviation please.
6	<i>Address</i>	Please give complete address of the school.
7	<i>Covered Barangays</i>	Refers to the name of barangays covered by the school. The primary barangay covered by the school followed by the names of other barangays served by the school.
8	<i>Type of School</i>	There are five types of school as indicated in the lower left hand part of the form. Please write the CODE NUMBER ONLY (1 to 5) in the space provided.
9	<i>Funding source of public school</i>	Please mark with an X if the school in reference is nationally funded or if the school is LGU funded.
10	<i>Average Area per Classroom (SQM)</i>	This could be a difficult question but we request you to make an estimate of the number of square meters on average of the different classroom of the school. You can do this by adding up all the square meters of all classrooms and dividing by the number of classrooms or, if not possible, select a "typical" or average classroom and record the number of square meters of that classroom.
11	<i>Total Number of classrooms</i>	Provide the total number of classrooms in the concerned school
12	<i>Number of school shifts in a day</i>	Provide the number of shifts the school has in a day.
13	<i>Does the School have access to electricity</i>	Mark with an X in Yes if the school has access to electricity for most of the day. Mark with and X in No if otherwise.
14	<i>Does the school have access to in-door water connection</i>	Mark with an X in Yes if the school has access to in-door water connection for most of the day. Mark with and X in No if otherwise.
15	<i>Does the school have access to in-</i>	Mark with an X in Yes if the school has access to in-door sanitary facility for staff and pupils/students. Mark with and X in No if otherwise.

Question No.	Description	Instructions
	<i>door sanitary facility</i>	
16	<i>Total number of teachers (Regular, MOA & Part time)</i>	Write the total number of teachers for all grades in the schools. This includes teachers (permanent status) who are working full time or part time and teachers under MOA. Write number for each of the categories in the table below.
17	<i>Total Number of Pupils/Students</i>	Provide us with the total number of pupils or students for all grades in elementary and secondary education in the school
18	<i>Total Number of textbooks (BEC textbooks on English, Math, Science, Filipino & Hekasi)</i>	Provide the total number of textbooks for all grades and classes in the school by adding up textbooks for English, Math, Science, Filipino and HEKASI. Write the number of textbooks for each subject separately in the table below.
19	<i>Total Number of Number of Student's Desks/Arm Chairs</i>	Count the total number of Desks and Arm Chairs for all grades
20	<i>Total number of computers used for instruction</i>	Provide us with the total number of computers used for instruction for all grades in the school. If there are computers but not used regularly for instruction do not include them.
21	<i>Total of number of de-worming medicine doses available for the school year</i>	According to the DOH protocol the elementary school students should have two doses of de- worming pills per school year. Please record the number of doses that are budgeted and or planned for each school for the school year. This information is of great importance as students who do not get the required doses of the de-worming medicine will not be eligible for payment of the grant.

APPENDIX 38

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Pantawid Pamilyang Inipino Program (4Ps) Supply- Side Assessment Form for Education (SSA-E) School Year 2008-2009

(Please read carefully and fill out all spaces. Do not leave blank spaces.

PLEASE USE BALL PEN TO WRITE. To be completed by EACH SCHOOL in District/Municipal

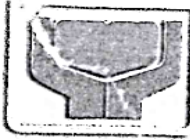
1. Region: _____
2. Province: _____
3. Name of district office _____
4. Name of city/municipality: _____
5. Name of school: _____
6. Address of school: _____
7. Barangays covered:
 - a) _____ (Barangay where the school is located)
 - b) _____
 - c) _____
 - d) _____
8. Type of School _____ (Please refer to type below and corresponding codes)
Type of school shall be as follows:
 - a. Incomplete Primary
 - b. Complete Primary (1-4)
 - c. Complete Elementary School (Pure Multigrade)
9. Funding Source of public school:
 - a) Nationally Funded)
 - b) Locally Funded
 - c) PTCA, Local School Board (SEF)
10. Average area per classroom (SQM) per school. _____
 Total number of classrooms in school. _____
11. Number of school shifts in a day. _____
12. Does the school have electricity? Yes No
13. Does the school have in-door water connection? Yes No
14. Does the school have in-door sanitary facility? Yes No

RESOURCES AND ACTIVITIES IN SCHOOL

Resources and Activities	School year 2008-09
(16) Total number of teachers	
Total number of teachers in elementary level	
a) Under MOA full time	

b) Part time, mobile teachers under Alternative Learning System (ALS)	
Total number of teacher in secondary level	
a) Regular teachers	
b) Under MOA full time	
c) Part time	
(17) Number of pupils/students	
a) Total number of elementary pupils in school	
b) Total number of students in secondary school	
(18) Number of textbooks	
a) English	
b) Math	
c) Science	
d) Filipino	
e) HEKASI	
(19) Number of Student's Desks/Arm Chairs in School	
a) Desks (2 pupils per set)	
b) Arm chairs (1 pupil per set)	
c) Table and Chair (1 pupil per set)	
(20) Number of computers used for instruction in school	
(21) Number of de-worming pills for the school year	

APPENDIX 39



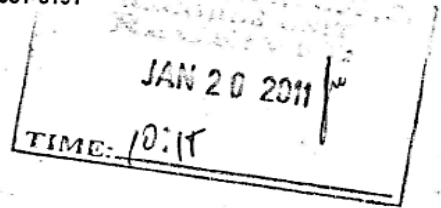
Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: dsawd@dawd.gov.ph

Website: <http://www.dawd.gov.ph>



TO : ALL DSWD REGIONAL OFFICES
Region 1-12, CAR, CARAGA, NCR & ARMM

FROM : THE PROJECT MANAGER
Pantawid Pamilya Pilipino Program

SUBJECT : NEW IMPLEMENTING PROCEDURES IN THE
BENEFICIARY UPDATE SYSTEM (BUS)

DATE : January 18, 2011

This is to provide you with the new implementing procedures in the following cases of beneficiary updates and BUS software application:

- a. *Guardianship of Orphaned Pantawid Pamilya Child-Beneficiary and Assigning New Grantee;*
- b. *Inter-Office, City and Municipal Change of Address of Pantawid Pamilya Beneficiaries, and;*
- c. *Use of Tracking System*

The abovementioned implementing procedures shall take effect immediately to accommodate the requests for updates of the Pantawid Pamilya households that subsequently affect their status as program beneficiaries and their receiving of cash grants. Likewise, to monitor the progress of all the encoded updates using the approved tracking system.

Attached are the copies of the approved implementing procedures for your information and reference.

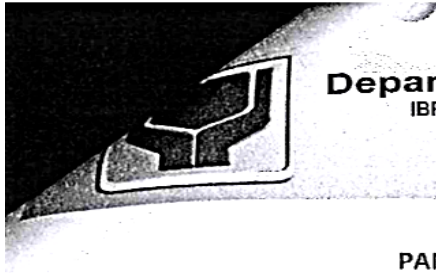

HONORABLE B. BAYUDAN

Cc : All Program Coordinators
System Focal Persons (CVS & GRS)

Mr. Carlo Magno O. Domingo
MIS Unit

Mr. Oscar B. Lopez, Jr.
Payment Unit

fn: New Implementing Procedures in BUS
CJS/PHT/HBB/rop/jud



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126
Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191
e-mail: ossec@dswd.gov.ph
Website: <http://www.dswd.gov.ph>

PANTAWID PAMILYANG PILIPINO PROGRAM

MEMORANDUM FOR THE HONORABLE SECRETARY

FROM : The Assistant Secretary and Deputy Project Director
Pantawid Pamilyang Pilipino Program

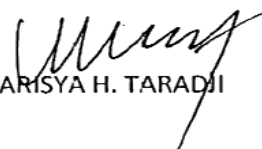
SUBJECT : Implementing Procedures in Inter-Field Office, City and Municipal
Change of Address of Pantawid Pamilya Beneficiaries

DATE : January 4, 2011

May we provide you with the proposed implementing procedures in updating Inter-field office, City and Municipal Change of Address of Pantawid Pamilya Beneficiaries which was discussed with the members of the National Project Management Team (NPMT) with their inputs already incorporated.

In general, the process involves the steps and procedures to be followed by a beneficiary of Pantawid Pamilya who for one reason or another decided to move out from their residence, yet still wants to remain a program beneficiary. Emphasized as well are repercussions on the part of the beneficiaries should they transfer to a non Pantawid Pamilya area or moved out without informing their City/Municipal Link. As the poverty threshold varies from one province to another, and that the compliance of the beneficiaries must be monitored, thereby necessitates the implementation of this procedures to determine if the household, after moving to a new address, still satisfies the requirement to qualify as a Pantawid Pamilya beneficiary. The target timeline for processing inter-field office change of address is 25 working days, while that of inter city/municipal of the same region is 14 working days

For your perusal, approval and further instructions.


PARISYA H. TARADJI

Approved/Disapproved


SECRETARY CORAZON JULIANO SOLIMAN

**STEPS AND PROCEDURES TO BE FOLLOWED IN INTER-FIELD OFFICE,
CITY AND MUNICIPAL
CHANGE OF ADDRESS OF 4Ps BENEFICIARIES**

(December 29, 2010)

SCENARIOS TO BE CONSIDERED:

- A. From one Field office to another Field office: Inter-field office change of address (pls. refer to Annex A)
- B. Between municipalities /cities of two different provinces: same field office (pls. refer to Annex B)
- C. Between municipalities/cities of the same province :same field office (pls. refer to Annex B)

- If any of the preceding Change of Address scenarios occur to the HH beneficiary falling to inform in advance or within a month after the transfer of residency, their concerned city/municipal link (C/ML) should recommend the delisting of the household from the program.
- If the household was delisted but still wishes to be a beneficiary of the program, the grantee must inform the new C/ML of their condition and intent. The grantee shall appeal for reactivation of their ID Number in the Pantawid Pamilya database thru the Grievance Redress System (GRS).
- After the request for reactivation has been approved by the NPMO and marked in the database as "active", the re-assessment will be conducted. The HH still have a chance to be reinstated as a 4Ps beneficiary only after going through the re-assessment and found qualified by the PMT administered by 4Ps NPMO.
- Change of Address within the barangay or from one barangay to another of the same municipality need not be resurveyed and therefore shall follow the conventional updating procedure.
- Should the HH beneficiary fails to inform or send any feeler about their transfer of residency, the C/ML of their place of origin, should recommend to the region the delisting of the HH from the program one (1) month after HH has moved out from old address.
- Had the beneficiary made known to the C/ML the intention to change address, C/ML will orient the beneficiary on the steps and procedures he/she should undergo, for a chance to be reinstated and again become an active member of the 4Ps program after they have transferred to a new address.

A. **FROM ONE FIELD OFFICE TO ANOTHER FIELD OFFICE** (Inter-field office change of address)

Steps and procedures:

1. Beneficiary Grantee (BG) informs the C/ML of his/her **new address** and ask for assistance on how to start processing his/her Update to be reinstated in the program.
2. C/ML of the **new address** requires the Beneficiary Grantee to present original copies of the ff.
 - 4Ps Identification Card
 - LBP Cash Card of the BG (if cash card holder)
 - Certification of Residency from the Barangay Capt. of the new address indicating date of transfer and exact address of the HH.
 - Certificate of previous residency from Bgy. Capt of old Address
 - Certificate of being a bonafide 4Ps beneficiary from C/ML of old address
3. The C/ML of the **new address** after proving the completeness, correctness and authenticity of the data and documents presented, endorses them to the **receiving** Field Office with attached certified photocopies of the aforementioned documents.
4. Should the required documents be lacking , or beneficiary fails to show any of the required documents issued by by **the field office of origin**, the **receiving Region** will communicate to the Field Office of origin informing them about the transfer of address of the HH and the need to update status of the beneficiary for reinstatement, hence the request for the lacking supporting documents:
- 5A. The **Field Office of origin** will communicate to its concerned C/ML to submit as soon as possible the said documents to the Field Office.
- 6A. C/ML will send the documents to the receiving Field Office.
- 5B. **The receiving Field Office**, upon receipt of the required supporting documents , shall re-assess the household and submit the accomplished HAF to the **receiving region** for submission to 4Ps BUS unit at the NPMO for PMT application. *(NO NEED TO ASSIGN A NEW HH NUMBER)*

- 6B. The BUS-NPMO 4Ps personnel applies PMT to the HAF and submits copy of the result to BUS-Focal for recommendation to NPMO Project Manager's approval /disapproval of reinstatement.

If PMT result shows the household as;

A. NON POOR:

- 7A. NPMO MIS unit upon instruction by the NPMO Project Manager will delist the beneficiary from the data base .

- 8A.The BUS unit will inform the receiving Regional office.

- 9A.FO to instruct ML to inform the beneficiary of the result of the decision.

B. POOR and ELIGIBLE:

- 7B. NPMO BUS Unit will transfer/encode the HH ID No. of the Beneficiary to the receiving region's data base

- 8B. Project Manager through the BUS unit will inform the receiving Field Office about the beneficiary household found qualified after the PMT and should update changes in the household profile using Update form 5 e.g. the name of Servicing Health Unit, name of School of concerned HH members , etc., except change of address. Change of Address shall be done at the NPMO by MISS.

- 9B. Receiving FO informs C/ML to proceed with the Updating. C/ML of the **new address** assists the beneficiary in updating. Requires Beneficiary Grantee to register the children of the HH aged 0-14 to the nearest RHU and School within their municipality as these information are required to be included in the update form 5.

- 10B. C/ML sends completed Form 5 to the receiving Field Office.

- 11.B The BUS Focal at the FO verifies the completeness and validity of the documents and data submitted and if found complete and correct instructs the ITO of the receiving Field Office to encode them. The BUS Focal of the FO checks and validate data encoded and recommends to the Regional Director (RD)for recommendation to NPMO Update unit via on line for Final Approval by the NPMO Project Manager .

- B. BETWEEN MUNICIPALITIES /CITIES OF TWO DIFFERENT PROVINCES (same region)
- C. BETWEEN MUNICIPALITIES/CITIES OF THE SAME PROVINCE (same region)

STEPS and PROCEDURES:

1. Beneficiary Grantee (BG) inform the C/ML of his/her **new address** and ask for assistance on how to start processing his/her Update to be reinstated in the program once delisted.
2. C/ML of the **new address** interviews the Beneficiary Grantee and asks for original copies of the ff.
 - 4Ps Identification Card
 - LBP Cash Card of the BG (if cash card holder)
 - Certification of Residency from the Barangay Capt. of the new address indicating date of transfer and exact address of the HH.
 - Certificate of previous residency from Bgy. Capt of old Address
 - Certificate of being a bonafide 4Ps beneficiary from C/ML of old address

Informs the C/ML of previous address about the transfer
3. The C/ML of the **new address** after proving the completeness, correctness and authenticity of the data and documents presented, submits them to FO and request FO to conduct reassessment of the HH.
4. BUS Coordinator at RPMO checks if documents are complete. FO assigns the BUS Cluster Focal Person(BCFP) or the SWOIII to re-assess HH. Submit accomplished HAF to NPMO for PMT re-running. **(No re-assessment should be done unless supporting documents are completed)**
5. BUS-NPMO encodes HAF and applies PMT. Determines if HH is A. not qualified (Non poor) or B. qualified (Poor) for reinstatement

If PMT result shows the household as;

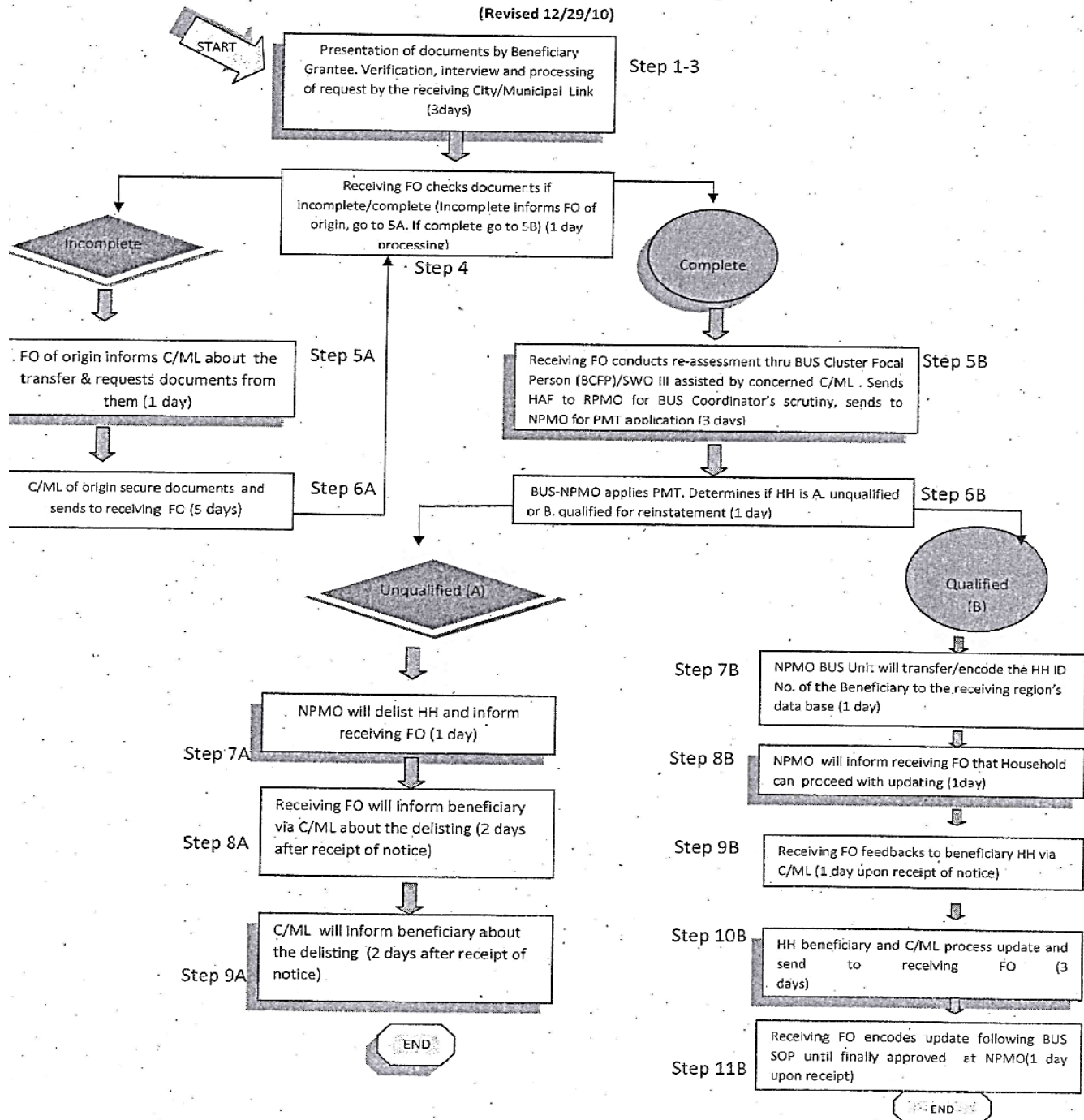
A. NON POOR:

- 5A. NPMO MIS unit upon instruction by the NPMO Project Manager will delist the beneficiary from the data base and inform the Regional office.
- 6A. FO to send letter informing the beneficiary of the result of the decision.

B. POOR and ELIGIBLE:

- 5B. NPMO BUS Unit will transfer/encode the HH ID No. of the Beneficiary to the new address
- 6B. Project Manager through the BUS unit will inform the Field Office that the beneficiary household qualified after the PMT and should update changes in the household profile using Update form 5 e.g. the name of Servicing Health Unit, name of School of concerned HH members, etc., except change of address. Change of Address shall be done at the NPMO by MISS.
- 7B. FO informs C/ML to proceed with the Updating.
- 8B. C/ML of the **new address** assists the beneficiary in updating. Requires Beneficiary Grantee to register the children of the HH aged 0-14 to the nearest RHU and School within their municipality as these information are required to be included in the update form 5. C/ML sends completed Form 5 to the receiving Field Office.
- 9B. The BUS Focal at the FO verifies the completeness and validity of the documents and data submitted and if found complete and correct request the ITO of Field Office to encode them. The BUS Focal of the FO checks and validate data encoded and recommends to the Regional Director (RD) for recommendation to NPMO Update unit via on line for Final Approval by the NPMO Project Manager .

BENEFICIARY UPDATE SYSTEM (BUS)
OPERATIONAL PROCESS FLOW FOR CHANGE OF ADDRESS (25 days)
(Applicable only to **Scenario A: Inter-Field Office Change of Address**)
(Revised 12/29/10)

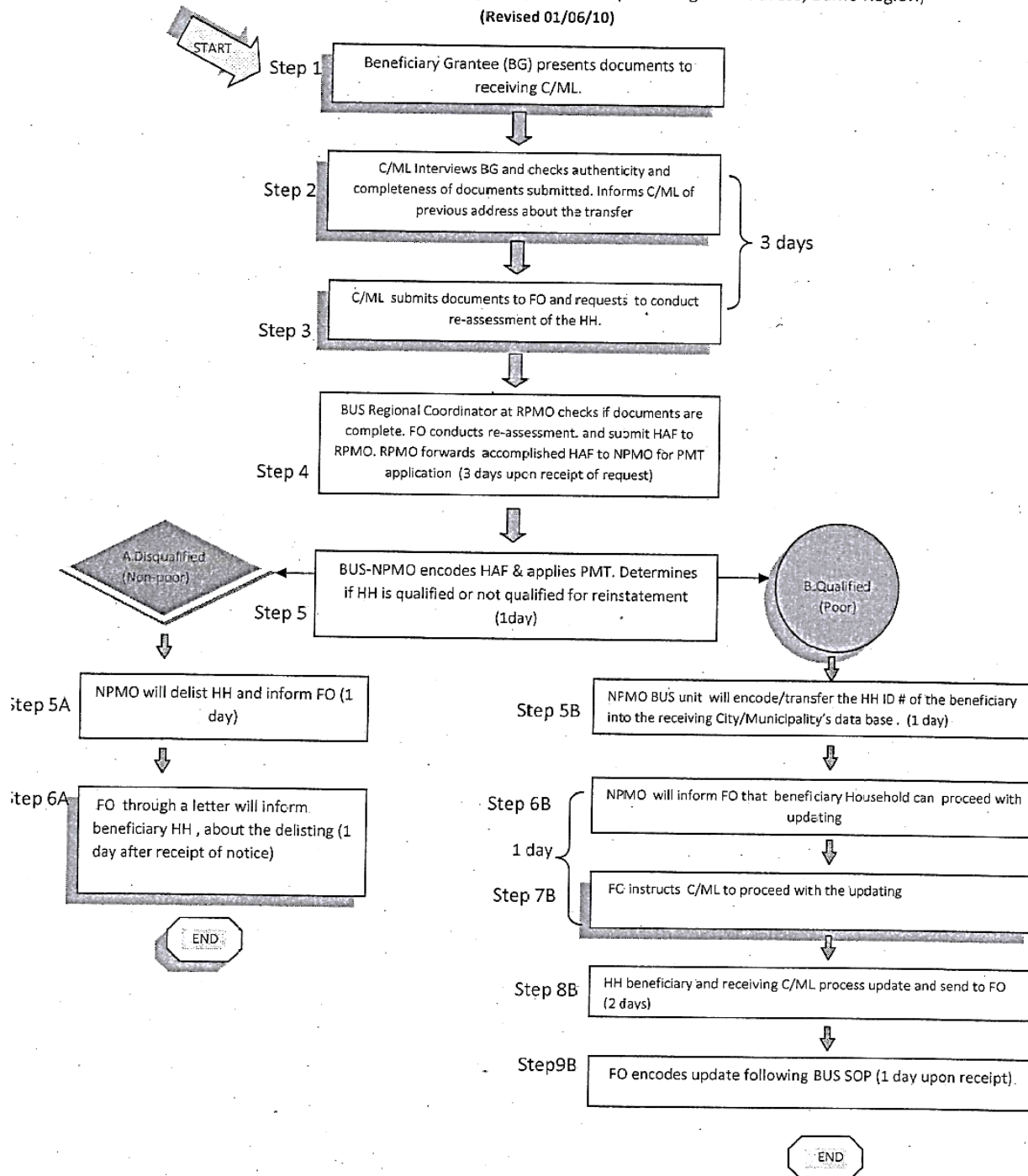


Pantawid Pamilyang Pilipino Program
BENEFICIARY UPDATE SYSTEM (BUS)

OPERATIONAL PROCESS FLOW FOR CHANGE OF ADDRESS (12 days)

(Applicable to Scenarios B and C : City and/or Municipal Change of Address, Same Region)

(Revised 01/06/10)



APPENDIX 40

KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAG – UNLAD

KASUNDUAN

Ako si _____, _____ taong gulang at kasalukuyang naninirahan sa _____ ay nanunumpa at nangangako
(barangay/ lunsod/lalawigan)

na tutuparin ang mga kundisyon ng programang Pantawid Pamilyang Pilipino at ang aking mga responsibilidad at tungkulin bilang pinuno (household head ng aming sambahayan (household)).

Bilang isang benepisyaryo ng programang Pantawid Pamilyang Pilipino, ako at ang miyembro ng aming pamilya ay lubos na pagtutuunan ang pagtupad sa mga sumusunod na kundisyon ng programang Pantawid Pamilyang Pilipino.

I. PANGKALUSUGAN AT NUTRISYON

A. Ako o ang miyembro n gaming sambahayan na nagdadalantao ay tutuparin ang mga sumusunod:

- Magpapapre-natal at post natal tsek-up sa Health Center simunla sa unang tatlong buwan (trimester) ng pagbubuntis at susundin ang mga tagubilin at kinakailangang serbisyo ayon sa protocol ng Kagawaran ng Pangkalusugan (kalakip ang protocol ng pangkalusugan).
- Kung ako at ang sino mang miyembro ng aking pamilya ay hindi naman nagdadalantao ngunit may anak na edad 0-5, titiyakin ko na ako o ang nasabing miyembro ng aking pamilya ay dadalo sa mga seminar o pag-aaral hinggil sa pagiging responsableng magulang katulad ng Parent Effectiveness o ERPAT tuwing ikadalawang lingo ng buwan bilang bahagi ng pagpapatupad ko ng mga kundisyon ng programang Pantawid Pamilyang Pilipino. Titiyakin ko rin na ako at ang aking asawa ay dadalo sa mga seminar hinggil sa pagiging responsableng magulang (Responsible Parenthood) upang mapag-ibayo ang pagtupad ko ng aking mga tungkulin bilang magulang sa aking mga anak.

B. Ang miyembro ng aking sambahayan na may edad 0-5 ay magkaroon ng angkop na bakuna at karagdagang bitamina mula sa Municipal/City Health Center ayon sa protokol ng Kagawaran ng Pangkalusugan (kalakip ang protokol ng pangkalusugan).

II. EDUKASYON

- Ang mga batang 3 hanggang 5 taong gulang sa aking sambahayan ay dadalo sa Day Care Program o kaya ay sa pre-school program
- Ang mga batang anim na taon hanggang 14 na taong gulang ay nakaenrol sa paaralan at pumapasok na hindi bababa sa 85% na kinakailangang bilang ng araw ng pagpasok sa paaralan.

III. IBA PANG TUNGKULIN AT GAWAIN BILANG BENEFISYARYO

- Dumalo sa mga pagtitipon at makipag-ugnayan sa mga 4Ps parent-leader hinggil sa mga bagay patungkol sa programang Pantawid Pamilyang Pilipino sa komunidad katulad ng iskedyul ng pagkuha ng "cash grant" at anumang pagbabago ng impormasyon hinggil sa sambahayan katulad ng estado ng pagaaral ng mga bata sa ilalim ng programa

- at pagpalit ng tirahan at paaralan.
- b. Dumalo sa mga seminar o pag-aaral hinggil sa pagiging epektibo at responsableng magulang kasama ang aking asawa at iba pang pag-aaral para sa mga benepisyaryo ng programang Pantawid Pamilyang Filipino.
 - c. Magbigay ng regular na impormasyon hinggil sa pagpapatupad ng kundisyon ng programa sa 4Ps mother/parent-leader bilang bahagi ng verification.

Bilang pinuno ng aming sambahayan, ako ay nangangako kasama ang mga miyembro n gaming pamilya na makilahok sa mga gawaing pangkomunidad lalu't patungkol sa pagpapatibay at pagpapatupad ng programang Pantawid Pamilyang Filipino.

IV. KARAMPATANG DISIPLINA SA PAGLABAG SA MGA KUNDISYON AT RESPONSABILIDAD BILANG BENEPISYARYO

Ang hindi ko pagtupad sa alin man sa mga kundisyon o responsibilidad na nakasaad sa kasunduang ito ay magkakaroon ng karampatang disiplina:

1. **UNANG PAGLABAG** sa alin mang kundisyon na nabanggit, ako ay mabibigyan ng "warning" o paalala sa maaaring maging epekto nito sa pagtanggap ko ng "cash grant". Ako ay isasangguni sa social worker ng lunnso/munisipyo para sa angkop na gawain o serbisyo.
2. **PANGALAWANG PAGLABAG** ay magsasanhi ng suspension sa pagtanggap ko ng "cash grant" sa susunod na iskedyul at sa susunod pang mga iskedyul hangga't hindi ko naipapatupad ang mga kinakailangang kundisyon.
3. **PANGATLONG PAGLABAG** sa hindi pagtupad sa alin mang kundisyon ng programa ay magsasanhi ng pagkansela o pagtanggap sa akin bilang benepisyaryong programang Pantawid Pamilyang Filipino.
4. Ang batang benepisyaryo na nakaenrol sa programa at *hindi pumasok higit sa pinakamaraming bilang rig pagliban sa klase* na sanhi ng pagkakaroon ng sakit o aksidente ay kinakailangang magsumite ng katibayan (medical certificate) mula sa City/Rural Health Center. Ang batang benepisyaryo na lumiban sa klase dahil sa ibang kadahilanan bukod sa sakit at aksidente ay dadaan sa pagsusuri o imbestigasyon ng City/ Rural Health Center. Ang batang benepisyaryo na lumiban sa klase dahil sa ibang kadahilanan bukod sa sakit at aksidente ay dadaan sa pagsusuri o imbestigasyon ng city/ Municipal Link at ang desisyon ay manggagaling sa "Grievance Committee."
5. Mga iba pang maaaring dahilan ng pagkansela o pagtanggap sa programa ay ang mga sumusunod:
 - *Hindi pagkolekta ng "cash grant"* ng dalawang magkasunod na skedyul ng "cash transfer"
 - *Pagbibigay ng maling impormasyon* hinggil sa sambahayan on impormasyon hinggil sa pagpapatupad ng mga kondisyon at responsibilidad kaakibat ng pagiging benepisyaryo ng programa.

Ang kasunduang ito ay nilagdaan ko ngayong _____ ng _____ 2009 sa _____

Pangalan at Lagda

Household ID No.

APPENDIX 41

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT PANTAWID PAMILYANG PILIPINO PROGRAM

OATH OF COMMITMENT WITH HOUSEHOLD HEAD GRANTEE

_____ years old and resident of _____
do hereby pledge to comply with the conditionalities of PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) and to perform my duties and responsibilities as household head of my family.

As a beneficiary, I commit myself and the members of my household to comply with all the conditionalities of PANTAWID PAMILYANG PILIPINO PROGRAM as follows:

I. HEALTH AND NUTRITION

A. Member of my household and myself who is pregnant shall:

- a) Avail of pre and post natal care at the Rural Health Center starting the 1st trimester of pregnancy and to follow instructions and avail of services based on DOH health protocol required for pregnant women and lactating women including post partal care.
- b) If the member of my household and myself is not pregnant but has children 0-14 years old, as household head I shall ensure that I and the concerned member of my household will attend parent effectiveness sessions every 2 weeks as part of the conditionalities of the program including attendance in reproductive health classes and counseling sessions on Responsible Parenthood to be able to have a family planning method choice.

B. Members of my household who are 0-5 years old shall avail of the required immunization schedules and micronutrients supplementation at the Municipal Health Center based on DOH protocol.

II. EDUCATION

- a) 3-5 years old children attend Day Care Program or pre-school program.
- b) Have the 6-14 years old children enrolled in schools and attend at least 85% of classes / grading period.

III. OTHER DUTIES AND RESPONSIBILITIES A HOUSEHOLD HEAD

- a) Attend meetings and group sessions and coordinate with 4Ps mother-leader on concerns relative to 4Ps program in the community such as schedules of release of cash grants and changes on household information such as change of address, stopping of children in school or change of schools of children.
- b) Attend parenting education sessions with my spouse and other related seminars for 4Ps beneficiaries.
- c) Provide regular update on meeting the conditionalities of the program to the 4Ps parent-leaders as part of verification.

As household head I further commit myself and my family to render volunteer service or become involved in any activities in the community serving the purpose of promoting and strengthening the

implementation of Pantawid Pamilyang Pilipino Program.

IV. SANCTIONS FOR NON-COMPLIANCE

My failure to comply with all the conditionalities specified in the above shall lead to the application of the following sections:


- 1) 1st offense of non-compliance in any of the above, I shall receive a warning reminding me of financial repercussion, and shall be referred to the social worker of the LGU for appropriate intervention.
- 2) 2nd offense of non-compliance will lead to suspension of cash grant in the succeeding payment schedule until the required conditionalities have been met and updated.
- 3) Offense of non-compliance in any of the above, I shall lead to my cancellation in the 4P's program
- 4) A child beneficiary who is enrolled in the program and who missed classes more than the allowable absences due to sickness, accident and injury will be required to submit a medical certificate from the Municipal Health Office and the child beneficiary who missed classes due to reasons other than sickness, accident and injury shall be subjected to validation and assessment of the Municipal Link and to be decided upon by the 4Ps Grievance Committee.
- 5) Other reasons for cancellation in the 4Ps program shall include the following:
 - Failure to collect the transfer of cash grant in two consecutive periods
 - Discovery of false reporting of information during anypart of data collection, including information about fulfillment of program conditionalities and responsibilities.

Signed on _____, 2009 at the _____

Name and Signature

Household ID No.

APPENDIX 42

 <div style="display: inline-block; vertical-align: middle;"> Land Bank Cash Card Enrollment Form Branch _____ </div>	
<div style="text-align: right;">Date: _____</div> <div style="display: flex; justify-content: space-between;"> <div> Name of Agency/Purchaser _____ Address _____ _____ Birth Date: _____ Authorized Signatory: _____ </div> <div> Department of Social Welfare and Development Batasan Pambansa Complex, Constitution Hills Quezon City Contact No: _____ </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <u>Cardholder Information</u> Last Name _____ First Name _____ Middle Name _____ Name to Appear on Card (same with the ID presented with a maximum of 23 characters) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>Photo (2x2)</p> </div> </div> <div style="margin-top: 10px;"> Home Address: _____ Contact Number: _____ Zip Code _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Home Office Mobile </div> Date of Birth: _____ Mother's Maiden Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> First Name Middle Name Last Name </div> Name of Employer/Company/Business/School: _____ Type of ID presented: _____ ID Number: _____ TIN: _____ Any existing account with LBP? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, pls. specify Account No. _____ <div style="display: flex; justify-content: space-between; width: 100%;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; width: 100%;"> Cardholder's Date Signed </div> </div>	
<div style="border-top: 1px dashed black; padding-top: 10px;"> FOR BANK USE Reviewed/Checked by: _____ Date: _____ Cash Card/Account Number: _____ <hr style="border-top: 1px dashed black;"/> Name: _____ Date: _____ Cash Card/Account Number: _____ <div style="display: flex; justify-content: space-between;"> <div> Cash Card Released by: _____ _____ </div> <div> PIN Mailer Released by: _____ _____ </div> <div> Approved by: _____ _____ </div> <div> Cash Card/PIN Mailer Received by: _____ _____ </div> </div> <hr style="border-top: 1px dashed black;"/> Amount Received P _____ Payment for: <input type="checkbox"/> Initial Card Cost <input type="checkbox"/> Reactivation <input type="checkbox"/> Replacement Authorized Signatory: _____ </div>	

TERMS AND CONDITIONS

1. The Card. LANDBANK Cash Card is a card with stored value and is also known as a PREPAID DEBIT card. It is a non-interest bearing account.
2. Card Value. The stored value in the PREPAID DEBIT card is expressed in Philippine currency.
3. Validity and Renewal. Unless earlier terminated by LANDBANK or returned by the cardholder, the card is valid from the date of issuance/renewal and shall be deactivated by the end of the third year. The cardholder may request for reactivation by visiting his/her branch of account or thru phone banking facility subject to existing policies on client identification. If no request for reactivation is submitted/called-in after one (1) year from date of deactivation and the card value becomes zero, the card shall be closed. Renewal request at the branch of account/card purchase shall be subject to banking policies. Approval thereof shall, in all cases, be at the sole discretion of LBP.
4. Point of Sale. The card is honored in any establishment with the Expressnet logo. LBP shall not be liable to the cardholder if, for any reason, the card is not honored.
5. Withdrawals. The cardholder can withdraw from any LBP or ExpressNet, Megalink, BancNet member banks' ATM.
6. Loss of the Card. The cardholder is responsible for the card PIN's confidentiality. In case of loss/theft, the cardholder shall immediately call LBP (phone banking or branch of account) to report the loss/theft. LBP will endeavor to block transactions after the report. However, loss from unblocked transactions after the report and before LBP can implement complete blocking shall be for the account of the cardholder.
7. Replacement of Card. LBP will replace a card with inherent defect in the magnetic stripe at no cost. Replacements due to loss/theft, wear and tear shall be subject to a replacement fee. The cardholder must surrender the damaged card or submit an affidavit of loss. The replacement card may be claimed after five (5) banking days from receipt of the request and compliance with all requirements.
8. Service Charges and Other Fees. LBP may increase or impose additional charges/fees in providing this service. The cardholder agrees to pay the increase and/or additional charges/fees that may be imposed in the future.
9. Perforation of Unclaimed Card. A card that remains unclaimed thirty (30) calendar days from date of receipt by the issuing branch shall be perforated for security reasons. Purchase of a new card shall be required.
10. Limitations on Liability. LBP is not liable for any loss or damage of whatever nature in connection with the use of the card such as, but not limited to, the following instances:
 - a. disruption, failure or delay relating to or in connection with the ATM and Point-of-Sale (POS) functions of the card due to circumstances beyond the control of LBP;
 - b. fortuitous events and force majeure such as, but not limited to, prolonged power outages, breakdown of computers and communication facilities, typhoons, floods, public disturbances and other similar or related cases;
 - c. loss or damage which the cardholder may suffer arising out of any unauthorized utilization of the card due to theft or disclosure of PIN or violation of other measures with or without the cardholder's participation;
 - d. inaccurate, incomplete or delayed information received due to disruption or failure of any communication facilities used for the card; and
 - e. indirect, incidental or consequential loss, loss of profit or damage that the cardholder may suffer or has suffered by reason of the use or failure/inability to use the card under the terms hereof.
11. Insurance. THE CASH CARD FUND IS NOT INSURED WITH THE PDIC.
12. Escheat. Laws on unclaimed balances apply.
13. Rules and Regulations. The cardholder agrees to be bound by the rules, regulations and official issuances applicable to this service now existing or which may hereinafter be issued, as well as, such other terms and conditions governing the use of this service.
14. Agreement to the Terms and Conditions. The cardholder's signature herein or the cardholder's receipt of the card from the purchaser constitutes the cardholder's agreement to the above terms and conditions.

WAIVER

The undersigned as beneficiary hereby consents that the Land Bank of the Philippines (LBP) may disclose to DSWD the balance on my cash card as may from time to time be requested in order to ensure transparency that I am receiving the full amount of my grant at the appropriate time and facilitate efficiency and effectiveness of the program.

The undersigned hereby waives whatever right he/she has on the LBP arising from latter's disclosure of information being herein consented.

Cardholder's/Purchaser's signature: _____ Date: _____

APPENDIX 43



RO Buena Ventura

Authorized Signature

- The use of this card is governed by the terms and conditions embodied in the LANDBANK CASH CARD Agreement.
- If found, please return to any LANDBANK branch.
- For inquiries, call (02) 408-7000 and 1-800-10-408-7000 (TOLL FREE).



LAND BANK OF THE PHILIPPINES



APPENDIX 44



APPENDIX 45

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Pantawid Pamilyang Pilipino Program

Beneficiary Update Form 5

HH ID #: _____

Province: _____

Barangay: _____

Date: _____

City/ Municipality: _____

Does the household a member of indigenous people (IP) group?

☐

YES

☐

NO

Name of Tribal Affiliation/ Group: _____

Type of Update #1: **NEW BORN**

Name of the Mother:

Relation to HH Head:

Name of the New Born Child:

Birthday:

Name of Health Center/ Rural Health Unit:

Sex:

☐

M

☐

F

Address of Health Center/ Rural Health Unit:

Health Center Registration Attached:

☐

YES

☐

NO

Type of Update #2: **HOUSEHOLD CHANGE ADDRESS**

a. Within the Same Barangay

Old Address:

New Address:

Barangay Captain Certificate attached?

☐

YES

☐

NO

b. **To different Barangay (Within the sane City/ Municipality)**

Old Address:

New Address:

Barangay Captain Certificate attached?

☐

YES

☐

NO

☐

YES

☐

NO

c. **To Different City/ Municipality (May be within or Outside the Province but within the Region)**

Old Address:

New Address:

Barangay Captain Certificate attached?

☐

YES

☐

NO

☐

YES

☐

NO

C/ ML Certification for Old Address Attached?

☐

YES

☐

NO

Photocopy of the 4Ps ID and Cash Card (If issued) Attached?

☐

YES

☐

NO

Type of Update #3: **HOUSEHOLD CHANGE ADDRESS TO NON-PANTAWID PAMILYA AREA**

Old Address:

New Address:

Barangay Captain Certificate attached?

☐

YES

☐

NO

☐

YES

☐

NO

Type of Update #4: **NEW REGISTRACION OR TRANSFER OF SERVICING HEALTH FACILITY**

Name of Child Beneficiary : _____

Name of Health Facility : _____

Address of the Facility : _____

Health Center Registration Attached?

☐

YES

☐

NO

Type of Update #5: **NEW ENROLMENT OR TRANSFER OF SCHOOL FACILITY**

Name of Child Beneficiary : _____
Name of School Facility : _____
Address of the Facility : _____

School Enrolment Certificate Attached?

☐ YES ☐ NO

Type of Update #6: **CHANGE OF HOUSEHOLD GRANTEE**

Name of Old Grantee : _____
Name of New Grantee : _____ Relationship to HH Head: _____
Reason for Chang : _____ Maiden Name : _____

- Death

Death Certificate
Attached?

☐ YES ☐ NO

- Long Absence (within 6 months)

C/ML Certificate
Attached?

☐ YES ☐ NO

- Health/ Disability/ Old Age

Medical Certificate
Attached?

☐ YES ☐ NO

- Abandonment

Incident/ Case Study
Attached?

☐ YES ☐ NO

Type of Update #7: **DECREASED HOUSEHOLD MEMBER**

Name of Household Member: _____

Death Certificate Attached? ☐ YES ☐ NO

Type of Update #8: **BIOLOGICAL (OF EITHER PARENT)/ LEGALLY ADOPTED CHILD COMING BACK HOME 14**

Year Old Below

Name of the Child: _____

_____ Birthday: _____ Sex: ☐ M ☐ F

Relationship to HH Head: _____

Name of Health Facility (if below 5 years old):

Address of the Health Facility:

Name of School (if 3-14 years old in school):

Address of the school Facility:

Birth Certificate
Attached?

☐

YES

☐

NO

Legal Adoption Paper
Attached (If Adopted)?

☐

YES

☐

NO

Enrolment Certificate
Attached

☐

YES

☐

NO

Health Registration
Attached?

☐

YES

☐

NO

C/ ML Certificate that the child is not yet a
Program Beneficiaries Attached?

☐

YES

☐

NO

Type of Update #9: **CORRECTION OF BASIC INFORMATION**

Name of Beneficiary: _____

From:

To:

First Name

Is the child differently-
Able?

Middle Name

☐ YES ☐ NO

Last Name

Medical Certificate
Attached?

Relationship to HH Head

☐ YES ☐ NO

Birthday

Sex

Name of School Facility (if 3-14 year old): _____

Address of the School Facility: _____

Enrolment Certificate Attached?

☐

YES

☐

NO

Name of Health Facility (If 0-5 years old): _____

Address of the Health Facility: _____

Heath Centered/ Unit Registration Attached?

☐ YES ☐ NO

Type of Update #11: **REPLACEMENT OF CHILDREN/REN-BENEFICIARIES**

Name of the Child Currently Monitored:

Name of the Recommended for Monitoring:

Reason:	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate
Reason:	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate
Reason	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate

- If the Replacement Child has no School Facility and for Updating:

Name of School Facility: _____

Address of the School Facility: _____

Enrolment Certificate Attached?

☐ YES ☐ NO

Type of Update #12: **UPDATING OF PREGNANCY STATUS (APPLICABLE ONLY TO HOUSEHOLD HEAD, SPOUSE, SON/ DAUGHTER AND GRANDCHILDREN OF THE HOUSEHOLD HEAD)**

Name of the Beneficiary: _____

Date of Birth: _____ Relationship to Household Head: _____

Name of Health Facility: _____

Address of Health Facility: _____

Name of Health Facility (if below 5 years old):

Address of the Health Facility:

Name of School (if 3-14 years old in school):

Address of the school Facility:

Birth Certificate
Attached?

☐

YES

☐

NO

Legal Adoption Paper
Attached (If Adopted)?

☐

YES

☐

NO

Enrolment Certificate
Attached

☐

YES

☐

NO

Health Registration
Attached?

☐

YES

☐

NO

C/ ML Certificate that the child is not yet a
Program Beneficiaries Attached?

☐

YES

☐

NO

Type of Update #9: **CORRECTION OF BASIC INFORMATION**

Name of Beneficiary: _____

From:

To:

First Name

Is the child differently-
Able?

☐

YES

☐

NO

Middle Name

Last Name

Medical Certificate
Attached?

☐

YES

☐

NO

Relationship to HH Head

Birthday

Sex

Name of School Facility (if 3-14 year old): _____

Address of the School Facility: _____

Enrolment Certificate Attached?

☐

YES

☐

NO

Name of Health Facility (If 0-5 years old): _____

Address of the Health Facility: _____

Health Centered/ Unit Registration Attached?

☐ YES ☐ NO

Type of Update #11: **REPLACEMENT OF CHILDREN/REN-BENEFICIARIES**

Name of the Child Currently Monitored:

Name of the Recommended for Monitoring:

Reason:	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate
Reason:	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate
Reason:	<input type="checkbox"/>	Differently-abled	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Wrong Entry	<input type="checkbox"/>	Duplicate

- If the Replacement Child has no School Facility and for Updating:

Name of School Facility: _____

Address of the School Facility: _____

Enrolment Certificate Attached?

☐ YES ☐ NO

Type of Update #12: **UPDATING OF PREGNANCY STATUS (APPLICABLE ONLY TO HOUSEHOLD HEAD, SPOUSE, SON/ DAUGHTER AND GRANDCHILDREN OF THE HOUSEHOLD HEAD)**

Name of the Beneficiary: _____

Date of Birth: _____ Relationship to Household Head: _____

Name of Health Facility: _____

Address of Health Facility: _____

Medical Certificate Attached?

☐

YES

☐

NO

Health Center/ Unit
Registration Attached?

☐

YES

☐

NO

Age of Gestation (*As of Update
Request*)

_____ Months

Type of Update #13: **PARENTS EXCLUDED IN THE HOUSEHOLD ROSTER**

Name:

Marriage Certificate Attached?

☐

YES

☐

NO

Birthday: _____

Gender: _____

Relationship to household Head: _____

Pregnant?

☐

YES

☐

NO

Birth Certificate of one of the Eligible Children Attached?

☐

YES

☐

NO

Name/ Signature of Grantee

Name Signature of Parent Leader

Name Signature of C/ ML

APPENDIX 46

Department of Social Welfare and Development
PANTAWID FAMILYANG PILIPINO PROGRAM

Acknowledgment/Log Sheet



(To be used by the Mother/Beneficiary Grantee and Parent Leader)

Name of Grantee : _____ Household ID : _____

Barangay : _____ City/Municipality : _____

Date Filed	Type of Update	Documents Submitted	Action Taken	Received by: (Name and Signature)	Status

APPENDIX 47

 Pantawid Familyang Pilipino Program Open Selection Validation Form			
Household ID: 041001007-5472-00074		Set: 6	
Grantee: AALA, OLYMPIA TOLENTINO		Barangay BARIGON , AGONCILLO, BATANGAS ,	
Household Status : 1 - Active		Region IV-A	
		Graduating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No With Updates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
1 Relationship to Household Head		2 Status	
1 Head 2 Wife / Spouse 3 Son / Daughter 4 Brother / Sister 5 Son-in-law / Daughter-in-law 6 Grandson/Granddaughter 7 Father / Mother 8 Other Relatives 9 Boarders 10 Domestic Helper 11 Non-relative		1 Active 2 Deceased 3 Moved Out 5 Duplicate 6 Wrong Entry	
3 Main Reason for Not Attending School		4 Grade Level	
1 Distance 2 Inaccessible 3 Supply-side 4 Sickly 5 Working 6 Disability 7 Deceased 8 Overage 9 Bullied 10 Financial 11 Sibling Care 12 Moved Out 13 Parents Decision 15 Wrong Entry in the IHH Roster 16 Inaccurate Data 17 With Full Academic Scholarship 18 High School Graduate 19 Early Pregnancy/ Marriage		0 No grade completed 1 Grade 1 2 Grade 2 3 Grade 3 4 Grade 4 5 Grade 5 6 Grade 6 7 Grade 7/ 1st Yr HS 8 Grade 8/ 2nd Yr HS 9 Grade 9/ 3rd Yr HS 10 Grade 10/4th Yr HS 11 Grade 11 12 Grade 12 13 Day Care 14 Kinder 15 HS Graduate 16 1st Yr College 17 2nd Yr College 18 3rd Yr College 19 4th Year College 20 College Graduate 21 Graduate Studies	
*Age as of 06/01/2015			
1 Full Name (Last, First Middle) Entry ID 33128382 Relation 1 Head Birthdate (YYYY/MM/DD) 1983/07/08 Age 31 yo Disabled? <input checked="" type="radio"/> NO <input type="radio"/> YES Status? 1 Active			
In School? <input checked="" type="radio"/> YES <input type="radio"/> NO Reason for Not Attending School <No School> Name of School <No School> Grade Level 6 Grade 6 School Address			
2 Full Name (Last, First Middle) Entry ID 33128474 Relation 2 Spouse Birthdate (YYYY/MM/DD) 1977/06/14 Age 37 yo Disabled? <input checked="" type="radio"/> NO <input type="radio"/> YES Status? 1 Active			
In School? <input checked="" type="radio"/> YES <input type="radio"/> NO Reason for Not Attending School <No School> Name of School <No School> Grade Level 10 Grade 10/4th Yr HS School Address			
3 Current Child-bene for Educ Full Name (Last, First Middle) Entry ID 33128620 Relation 3 Child Birthdate (YYYY/MM/DD) 2006/10/16 Age 8 yo Disabled? <input checked="" type="radio"/> NO <input type="radio"/> YES Status? 1 Active			
Set as Child-bene <input type="checkbox"/> In School? <input checked="" type="radio"/> YES <input type="radio"/> NO Reason for Not Attending School <No School> Name of School Barigon Elementary School School ID 85817 Grade Level 3 Grade 3 School Address Agoncillo, Batangas, Region IV-A			
4 Current Child-bene for Educ Full Name (Last, First Middle) Entry ID 33128748 Relation 3 Child Birthdate (YYYY/MM/DD) 2008/02/27 Age 7 yo Disabled? <input checked="" type="radio"/> NO <input type="radio"/> YES Status? 1 Active			
Set as Child-bene <input type="checkbox"/> In School? <input checked="" type="radio"/> YES <input type="radio"/> NO Reason for Not Attending School <No School> Name of School Barigon Elementary School School ID 85817 Grade Level 1 Grade 1 School Address Agoncillo, Batangas, Region IV-A			
5 Current Child-bene for Educ Full Name (Last, First Middle) Entry ID 33128938 Relation 3 Child Birthdate (YYYY/MM/DD) 2008/02/27 Age 7 yo Disabled? <input checked="" type="radio"/> NO <input type="radio"/> YES Status? 1 Active			
Set as Child-bene <input type="checkbox"/> In School? <input checked="" type="radio"/> YES <input type="radio"/> NO Reason for Not Attending School <No School> Name of School Barigon Elementary School School ID 85817 Grade Level 1 Grade 1 School Address Agoncillo, Batangas, Region IV-A			
I have validated these information changes and certify that all attachments are complete, legal and verified Napatunayan ko ang mga pagbabago sa impormasyon na may kakapig na mga patunay na sapat, ligal at napag-aralan.			
Pangalan at Firma ng Validator		Pangalan at Firma ng Area Supervisor	
		Pangalan at Firma ng Benepisyaryo	

APPENDIX 48



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Batasan Complex, Constitution Hills, Quezon City

Change Request Form

Revised July 28, 2011

CHANGE REQUEST FORM

Pantawid Pamilya Program Division Beneficiary Registration and Payments Process

CHANGE REQUEST NUMBER	DATE REQUESTED	REQUESTED BY
2012-BDM-	July 17, 2012	PANTAWID PAMILYA NPMO – BDM
DESCRIPTION OF CHANGE		
<p>This is in reference to the implementation of the cash card mode of payment in certain areas as identified by the region. In this connection, we would like to match the said sixty-five thousand five hundred ninety-six (65, 596) account numbers with the profiles of the beneficiaries to be able for the latter to receive their cash grants through the use of cash card. Moreover, the soft copy of the excel file would be sent through the official electronic mail address of a staff of the Information and Communication Technology Management System (ICTMS).</p>		
FROM STATE		TO STATE
<p>1. No Account Number in the Database</p>		<p>1. Account Numbers, provided by the Land Bank of the Philippines, should reflect in the profiles of the beneficiaries in areas identified with cash card as its mode of payment.</p>
REQUESTED BY:	APPROVED BY:	EXECUTED BY:
<p>JAYSON U. DELICANA Unit Head/Focal BDMD-NPMO</p>	<p>RODORA T. BABARAN National Project Manager Pantawid Pamilyang Pilipino Program</p>	<p>Information and Communication Technology Management System (ICTMS)</p>
DATE:	DATE:	DATE:

Remarks:

APPENDIX 49



Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be sent to the City/ Municipal Link

BARANGAY **AMBOLONG**
CITY/MUNICIPALITY **MARAWI CITY (Capital)**
PROVINCE **LANAO DEL SUR**

Reporting Period:
AUG TO SEPT 2015

cv-F1

Master List
rev. Jul 2012

This form serves as reference for the city/ municipal link. It contains the list of household beneficiary members, including and limited to; the household head, the wife/spouse of the household head, all children/grandchildren selected for the education grant, all children from 0-5 years old, and any pregnant members of the household.

1. Household ID	2. Household Member ID	3. Name of Beneficiary Last, First MI.	4. Sex	5. Birthdate mm/dd/yy	6. Relation to Household Head	7. Preg	8. Child 0-5	9. Name of Health Center (DOMINANT)	10. Child 3-18	11. Name of School (DOMINANT)	12. Hlt. Grant	13. Educ. Grant
1	153617001-6804-00002	40222398 Abedin, H. Amer B.	M	07/01/1941	1 - Head							
2	153617001-6804-00002	40222392 * Abedin, H. Amera C.	F	07/01/1947	2 - Wife / Spouse							
3	153617001-6804-00002	400001520 Abedin, Jamela V.	F	03/03/2007	3 - Son / Daughter					Angoyaw Central Elem.School		
4	153617001-6804-00004	40222534 * Ali, Jamel T.	M	07/01/1972	1 - Head							
5	153617001-6804-00004	40222625 Ali, Johara T.	F	07/09/2002	3 - Son / Daughter			Rural Health Center		Amai Pakpak Elementary School		
6	153617001-6804-00004	40222567 Ali, Majid T.	M	06/08/1999	3 - Son / Daughter					Angoyaw Central Elem.School		
7	153617001-6804-00008	40222850 Macabato, Alco M.	M	07/01/1967	1 - Head							
8	153617001-6804-00008	40222845 * Macabato, Zoraidah D.	F	07/01/1977	2 - Wife / Spouse							
9	153617001-6804-00008	40222908 Alco, Malik M.	M	08/26/2005	3 - Son / Daughter			Ambolong Angoyaw Health Center		Angoyaw Central Elem.School		
10	153617001-6804-00008	40222903 Alco, Farhan M.	M	05/09/2006	3 - Son / Daughter			City Health Center		Angoyaw Central Elem.School		
11	153617001-6804-00011	40223102 Naga, Manda .	M	07/01/1966	1 - Head							
12	153617001-6804-00011	40223093 * Naga, Simpan B.	F	07/01/1976	2 - Wife / Spouse					Angoyaw Central Elem.School		
13	153617001-6804-00011	40223133 Naga, Aisah .	F	09/30/2002	3 - Son / Daughter			Barangay Health Center		Angoyaw Central Elem.School		
14	153617001-6804-00011	40223125 Naga, Omaidah .	F	07/04/2000	3 - Son / Daughter			Rural Health Center		Angoyaw National High School		
15	153617001-6804-00011	40223110 Naga, Omayah .	F	10/21/1998	3 - Son / Daughter			Rural Health Center		Angoyaw National High School		
16	153617001-6804-00012	40223191 Romuiros, Samad M.	M	07/01/1970	1 - Head							
17	153617001-6804-00012	40223184 * Romuiros, Normah M.	F	07/01/1972	2 - Wife / Spouse							
18	153617001-6804-00012	40223225 Samad, Maradial .	M	03/23/2008	3 - Son / Daughter			City Health Center		Day Care Center		
19	153617001-6804-00012	40223210 Samad, Najer M.	M	09/25/2002	3 - Son / Daughter					Angoyaw Central Elem.School		
20	153617001-6804-00012	40223218 Samad, Najera M.	F	10/26/2003	3 - Son / Daughter			Ambolong Angoyaw Health Center		Angoyaw Central Elem.School		
21	153617001-6805-00001	40214446 Ampuan, Aslanie T.	M	05/03/1987	1 - Head			Amai Pakpak Hospital				
22	153617001-6805-00001	40214539 * Ampuan, Salmah L.	F	06/12/1982	2 - Wife / Spouse			Amai Pakpak Hospital				
23	153617001-6805-00001	40250162 Ampuan, Nafsia L.	F	06/15/2004	3 - Son / Daughter			Amai Pakpak Hospital		Angoyaw Central Elem.School		
24	153617001-6805-00001	40250196 Ampuan, Nassip L.	M	05/23/2008	3 - Son / Daughter			City Health Center		Day Care Center		
25	153617001-6805-00001	40250172 Ampuan, Naim L.	M	01/26/2007	3 - Son / Daughter			City Health Center		Day Care Center		
26	153617001-6817-00001	40221364 Hadji Ibrahim, Nassef M.	M	06/28/1987	1 - Head							
27	153617001-6817-00001	40221433 * Hadji Ibrahim, Aminah A.	F	11/03/1990	2 - Wife / Spouse							
28	153617001-6817-00001	40221438 Hadji Ibrahim, Samsia A.	F	08/21/2003	3 - Son / Daughter					Angoyaw Central Elem.School		

9/2/2015

LANAO DEL SUR

MARAWI CITY (C)

AMBOLONG

Page 1 of 8

GOVERNMENT PROPERTY
Do not tamper with.

APPENDIX 50



Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be filled out by School Head
For non-attendance only

Name of School/Preschool/DCC [46144] CALI PARAMEDICAL COLLEGE FOUNDATION

Barangay MARAWI POBLACION

City/Municipality MARAWI CITY (Capital)

Province LANAO DEL SUR

cv-F2

Education
rev. June 2015

Reporting Period:

AUG TO SEPT 2015

Date Generated:

9/1/2015

This form serves as a monitoring tool for the compliance with education. It contains the list of beneficiaries of ages 6-18 and 3-5 years old by school/preschool/day care center. The School Head must fill up this form to indicate the non-attendance of students for the reporting months in their school. Submit this accomplished form to the Regional Program Management Office through the City/Municipal Link or Social Welfare Assistant.

Note to the School Head:

- Household ID No.
- Household Member ID
- Name of Student
- Recorded Grade Level
- Current Grade Level

Number assigned to the Household by DSWD
Number assigned to the Household Member by DSWD
Sorted by Last Name, First Name then by Recorded Grade Level
Refers to the grade level of the student as recorded in the database
Column provided for the school head to indicate the current grade level of the student if the recorded grade level is incorrect
Refers to the months covered by the report. Refer to notes at the end of the list
Write only the codes: 1 or 2
Refers to the period covered by the report and applies only to students at the elementary level. Refer to notes at the end of the list

- Non-Attendance for the 2 month Reporting Period
- Remarks
- Non-Compliance with Deworming Requirement

USE BALLPEN INSTEAD OF PENCIL

Grade Level Codes:

- | | | |
|-------------|---------------|------------------------------------|
| 1 - Grade 1 | 8 - Grade 8 | 29 - Highschool Graduate |
| 2 - Grade 2 | 9 - Grade 9 | 31 - 1st year College / Vocational |
| 3 - Grade 3 | 10 - Grade 10 | 32 - 2nd year College / Vocational |
| 4 - Grade 4 | 11 - Grade 11 | 33 - 3rd year College |
| 5 - Grade 5 | 12 - Grade 12 | 34 - 4th year College |
| 6 - Grade 6 | 18 - Day Care | 39 - College Graduate |
| 7 - Grade 7 | 19 - Kinder | 41 - Graduate Studies |

Total # of Non Compliant

August September

No. of Schooldays in a month	Maximum Allowable Absences per month**
1 - 6	1
7 - 13	2
14 - 20	3
21 - 23	4

Was deworming conducted within these 2 months? (check if yes) ☐

1. Household ID	2. Household Member ID	3. Name of Student Last, First MI. Ext.	4. Recorded Grade Level*	5. Current Grade Level*	6. Non-Attendance for the 2 month report period**		7. Remarks 1. Dropout 2. Not Enrolled in this School	8. Non-Compliance with Deworming Requirement for 2 months***
					AUG	SEPT		
1 153617066-6863-00010	40150632	ABINAL, ASKHARY O.	8		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
2 153617109-6826-00001	40417997	CABILA, MOHAMMAD NOR A.	8		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
3 153616054-6861-00009	40779275	DITINGKI, SIHABODIN O.	8		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
4 103517024-0384-00163	2889039	H EBRAHIM, ARDAWE M.	8		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
5 153623013-6843-00001	41910367	MARUHOM, NOMAISAH S.	8		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
6 153617066-6863-00010	40150564	ABINAL, HAIDARIE O.	9		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
7 153617066-6863-00010	40150594	ABINAL, JAWAD O.	9		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
8 103517009-0133-00016	3533806	DIMASANGCA, MOBARAK S.	9		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
9 153617022-6803-00002	48498326	MANISAN, ARIEL M.	9		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
10 153616054-6868-00012	40835566	SOLAIMAN, KHAIRIAH L.	9		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
11 153617015-6816-00033	40395624	DISOMANGCOP, NORJANAH T.	10		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
12 153617022-6833-00017	40725344	GOLES, LANIE B.	10		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>



*** No. 4 & 5 Recorded Grade Level and Current Grade Level**
Indicate the correct **Grade Level Code** in the **Current Grade Level** column if the entry on the **Recorded Grade Level** column is incorrect. Otherwise, leave blank.

**** No. 6 Non-Attendance in the three - month reporting period**
Shade the corresponding circle if the student **exceeded the maximum allowable absences** for the reporting month. Otherwise, leave blank.

***** No. 8 Noncompliance with Deworming Requirement (For Elementary Students Only)**
Shade the corresponding circle if the student did not receive deworming during the scheduled period. Otherwise, leave blank.

I hereby certify that the above data are consistent with the school records.

Name and Signature of School Head

Name and Signature of City/Municipal
Link/SWA

--	--

MM

--	--

DD

--	--	--	--

YYYY

--	--

MM

--	--

DD

--	--	--	--

YYYY

Date Received

Date Encoded

APPENDIX 51



Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be filled out by the Health Center Officer
For non-attendance only

Name of Health Center/RHU: **[99277] MARANTAO HEALTH CENTER**
City/Municipality: **MARAWI CITY (Capital)**
Province: **LANAO DEL SUR**

cv-F3

Health
rev. Nov 2013

Reporting Period:
AUG TO SEPT 2015

Date Generated:
9/1/2015

This form serves as a monitoring tool on the compliance on health. It contains the list of children beneficiary with ages 0-5 years old and pregnant women by health center. The Health officer (or Officer-in-Charge) will fill up this form based on individual records of the beneficiary. The Health Officer (or Officer-in-Charge) will consolidate and submit the forms to the Regional Program Management Office through the City/Municipal Link.

Note to the Health Officer:

- Household ID No.
 - Household Member ID
 - Name of Pregnant Woman/Child
 - Classification
 - Non-Compliance for the 2 month Reporting Period
 - Remarks
- Number Assigned to the Household by DSWD
Number Assigned to the Household Member by DSWD
Sorted by Last Name, First Name, Middle Name
Classification of beneficiary as pregnant, child aged 2 to 5 or less than 2 years old
Refers to the months covered by the report.
Refer to note at the end of the list
Remarks for the beneficiary by the HC / RH Officer

Total # of Non Compliant	
August	September

USE BALLPEN INSTEAD OF PENCIL

1. Household ID	2. Household Member	3. Name of Pregnant Woman/Child	4. Classification	5. Non-Compliance for the 2 month report period*			6. Remarks
		Last, First MI	1. Pregnant 2. Child 0 to <2 3. Child 2 to 5	AUG	SEPT	FOR 2 MONTHS	1. No records in HC 2. Pregnancy not applicable 3. Miscarriage 4. Delivered
Barangay GADONGAN							
1	153617046-6838-00046	40381453	ATTA, SAINODIN D.	3		○	
Barangay AMITO MARANTAO							
2	153617069-6853-00074	40277192	GABRIEL, BIN MOSIS A.	3		○	
3	153617069-9530-00008	48495043	SAMO, JABER B.	3		○	

*** No. 5 Non-Compliance for the two-month reporting period**

Indicate non-compliance by shading the corresponding circle of a beneficiary for the reporting period. For children less than 2 years old indicate noncompliance for each of the months required; for children aged 2 and up or for pregnant women indicate noncompliance for the period. For those complying do not put anything.

I hereby certify that the above data are true and correct.

Name and Signature of HC/RH Officer

Name and Signature of City/Municipal Link/SWA

HEALTH CENTER VISIT REQUIREMENTS		
CATEGORY	MINIMUM HEALTH CARE SERVICE TO BE AVAILABLE	FREQUENCY
1.) Pregnant	Pre-natal and Post-natal care	At least once every two (2) months
2.) 0 to below 2 years old OR less than 24 months	Avail of Immunization, weight monitoring or check-up	At least once a month
3.) 2 - below 6 years old OR 24 months to less than 72 months	Weight monitoring, health consultation, nutrition counseling or check-up	At least once every two (2) months

***If the child just turned 6 years old within the monitoring period, follow category 3.**

MM	DD	YYYY	MM	DD	YYYY
Date Received			Date Encoded		

9/2/2015

LANAO DEL SUR

MARAWI CITY (Capital)

[99277] MARANTAO HEALTH CENTER

Page 1 of 1

GOVERNMENT PROPERTY
Do not tamper with.

APPENDIX 52



Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be filled out by Municipal Link
For non-attendance only

Barangay: [153617017] BOTO AMBOLONG
City/Municipality: MARAWI CITY (Capital)
Province: LANA DEL SUR

cv-F4

Family Development
rev. Nov 2013

Reporting Period:

AUG TO SEPT 2015

Date Generated:

9/1/2015

Note to the Municipal Link:

Consolidate the non-attendance and report it to the RPMO

1. Household ID No.
2. Household Member ID
3. Name of Grantee
4. Non-Compliance for the 2 month Reporting Period

Number Assigned to the Household by DSWD
Number Assigned to the Household Member by DSWD
Sorted by Last Name, First Name, Middle Name
Refers to the months covered by the report.

Total # of Non Compliant

August

September

USE BALLPEN INSTEAD OF PENCIL

1. Household ID	2. Household Member ID	3. Name of Grantee	4. Non-Attendance for the 2 month report period*	
Last, First MI.			AUG	SEPT
1	153617017-6852-00010	40292284 ABDULRAHMAN, MARIAM B.	<input type="radio"/>	<input type="radio"/>
2	153617017-6916-00007	41071838 ABEDIN, AIDA M.	<input type="radio"/>	<input type="radio"/>
3	153617017-6852-00005	40291127 ABEDIN, HAKIMAH P.	<input type="radio"/>	<input type="radio"/>
4	153617017-6845-00004	40257228 ABEDIN, NORHATA K.	<input type="radio"/>	<input type="radio"/>
5	153617017-6860-00003	40275531 ABEDIN, SOHAILY .	<input type="radio"/>	<input type="radio"/>
6	153617017-6916-00005	41071689 ADAPUN, CALIMA U.	<input type="radio"/>	<input type="radio"/>
7	153617017-6852-00006	40291304 AMORAN, LAILANIE P.	<input type="radio"/>	<input type="radio"/>
8	153617017-6916-00003	41070375 AMPUAN, RICON L.	<input type="radio"/>	<input type="radio"/>
9	153617017-6845-00001	40256255 DISOMIMBA, LAILAN L.	<input type="radio"/>	<input type="radio"/>
10	153617017-6807-00003	40164039 LALA, ALIAH B.	<input type="radio"/>	<input type="radio"/>
11	153617017-6852-00012	40292878 LALA, AMDAH S.	<input type="radio"/>	<input type="radio"/>
12	153617017-6845-00006	40257695 MEDEG, NORONISAH R.	<input type="radio"/>	<input type="radio"/>
13	153617017-6852-00011	40292575 NAKILA, TATA T.	<input type="radio"/>	<input type="radio"/>
14	153617017-6852-00004	40291035 RATABIN, BLI C.	<input type="radio"/>	<input type="radio"/>
15	153617017-6860-00001	40275137 ROMOROS, SITTE M.	<input type="radio"/>	<input type="radio"/>
16	153617017-6852-00009	40291816 ROMUROS, NORMISA L.	<input type="radio"/>	<input type="radio"/>
17	153617017-6838-00001	40213289 SAADUDIN, SALAMA B.	<input type="radio"/>	<input type="radio"/>
18	153617017-6852-00008	40291631 SALINO, NAJERAH G.	<input type="radio"/>	<input type="radio"/>

PLEASE ATTACH THE ATTENDANCE SHEET OF FDS CONDUCTED

*** No. 4 Non-Attendance for the two-month reporting period**

Indicate non-attendance by shading the corresponding circle of a beneficiary for the reporting period. For those complying do not put anything.

I hereby certify that the above data are true and correct.

Name and Signature of City/Municipal Link

MM DD YYYY

Date Accomplished

MM DD YYYY

Date Encoded

APPENDIX 53

Sets 1, 2, 3, 4A, 4B, 4C, 4D and 5 CVS Timelines/Updates/Payments		
4th Period 2012		
ACTIVITY	REAL TIME WORKING DAYS	UNIT RESPONSIBLE
Updates RPMO Recommendation (Regional Focal Person and Regional Director)	48 days	BDMD
Updates NPMO Approval	1 day	BDMD
Generation & Sending of CV Forms	5 days	CVS
Printing, Distribution, Accomplishment and Collection of CV Forms	31 days	RPMO
Encoding of CV Forms (RITO)	3 days	
CVS RPMO / NPMO Approval	3 days	CVS RPMO/NPMO
Generation of NAPA / Printing & Signing of NAPA	1 day	MIS/CVS
Payroll Computation / Approval	2 days	MIS / FMS
Payroll Printing and signing / Payroll Processing and Cash Release	6 days	FMS

APPENDIX 54

Types of Household vis-à-vis Compliance Verification

Type of Family vis-à-vis Health Conditions/ Components

Household Characteristic A:

Pregnant Women
Children 0-5 years old
Children 6-14 years old

Health Center Visit
Deworming (Elem)
FDS

Household Characteristic B:

Children 0-5 years old
Children 6-14 years old

Health Center Visit
Deworming (Elem)
FDS

Household Characteristic C:

Children 0-5 years old

Health Center Visit
FDS

Household Characteristic D:

Children 6-14 years old

Deworming (Elem)
FDS

Household Characteristic E:

Children 15 years old
“continuing” just to
complete the school year
period

FDS

Household Characteristic F:

Child 6 -7 years old in KINDER Or
DAY CARE : _____

Health
FDS

Education

With CRF to be applied May-June
payment (3rd Payment Period)

APPENDIX 55

Department of Social Welfare and Development Beneficiary: Pantawid Pamilyang Pilipino Program (4Ps) www.dswd.gov.ph		GRIEVANCE FORM 1 - Complaint Form for Date Received (mm/dd/yy): _____ Date Encoded (mm/dd/yy): _____ Reference No.: _____ Tracking Number: _____	
I. GRIEVANCE			
Household ID No.: _____ Intake Date: _____ Name of Grantee: _____		Barangay: _____ City/Municipality: _____ Province / Region: _____	
Category		Chief Identification of the Complaint (Specifications: Provide date & brief details if required and/or check appropriate box)	
1. Payment <input type="checkbox"/> 1.1 Late Payment (more than 1 month) <input type="checkbox"/> 1.2 Bank closed/ATM off-line (more than 3x/quarter) <input type="checkbox"/> 1.3 No cash grants in cash card <input type="checkbox"/> 1.4 Not in Payroll List <input type="checkbox"/> 1.5 No Cash Card <input type="checkbox"/> 1.6 Over-Payment <input type="checkbox"/> 1.7 Lost / Stolen cards <input type="checkbox"/> 1.8 Others		Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ 1st Visit: _____ 2nd Visit: _____ 3rd Visit: _____ Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ Specify: _____	
2. Health Services: Health Center Name <input type="checkbox"/> RHU <input type="checkbox"/> BHS <input type="checkbox"/> 2.1 Health center/unit closed (more than 3x on scheduled days) <input type="checkbox"/> 2.2 Doctor/Midwife/Nurse absent (more than 3x on scheduled days) <input type="checkbox"/> 2.3 Required Medicines/Vaccines not available (more than 3x as requested) <input type="checkbox"/> 2.4 Poor service (waiting time more than 2 hours, more than 3x) <input type="checkbox"/> 2.5 Inaccessible health center/station (more than 1 hour travel) <input type="checkbox"/> 2.6 Lack of health center/station <input type="checkbox"/> 2.7 No health worker available for delivery <input type="checkbox"/> 2.8 Others		1st Visit: _____ 2nd Visit: _____ 3rd Visit: _____ 1st Visit: _____ 2nd Visit: _____ 3rd Visit: _____ 1st Visit: _____ 2nd Visit: _____ 3rd Visit: _____ Current Travel Time (in hours, max of 6hrs): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 > Date / Time: _____ Specify: _____	
3. Education: School Name <input type="checkbox"/> DC/Pre-School <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input type="checkbox"/> 3.1 School closed (more than 2x / period) <input type="checkbox"/> 3.2 Teacher absent more than 3 days in a month (mm/dd/yy) <input type="checkbox"/> 3.3 Lack of School <input type="checkbox"/> 3.4 Overcrowding <input type="checkbox"/> 3.5 Outdoor Classes <input type="checkbox"/> 3.6 Lack of Teachers <input type="checkbox"/> 3.7 Inaccessible school (more than 1 hour travel) <input type="checkbox"/> 3.8 Others		Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ 1st Instance: _____ 2nd Instance: _____ 3rd Instance: _____ Grade/Year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th Current Travel Time (in hours, max of 6hrs): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Specify: _____	
4. Compliance Verification <input type="checkbox"/> 4.1 Lower Entitlement in Education Year: _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ Jun _____ Jul _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Name of Child (3-14 yrs old): _____ Attachments: School Certificate 1. _____ 2. _____ 3. _____			
<input type="checkbox"/> 4.2 Lower Entitlement in Health Year: _____ Jan _____ Feb _____ Mar _____ Apr _____ May _____ Jun _____ Jul _____ Aug _____ Sept _____ Oct _____ Nov _____ Dec _____ Name of Beneficiary: _____ Attachments: Health Certificate PDG Divorcing 1. _____ 2. _____ 3. _____			
5. Project Office/ Municipal Link/ Parent Leader <input type="checkbox"/> 5.1 Lack of coordination (does not conduct meeting, more than 2x/period) <input type="checkbox"/> 5.2 Inaction to requests <input type="checkbox"/> 5.3 Others Period: <input type="checkbox"/> P1 (IF) <input type="checkbox"/> P2 (MA) <input type="checkbox"/> P3 (MJ) <input type="checkbox"/> P4 (JA) <input type="checkbox"/> P5 (SO) <input type="checkbox"/> P6 (ND) Year: _____ Specify: _____			
6. External Pressure <input type="checkbox"/> 6.1 Any official/officer/employee/individual imposing additional conditions (coercion) <input type="checkbox"/> 6.2 Use of beneficiaries for non-4Ps-related Activities <input type="checkbox"/> 6.3 Others Name / Position: _____ Name / Position: _____ Specify: _____			
7. Misdeemeanor (Corruption, Fraud, Extortion, and Other Related Issues) <input type="checkbox"/> 7.1 Fraud / False information <input type="checkbox"/> 7.2 Any official/officer/employee asking for money <input type="checkbox"/> 7.3 Misuse of grants / cash card - Vices <input type="checkbox"/> 7.4 Misuse of grants / cash card - Pawning <input type="checkbox"/> 7.5 Misuse of grants / cash card - Loan Collateral <input type="checkbox"/> 7.6 Unethical Practices <input type="checkbox"/> 7.7 Collusion on Health <input type="checkbox"/> 7.8 Collusion on Education <input type="checkbox"/> 7.9 Collusion with Link <input type="checkbox"/> 7.10 Others Name / HHID Number: _____ Name / Position: _____ Name: _____ Name: _____ Name: _____ Name / Position: _____ Name / Position: _____ Name / Position: _____ Specify: _____			
8. Appeal <input type="checkbox"/> 8.1 Appeal for Reinstatement Reason: _____			



Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program (4Ps)
www.dswd.gov.ph

GRIEVANCE FORM 1 - Complaint Form for Beneficiary

Date Received (mm/dd/yy): _____
Date Encoded (mm/dd/yy): _____
Reference No.: _____
Tracking Number: _____

II. First Resolution (Immediate Provision of Redress by the Municipal Link or Grievance Officer)

Date Received (mm/dd/yy): _____

Action Taken: ☐ Responded (see comments) ☐ To be forwarded to _____ for resolution

Response / Comments: _____

Date Processed (mm/dd/yy): _____ **Complainant's Signature:** _____

Complainant's Response: Please check one

☐ I am satisfied with the response provided and therefore conclude this grievance.

☐ I will await further resolution of appropriate person / committee level.

Date Of Feedback (mm/dd/yy): _____ **C/ML or Grievance Officer's Signature:** _____

RESOLUTION OF GRIEVANCE COMMITTEES

III. Second Resolution (PGC, if applicable)

Date Received (mm/dd/yy): _____

Action Taken: ☐ Responded (see comments) ☐ To be forwarded to _____ for resolution

Response / Comments: _____

Date Processed (mm/dd/yy): _____ **Complainant's Signature:** _____

Complainant's Response: Please check one

☐ I am satisfied with the response provided and therefore conclude this grievance.

☐ I will await further resolution of appropriate person / committee level.

Date Of Feedback (mm/dd/yy): _____ **C/ML or Grievance Officer's Signature:** _____

IV. Third Resolution (RGC)

Date Received (mm/dd/yy): _____

Action Taken: ☐ Responded (see comments) ☐ To be forwarded to _____ for resolution

Response / Comments: _____

Date Processed (mm/dd/yy): _____ **Complainant's Signature:** _____

Complainant's Response: Please check one

☐ I am satisfied with the response provided and therefore conclude this grievance.

☐ I will await further resolution of appropriate person / committee level.

Date Of Feedback (mm/dd/yy): _____ **C/ML or Grievance Officer's Signature:** _____

V. Final Resolution (NGC)

Date Received (mm/dd/yy): _____

Action Taken: ☐ Responded (see comments) ☐ To be forwarded to _____ for resolution

Response / Comments: _____

Date Processed (mm/dd/yy): _____ **Complainant's signature:** _____

Complainant's Comments: _____

Date Of Feedback (mm/dd/yy): _____ **C/ML or Grievance Officer's Signature:** _____

APPENDIX 56

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program (4Ps)
www.dswd.gov.ph

Grievance Form 2 – Complaint Form for Non-Beneficiary

Date Received: _____
Date Encoded: _____
Reference No.: _____
Tracking No.: _____

I. GRIEVANCE

Date:	Barangay:
Name of Complainant:	City / Municipality:
	Province/Region:

Category	Short Description of the Complaint (Specify names, dates, places, etc.; use attachments if necessary)
1. Selection of Beneficiaries 1.1 Ineligible for the Program 1.1.1 With regular income 1.1.2 With Ownership of Property 1.1.3 Others 1.2 Not Listed	Occupation: _____ Property Owned: _____ Specify: _____ 4Ps area? Yes No
2. Registration (listed as potential beneficiary) 2.1 Not informed 2.2 Was not able to attend assembly 2.3 Informed, went to the assembly and registered but excluded 2.4 Others	By whom? _____ Reason: _____ Why? _____ Specify reason: _____ Specify: _____
3. Others	

II. Initial Resolution

Date Received:	Name/Position/Signature:
Response / Comments:	Date Encoded:
Date:	Name of C/ML or Grievance Officer and Signature:
Complainant's Response: Please check one I am satisfied with the response provided and therefore conclude this grievance. I will await resolution of appropriate person / committee level.	
Date:	Complainant's Signature:

III. Final Resolution

Date Received:	Name/Position/Signature:
Response:	Date Encoded:
Date of Meeting:	Name of Committee Head and Signature:
Complainant's Comments:	
Date:	Complainant's Signature:

APPENDIX 57

Family Development Session Manual

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APPENDIX 58

PROCEDURE OVER THE COUNTER PAYMENT

A. Description:

The-Over-The Counter (OTC) payment is an alternative way of releasing the cash grants to the beneficiaries of the Pantawid Pamilyang Pilipino Program. This is an interim strategy of cash transfer meanwhile that a system for the issuance of the Cash Card is being improved and facilitated by both DSWD and the LBP. This interim solution will be done for the initial cash transfer to those beneficiaries identified by the PMT and not has issued a cash card yet nor given account numbers. Those beneficiaries who are given cash cards are not covered by this interim solution.

The over the Counter payment shall be done both offsite and on – site. On site refers to the payment of cash grant to the beneficiaries in Land Bank Branch covering the area, where the beneficiaries are requested to come to get the cash grant. Offsite is the opposite, where the release of cash is done in places shall go to the municipality and release the cash to the beneficiaries in a place identified and agreed upon by the DSWD Regional Office and the Land Bank Manager / Area Coordinator covering the municipality ties.

The OTC is done to achieve the following objectives;

B. Objectives

- Verify, complete and update the pre-registered family roster form filled up during the conduct of household survey
- Release the cash grant to 4Ps beneficiaries

C. Target

- The target recipients of the Over the Counter payment are 4P's beneficiaries identified by the PMO through the PMT. They must be included in the payroll list for the Over the Counter payment. Those beneficiaries who has an account numbers and with cash cards shall not be covered by Over the Counter payment.

D. Preparatory Activities

1. Secure Lists of Potential 4Ps Beneficiaries.

Secure the list of beneficiaries from the 4P's Project Management Office who will be included in the over the counter payment. Ensure that the identified potential beneficiaries are listed per barangay.

2. Announcement of Schedule of over the Counter payment.

The beneficiaries shall be informed of the scheduled OTC by the Municipal Link or barangay officials or LGU personnel at least one day before the schedule. Information includes the venue and date of the OTC payment. The beneficiaries will also be asked to bring with them Identification Cards. Acceptable IDs include DSWD issued ID for the 4Ps beneficiaries, postal ID, COMELEC ID, passport or valid police clearance. All these IDs should bear the beneficiaries signature and photo taken at least the 6 months.

It should be emphasized to the beneficiaries to come on schedule date, as over the counter payment shall only be done on the date specified. Otherwise, they will be asked to come to the nearest Land Bank to claim their cash grant. Beneficiaries should also be asked to bring their food.

3. Printing and Signing of Order to pay Slip and the Acknowledgemnt Receipt.

Prior to the conduct of the OTC, the order to pay slip as well as the acknowledgement receipt should be printed at the Regional office enough to cover the number of beneficiaries identified for the OTC. Once printed, the Regional Direction has to sign each slip before the team proceeds to the site for the OTC. Likewise, all the information/data needed should be supplied/written in both forms/slips prior to the OTC and can be arranged alphabetically so as to facilitate the issuance. The Focal Person/Municipal Link and other authorized signatories should affix their signature once the data is validated at the validation counter at the site.

In the events that the claimant/beneficiaries has not undergone the validation process yet, the region should install a validation table either at the municipal hall or any other place accessible to the venues of the OTC, and the issuance of the cash grant. In cases, where the beneficiaries has lost his/her ID issued by the DSWD, other IDs as mentioned above can be presented, however photo validation should be done through the computer, where the picture file of beneficiaries is available.

4. Coordination with the Local Government Units and Land Bank of the Philippines

Prior to the OTC, coordination with the concerned Local Government Units should be undertaken to solicit their support and to present to them the process that will take place. Support from the LGU includes provision of manpower to assist in the orderliness of the process and to assist in the validation. Other support includes the provision of venue for the offsite, and others such as sound system, Table and chairs, vehicle if necessary, to bring the beneficiaries to the site and back.

Coordinate with the LGU the need to maintain peace order during the conduct of this activity, and to emphasize that only those beneficiaries who underwent the validation process and has not receive their cash cards will be covered by the OTC.

Coordination meeting with LBP branch personnel who will be involved in this activity should be done prior to the scheduled OTC. Planning the process is necessary to ensure orderliness. During the meeting, the DSWD Regional focal person should provide them with names of the authored signatories as well as copy of their specimen signatures together with photocopies of valid IDs. The PMO should also give copies of these at least three (3) days before the scheduled OTC.

5. Creation and Orientation of Working Teams.

The OTC requires manpower both from the DSWD and LBP to efficiently perform job. This is true for both offsite and on-site. The following is the minimum manpower requirement for the conduct of this activity.

Tasks	Offsite/Onsite	
	DSWD/LGU	LBP
Crowd Control	6	
Verification of Name / Picture	3	0
Verification at the Payroll	3	0
Issuance of Order to pay Slip /	3	

Acknowledgement Receipt		
Issuance of Cash Grant	3	3

A team building and orientation shall be done at least the day before the scheduled OTC. This team building shall be done with all the members of the team including LBP personnel. The members of the team may come from both DSWD, LGU and partner agencies. The numbers mentioned above may be increased, depending on the number of beneficiaries targeted per day and the availability of space at the site. This concern should be discussed with LBP personnel to prepare them. This is done to orient the members of the team of their roles and responsibilities in the conduct of the OTC. This also includes familiarization with the forms to be filled up/issued to the beneficiaries as well as with the payroll. Please take note that the accountability in doing the OTC remain with the DSWD and not with LBP as verification and issuance of order to pay slip is done by our people. Hence, carefulness and diligence in filling the required forms is necessary.

Forms to be discussed thoroughly with the members of the team include the following;

- Payroll of payees (beneficiaries) – this contains household ID numbers, names of grantee, amount of health and education grants and signature of the beneficiaries.
- Order to pay slip – this contains the names and address of the beneficiaries, the household ID numbers and the amount of grant to be should be written in the form prior to the scheduled OTC, except the signature of the Municipal Link or other authorized signatory. These people can only sign this form once the name written on it is validated at the computer or at the payroll list. The filled up/signed order to pay slip will be used by the person in – charge of the payroll in issuing and signing the acknowledgment receipt.
- The Acknowledgement Receipt – contains the amount of grant received by the beneficiary and the LBP personnel that issued the cash grant.

A desk top or a lap top containing the picture file should be brought to the site.

6. Setting up the Venue (Off site and On site)

- Photo Verification - this counter should be provided with a computer where the photo file of beneficiaries is contained. This will be used to compare the photo at the DSWD file and the photo presented by the grantee.
- Verification counters should be set up at the site (on site and off site). The number of tables will depend on the number of verifier available. These can be set up based on the preference of the region. The table can be set up to enable the verifier attend to the beneficiaries per barangay the daily schedule should be done by municipality and by barangay.
- Payroll list Counter

E. Over the Counter Payment

- a. The beneficiaries shall be given priority number as they come and should be asked to fall in line in bank premises or within the area (in the case of off-site) according to their number. This priority numbers should be prepared by the region prior to the scheduled OTC and should be enough for the targeted number of beneficiaries for the day.