Operations Manual
Implementation of the Emergency Cash Transfer During Disasters

VERSION 1.0
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Message

As the lead disaster response agency in the country, the Department of Social Welfare and Development (DSWD) continues to innovate and adapt with the changing landscape in disaster response, preparedness, and mitigation. Toward this end, DSWD creates mechanisms and strategies that hasten the provision of assistance to the affected populations and ensure their immediate recovery.

In 2020, DSWD’s Emergency Cash Transfer (ECT) During Disasters was adopted by the National Disaster Risk Reduction and Management Council (NDRRMC) as one of the government’s interventions for disaster response, recovery, and rehabilitation. ECT is the country’s adaptive social protection modality, which shifted the focus from provision of purely food and non-food support to cash transfers, thus enabling the affected families to provide for the goods and services they need after a disaster. With the availability of cash, the families are afforded with a variety of options that enable them to adapt to post-disaster situations, hasten their recovery and rehabilitation, and strengthen their resiliency to future disasters and covariate shocks.
ECT is a key milestone in DSWD’s mandate of developing policies, programs, projects and strategies to appropriately and effectively address the increasing and evolving needs of survivors of disasters and calamities. It is anchored on an inclusive, people-centered, build-back better and developmental approach. Hence, with the development of this Operations Manual for the Implementation of ECT During Disasters, the Department will have a blueprint in the effective implementation of the ECT strategy by providing technical and operational guidance to all DSWD-Field Offices, support bureaus, services, offices, other member agencies of the relief pillar of NDRRMC, and humanitarian partners.

Congratulations to the DSWD Disaster Response Management Bureau, the World Bank, and other partners who helped in developing this Operations Manual.

May this Manual be used as an additional guide to empower disaster-stricken communities so that they can immediately gain back their self-sufficiency.

Sama-sama tayong magtulungan upang maipatupad ang Maagap at Mapagkalingang Serbisyo para sa Bayan!

ROLANDO JOSELITO D. BAUTISTA
Secretary
Preface

The Philippines is an archipelagic country with a high poverty rate and vulnerability to natural disasters and other covariate shocks. Hence, providing the much-needed response to disaster-affected populations has not been easy. This situation poses a challenge to the Philippine Government, especially the Department of Social Welfare and Development (DSWD). The physical distribution of humanitarian relief goods including DSWD’s food and non-food items to the remotest islands and hinterlands often encountered delays and resulted in the deterioration of the quality of the goods. It is hoped that the timely delivery of the much-needed assistance for the disaster-affected families will finally be realized with the implementation of the Emergency Cash Transfer (ECT) During Disasters, which is to be guided by this Operations Manual (OM).

The adoption of the unconditional modality of emergency cash transfer as a response strategy of the Philippine Government during disasters started after the massive destruction of several regions of the country in 2013 when the first Level 3 humanitarian response category was declared by the United Nations due to super typhoon Yolanda. The response experience of 2013 showed that the coordinated effort of the national government, LGUs, and other stakeholders is necessary for realizing the mandate of protecting and providing appropriate assistance to disaster-affected families and “leaving no one behind”.

The important lesson from the 2013 response experience is the motivation of DSWD’s Disaster Response Management Bureau (DRMB) in developing this OM for all the personnel involved in the implementation of ECT, regardless of their position and area of assignment. Through this OM and with the right knowledge, skills and attitude, the implementers can be more prepared to help disaster-affected families bounce back better and stronger.

This Operations Manual is a product of a series of face-to-face and virtual workshops, meetings, and discussions between DRMB, Field Offices, selected member agencies of the National Disaster Risk Reduction and Management Council, partners from the United Nations and the Humanitarian Country Team’s Cash Working Group (HCT-CWG). It was developed with technical assistance from the World Bank.

DRMB wishes to thank all those who contributed their time, skills, and resources to finalize this Operations Manual for the Implementation of ECT During Disasters. Your invaluable inputs are very much appreciated!
About the Manual

The Operations Manual (OM) is based on Memorandum Circular No. 17, Series of 2019: Guidelines in the Implementation of the Emergency Cash Transfer (ECT) During Disasters. The OM is the main guide of the Disaster Response Management Bureau in providing technical and operational support to DSWD Field Offices, local governments, and humanitarian partners that implement the ECT.

It has the following objectives:

- Provide operational clarity and guidance to decision-makers and implementers of ECT.
- Enable all concerned agencies and partner organizations to understand the institutional arrangements, procedures, and scope of work in implementing ECT.
- Specify the roles, responsibilities and accountabilities of the stakeholders in ECT operations.
- Guide the operations of ECT to ensure consistency, timeliness, and accuracy.

The manual describes ECT, its features, rate of assistance, and the necessary details of the implementation processes. Each chapter of the manual covers one ECT process and provides step-by-step instructions on its implementation. These processes are ECT activation as a disaster response intervention; beneficiary selection and verification; notification and orientation of beneficiaries; delivery of cash assistance to beneficiaries; recovery and rehabilitation support; reporting, monitoring and evaluation; and risk and grievance management. In addition, pre-disaster preliminary activities are discussed. The manual also contains the required ECT forms and templates used in the implementation of the Program.

The OM is divided into three main sections:

- ECT's seven distinct or organic implementation processes
- Preparatory activities and institutional arrangements needed to implement ECT. They involve the personnel of DSWD’s national offices, bureaus, services and units (OBSUs) and regional offices; LGUs; and humanitarian organizations engaged in the implementation of cash transfers.
- Tools, templates, and process flow, which implementers may refer to for guidance in addressing concerns encountered in the implementation of ECT.
Future Releases: Enhancements and Features of IT Systems

This icon appears next to tasks and activities that will be supported by a future release of information technology systems.

These IT systems are essential components of ECT for disaster response, because they will automate, enhance, and improve program processes. Identifying them in this manual underscores their significance as a priority direction for action. For the details of the future release of these systems, see Chapter 9. ECT – Management Information System (MIS).

Aside from the ECT-MIS, the following databases are under development for future release: Unified Beneficiary Database (UBD), Comprehensive Assistance for Disaster Response and Early Recovery Services – Information System (CARES-IS), and other databases. The digitalization of the payment of cash assistance is also undergoing review.

As ECT-MIS and other systems are completed and they become fully operational, and as tools and processes evolve, this manual will be reviewed and updated accordingly. The OM is a living document and may be amended or modified following the prevailing needs and situation on the ground.
Abbreviations

4Ps  Pantawid Pamilyang Pilipino Program
AGDB  authorized government depository bank
AI  artificial intelligence
AICS  Assistance to Individual in Crisis Situations
AOC  Agency Operations Center
API  application programming interface
ATM  automated teller machine
AVP  audiovisual presentation
BARMM  Bangsamoro Autonomous Region in Muslim Mindanao
BSP  Bangko Sentral ng Pilipinas
C/MSWDO  City/Municipal Social Welfare and Development Office
CAP  Cash Assistance Payroll
CARES-IS  Comprehensive Assistance for Disaster Response and Early Recovery Services – Information System
Cat DDO  Catastrophic Drawdown Option
CFC  Cash-for-Caring
CFT  Cash-for-Training
CFW  Cash-for-Work
CO  Central Office
COA  Commission on Audit
ComAs  community assembly
DAFAC-IS  Disaster Assistance Family Access Card – Information System
DBM  Department of Budget and Management
DENR  Department of Environment and Natural Resources
DF  Disaster Fund
DHSUD  Department of Human Settlements and Urban Development
DILG  Department of the Interior and Local Government
DOF  Department of Finance
DOLE  Department of Labor and Employment
DOST  Department of Science and Technology
DRMB  Disaster Response Management Bureau
DRMG  Disaster Response Management Group
DROMIC  Disaster Response Operations Monitoring and Information Center
DRRMC  Disaster Risk Reduction and Management Council
DSWD  Department of Social Welfare and Development
ECT  Emergency Cash Transfer
ECT-MIS  Emergency Cash Transfer - Management Information System
ESA  Emergency Shelter Assistance
F/NFIs  food and non-food items
FFC  Food-for-Caring
FFP  family food pack
FFT  Food-for-Training
FFW  Food-for-Work
FMS  Finance and Management Service
FO  Field Office
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tr>
<td>FSP</td>
<td>financial service provider</td>
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<tr>
<td>GAA</td>
<td>General Appropriations Act</td>
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<td>GBV</td>
<td>gender-based violence</td>
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<td>GiDA</td>
<td>geographically isolated and disadvantaged area</td>
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<td>GIS</td>
<td>Geographic Information System</td>
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<td>GSM 72</td>
<td>Global Spectrum Model</td>
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<td>GUMST</td>
<td>Grant Utilization Monitoring and Survey Tool</td>
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<td>IP</td>
<td>indigenous people</td>
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<td>IPREW</td>
<td>Integrated Program Review and Evaluation Workshop</td>
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<tr>
<td>Kalahis-CIDSS</td>
<td>Kapit-Bisig Laban sa Kaharapan-Comprehensive and Integrated Delivery of Social Services</td>
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<td>KYC</td>
<td>Know Your Customer</td>
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<td>LBP</td>
<td>Land Bank of the Philippines</td>
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<td>LCE</td>
<td>local chief executive</td>
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<td>LDRRMC</td>
<td>Local Disaster Risk Reduction and Management Council</td>
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<td>LGU</td>
<td>local government unit</td>
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<td>LS</td>
<td>Legal Service</td>
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<td>MC</td>
<td>Memorandum Circular</td>
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<td>MGB</td>
<td>Mines and Geosciences Bureau</td>
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<td>MIS</td>
<td>Management Information System</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MOP</td>
<td>mode of payment</td>
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<td>NDRRM</td>
<td>National Disaster Risk Reduction and Management Framework</td>
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<td>NEDA</td>
<td>National Economic and Development Authority</td>
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<td>NFI</td>
<td>non-food item</td>
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<td>NHA</td>
<td>National Housing Authority</td>
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<td>NHTO</td>
<td>National Household Targeting Office</td>
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<td>NHTS-PR</td>
<td>National Household Targeting System for Poverty Reduction</td>
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<td>NOAH</td>
<td>Nationwide Operational Assessment of Hazards</td>
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<td>NPMO</td>
<td>National Program Management Office</td>
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<td>NRLMB</td>
<td>National Resource and Logistics Management Bureau</td>
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<td>NWPC</td>
<td>National Wages and Productivity Commission</td>
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<tr>
<td>OASDRMG</td>
<td>Office of the Assistant Secretary for Disaster Response Management Bureau</td>
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<tr>
<td>OBSUs</td>
<td>Offices, Bureaus, Services and Units</td>
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<td>OCD</td>
<td>Office of Civil Defense</td>
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<tr>
<td>OM</td>
<td>Operations Manual</td>
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<tr>
<td>OSEC</td>
<td>Office of the Secretary</td>
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<td>OTC</td>
<td>over-the-counter</td>
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<td>OUSDRMG</td>
<td>Office of the Undersecretary for Disaster Response Management Group</td>
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<td>PDRA</td>
<td>Pre-Disaster Risk Assessment</td>
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<td>PDRRM</td>
<td>Provincial Disaster Risk Reduction and Management Council</td>
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<td>PHIVOLCS</td>
<td>Philippine Institute of Volcanology and Seismology</td>
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<tr>
<td>PIN</td>
<td>personal identification number</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>PMB</td>
<td>Program Management Bureau</td>
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<td>PPA</td>
<td>programs, projects and activities</td>
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<td>PPIS</td>
<td>Pantawid Pamilya Information System</td>
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<td>PSA</td>
<td>Philippine Statistics Authority</td>
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<td>PWD</td>
<td>person with disability</td>
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<td>QRF</td>
<td>Quick Response Funds</td>
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<td>RA</td>
<td>Republic Act</td>
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<tr>
<td>RDANA</td>
<td>Rapid Damage Assessment &amp; Needs Analysis</td>
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<td>RDRRMC</td>
<td>Regional Disaster Risk Reduction and Management Council</td>
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<tr>
<td>RTEF</td>
<td>ready-to-eat food</td>
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<td>SAP</td>
<td>Social Amelioration Program</td>
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<td>SB</td>
<td>Standards Bureau</td>
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<td>SDO</td>
<td>Special Disbursing Officer</td>
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<td>SLP</td>
<td>Sustainable Livelihood Program</td>
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<td>SMS</td>
<td>Social Marketing Service</td>
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<td>SO</td>
<td>Special Order</td>
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<td>SOC</td>
<td>state of calamity</td>
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<tr>
<td>UBD</td>
<td>Unified Beneficiary Database</td>
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<tr>
<td>UMID</td>
<td>Unified Multipurpose ID</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
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<tr>
<td>VAI</td>
<td>Vulnerability Assessment Index</td>
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<tr>
<td>WRF</td>
<td>Weather Research and Forecasting</td>
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Note: All financial information are stated in Philippine peso or US dollar, unless otherwise indicated.
Introduction

The Philippines ranked third among countries with the most number of disasters in 2018, according to the World Global Risk Index. In the World Risk Index 2019, the country ranked ninth among the world’s riskiest countries. Although this was an improvement from the previous years when the Philippines was in the top 3, the country’s geophysical and societal vulnerabilities remained high.

The country experiences both naturally-occurring as well as human-induced disasters. The Philippines’ location in the Pacific “ring of fire” and its proximity to the equator make the country prone to earthquakes and volcanic eruptions. Earthquake faults crisscross a large part of the country, starting from the tip northern part to the western part. Twenty of its more than 200 volcanos are active. Annually, the Philippines experiences an average of 20 typhoons.

Exposure and vulnerability to natural disasters and the effects of climate change are particularly high in the Philippines. In recent years, the country has been experiencing extremely devastating typhoons, including one of the most powerful storms ever tracked, super typhoon Yolanda (Haiyan) in 2013 that caused extensive damage to houses, livelihoods, and infrastructure. It affected 14.1 million Filipinos, left 4.1 million displaced, more than 1.1 million houses damaged and about half of them totally destroyed, and thousands of lives lost. Its overall economic impact, in terms of losses and damage, is estimated at $5.8 billion. Six million workers lost their sources of income. Major rice, corn, and sugar-producing areas were destroyed, thus affecting the country’s international trade as well as farmers’ incomes.

Pursuant to Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, the DSWD is designated as Vice-Chair for National Disaster Response. Further, it is mandated to adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive in lessening the socioeconomic and environmental impacts of disasters, including climate-induced hazards. With this mandate, the Department responds to disasters by distributing food in a general food distribution modality, requiring massive logistics and manpower support for its implementation. Under this modality, the internally displaced population had to contend with what DSWD and its partners provide, oftentimes relying on the usual family food packs (FFPs). Most often, the nutritional needs of age-specific groups, as well as those with specific vulnerabilities, such as persons with disability, pregnant and lactating women, the elderly, and those with special medical needs, are overlooked.
An ad hoc and limited ECT strategy was successfully implemented in response to super-typhoon Yolanda in 2013. After the immediate survival needs were addressed through relief assistance, DSWD delivered an unconditional cash transfer to the beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps), the country’s flagship conditional cash transfer program.

Upon the declaration of a state of calamity, compliance with 4Ps’ conditions in affected areas was waived by DSWD for a set period of time. Further, DSWD was able to quickly release a total of ₱550.5 million for top-up payments to Yolanda-affected 4Ps beneficiaries between November 2013 and February 2014 – just three months after the disaster struck. The cash assistance and its distribution were done in partnership with UN organizations operating in the affected areas.

**Enabling Policies**

While the top-up payments to 4Ps beneficiaries during Yolanda were successfully distributed, the experience highlighted the limitation of providing the assistance to other families that may be equally or even more severely affected by the disaster. DSWD learned from the lessons of Yolanda and sought to be more responsive to the primary goal of disaster response as articulated in the National Disaster Risk Reduction and Management Framework (NDRRM Framework), which is to preserve life and meet the basic subsistence needs of affected populations based on acceptable standards during or immediately after a disaster. Accordingly, Secretary Rolando Bautista issued Memorandum Circular No. 17, Series of 2019, on 30 August 2019 providing guidelines for the implementation of the ECT during disasters.

In developing ECT as a modality in disaster response, DSWD received technical support from the World Bank as part of the development institution’s overall technical assistance to strengthening the country’s National Disaster Risk Reduction and Management Program. ECT is part of the policy indicators of the Catastrophic Drawdown Option that provides standby financing when disasters occur to enable the Philippine Government to be more responsive to the needs of people affected during disasters. With ECT as a national modality in disaster response, a system is put in place for quick and adaptive response to the basic requirements of the population and areas needing urgent food and non-food items (F/NFIs), and even early recovery support. This modality intends to provide the requirements, other than the F/NFIs that DSWD usually provides.

In its full council meeting on 21 January 2020, the NDRRMC approved a resolution adopting the DSWD ECT as one of the national modalities of delivering disaster response and early recovery in areas adversely affected by disasters. Subsequently, the NDRRMC issued Memorandum Circular (MC) No. 03, Series of 2020, for the Implementation of the DSWD Emergency Cash Transfer (ECT) Modality During Disasters. The MC gives authority to DSWD in adopting and implementing the ECT Program as one of the instruments and delivery strategies for disaster response during post-disaster continuing relief, recovery, and rehabilitation among disaster-
affected families. Further, it authorizes the necessary funding for the implementation of ECT by financing it through the National Disaster Risk Reduction and Management Fund (NDRRM Fund).

ECT is DSWD’s first institutional and unconditional disaster intervention in the form of cash assistance. Hence, the need to draft the Operations Manual that expounds and provides the necessary details on all of program processes, procedures, and institutional arrangements as described in MC17, S2019.

**Implementing Agencies**

The Disaster Response and Management Bureau is the focal bureau for the ECT Program, and is supported by other offices, bureaus, services, and units in DSWD, such as the Pantawid Pamilya National Program Management Office, Information and Communications Technology Management Service, National Household Targeting Office, Finance and Management Service, Program Management Bureau, and Social Marketing Service.

DRMB coordinates with government agencies at the national and sub-national levels, in particular, the Department of Finance, Department of the Interior and Local Government, Bangko Sentral ng Pilipinas, other member-agencies of the NDRRMC, and local government units.
Program Overview

The Emergency Cash Transfer Program is an adaptive strategy in bridging the gap between immediate disaster relief, humanitarian response, and early recovery support in disasters and emergencies by providing unconditional cash assistance to disaster-affected families that require intervention. Unlike anticipatory assistance or those provided prior to the actual occurrence of shocks, ECT is a post-disaster intervention in the form of cash transfers given to families surviving from covariate shocks.

In major disasters, the needs of affected families are varied and consist of food and non-food items necessary for their survival and well-being. In some cases, there are urgent requirements for medicines and health care; wheelchairs, canes, and other mobility equipment for senior citizens and persons with disabilities; and nutritious food items not included in government-provided supplies, especially for pregnant and lactating women. After a disaster, the affected population would require assistance in immediately repairing their damaged houses and recovering their main sources of income. While ECT is not a substitute for the regular income of the affected population, it can definitely support families in the interim, specifically in meeting their basic and important needs while recovering from devastation and shocks.

ECT may be implemented together with the general distribution of food and non-food items (F/NFIs), especially when local markets have not recovered yet or are still at the early stage of operation and
cannot fully supply the basic F/NFIs. ECT reduces administrative costs by lessening logistical demands for food delivery. It also supports the early revival of local markets by giving beneficiaries cash to purchase goods from local producers. ECT complements the existing cash transfers provided to disaster-affected families during early recovery and rehabilitation, such as the Emergency Shelter Assistance (ESA), Cash-for-Work (CFW), Cash-for-Training (CFT), Cash-for-Caring (CFC), Assistance to Individuals in Crisis Situation (AICS), and sustainable livelihood support—all of which require proof of outputs. Figure 1 shows how ECT complements various DSWD disaster response instruments during relief, early recovery, and rehabilitation.

Figure 1. **Emergency Cash Transfer and Other Major DSWD Post-Disaster Support**

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<th>Programs</th>
<th>Phases</th>
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<td>Response</td>
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<td>Shelter</td>
<td>Temporary Shelter</td>
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<tr>
<td>CashTransfer Programs (CTPs)</td>
<td>Emergency Cash Transfer (ECT)</td>
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<tr>
<td></td>
<td>Cash-for-Work (CFW)</td>
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<td></td>
<td>Cash-for-Training (CFT)</td>
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<td>Cash-for-Caring (CFC)</td>
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<td>Food and NFIs</td>
<td>Sustainable Livelihood Program (SLP)</td>
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<td>Family Food Packs (FFPs)</td>
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<td>Non-Food Items (NFIs)</td>
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<td></td>
<td>Ready-to-Eat Food (RTEF)</td>
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<td></td>
<td>Food-for-Work (FFW)</td>
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<td></td>
<td>Food-for-Training (FFT)</td>
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<td></td>
<td>Food-for-Caring (FFC)</td>
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</table>

ECT can be implemented simultaneously in different disaster-affected areas, or over a period of time to respond to a series of disaster events. Thus, ECT may be provided more than once to a family that experiences multiple disasters. However, the provision of such assistance is subject to needs assessment.

ECT is activated by the DSWD Secretary or the Secretary’s designated representative when a state of calamity is declared. However, the delivery of cash assistance commences only when local markets in disaster-affected areas are already operational and capable of supplying the items needed by the affected population.
Target Beneficiaries

All disaster-affected families, regardless of economic status, are eligible for ECT assistance. They include formal settlers, renters, and sharers who reside in disaster-affected areas. Consideration for vulnerable and disadvantaged sectors, particularly women and solo parents, children, senior citizens, and persons with disabilities is a must to ensure that no one is left out in the distribution of assistance. When funds are limited, access to ECT benefits will be prioritized through an assessment of damage and needs. The delivery of cash assistance takes into consideration the magnitude of the disasters, financial and security risks, and availability of funds.

Priority beneficiaries are the poor and near-poor households identified through the National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan. They belong to either of two groups:

- Families from 4Ps beneficiary-households identified through the Pantawid Pamilya Information System (PPIS)
- Families from households considered as poor and near-poor in the NHTS-PR but are not yet enrolled or not eligible for 4Ps.

Secondary beneficiaries are families not considered poor and near-poor in the NHTS-PR database but considered vulnerable and severely affected by disasters. Usually, vulnerable groups are also those severely affected by disasters. These beneficiaries may be identified through other databases such as the Community-Based Monitoring System of local governments or through a vulnerability assessment using the Disaster Assistance Family Access Card – Information System (DAFAC-IS), which is a post-disaster profiling of survivors.

Vulnerable Groups

- Families residing in frequently isolated or geographically isolated and disadvantaged areas (GIDA)
- Families headed by a minor, elderly, female, solo parent, or person with disabilities (PWD)
- Families headed by a child due to the death of parents during a disaster
- Families belonging to an IP group
- Families with members who are PWDs, elderly, children, pregnant or lactating women, or solo parents
Severely affected by disasters

- Families with totally or partially damaged houses
- Families who lost their primary source of livelihood (e.g., damage to agricultural farm, livestock shelter, or fishing boat)
- “New poor” or low-income to middle-income families that are not on the NHTS-PR list, without savings or not enough savings, no support from other sources such as remittances or financial aid from relatives, and temporarily cannot provide for their needs, especially during the relief phase. These families should be identified as needing assistance based on an assessment.

Two Phases of Support

ECT provides assistance in two phases: 1) relief assistance; and 2) support for early recovery and rehabilitation. This support should enable disaster-affected families to respond to their emergency requirements during the response phase, assist them in transitioning to early recovery, and eventually return to normalcy. Providing the appropriate rate of assistance that responds to the needs of the disaster-affected population at each phase is critical in ECT implementation.

1. Relief assistance

The relief assistance for priority beneficiaries identified and validated through Pantawid Pamilya Information System (PPIS) and NHTS-PR should start immediately, preferably on the second or third week after a disaster. The funds to cover both 4Ps and NHTS-PR poor and near-poor families should be requested immediately by DRMB, in coordination with the Office of Civil Defense, Department of Finance, and Department of Budget and Management. The request should be based on the consolidated amount required by the Field Offices (FOs) using the Work and Financial Plan for Relief.

For priority beneficiaries, DRMB coordinates with the 4Ps National Program Management Office (NPMO) and the NHTS-PR NPMO for the list or number of priority beneficiaries in the affected areas. ECT benefits can be provided as top-ups, that is, an additional amount to the regular 4Ps cash benefit. The top-ups can be sent through the regular payment channels for 4Ps, such as through authorized government depository banks.

Beneficiaries that are not on the PPIS database but listed in the NHTS-PR will receive grants in the form of direct cash payouts from special disbursing officers. In the future, when a partnership with financial service providers has been established, the grants will be transferred to the beneficiaries’ preregistered bank or e-money accounts.

Initiating the assistance for secondary beneficiaries takes some time, especially when post-disaster data collection is needed. Ideally, it should start on or before the fifth or
sixth week after a disaster. To facilitate and expedite the distribution of ECT benefits, DSWD engages with various financial service providers (FSPs). If there are no FSPs or negotiations for their services are not yet finalized, but the assistance is extremely needed, DRMB will download the assistance to the DSWD FOs immediately after the target number of beneficiaries is established. The downloaded cash will preferably be for the first cash benefits payment for ECT, while DRMB is negotiating a partnership with the FSPs so that they can service the disaster-affected areas.

The relief assistance can be provided for a maximum of 90 days, spread across three monthly payments. The last two tranches are released depending on the results of the needs assessment done by LGU workers and validated by the DSWD-FOs concerned.

2. Support for early recovery and rehabilitation

The target recipients in this phase are families that require further assistance to start their early recovery and rehabilitation, specifically those still living in evacuation centers and those whose shelters are damaged or who lost their means of livelihood.

ECT support for early recovery and rehabilitation can be given as a one-time payment on the third or fourth month after a disaster, or earlier, if the assessment and validation of recovery and rehabilitation needs as well as the documentation requirements to support the release of ECT benefits have been completed.

Other than cash, support for assessed needs can be in the form of referral to DSWD programs such as ESA, CFW, CFT, CFC, AICS and referral to agencies such as the National Housing Authority or the Department of Human Settlements and Urban Development for permanent shelter.

Table 1 provides guidance on the ECT delivery timeline, subject to availability of funds and assessment by DSWD FOs and DRMB:
Table 1. Delivery Timeline of ECT Assistance vis-à-vis Other Disaster Response Interventions

<table>
<thead>
<tr>
<th>Disaster Response Type</th>
<th>Food and Non-food Distribution</th>
<th>Cash for Work</th>
<th>Emergency Cash Transfer</th>
<th>Early Recovery &amp; Rehabilitation (Phase 2)</th>
<th>Emergency Shelter Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Relief (Phase 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Priority</td>
<td>Next priority</td>
<td></td>
</tr>
<tr>
<td>Preferred start of assistance after a disaster</td>
<td>2nd to 4th week</td>
<td>1st to 4th week</td>
<td>2nd to 3rd week</td>
<td>5th to 6th week</td>
<td>3rd to 4th month</td>
</tr>
<tr>
<td>Intended Beneficiaries</td>
<td>All disaster-affected families</td>
<td>Poorest of the poor and vulnerable sectors (participation in Cash for Work is voluntary)</td>
<td>4Ps and NHTS-PR poor and near-poor</td>
<td>Secondary beneficiaries identified in post-disaster data collection</td>
<td>ECT Phase 1 beneficiaries still living in evacuation centers, with partially damaged shelters, or who lost their livelihood</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Source</td>
<td>LGU list</td>
<td>LGU list</td>
<td>PPIS and NHTS-PR</td>
<td>NHTS-PR or DAFAC-IS, or printed DAFAC form</td>
<td>Actual needs assessment, DAFAC-IS, or printed DAFAC form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>House-to-house ocular inspection</td>
</tr>
</tbody>
</table>

**Benefit Amount or Rate of Assistance**

**3. Rate for relief assistance**

The rate is equivalent to 75 percent of the prevailing regional daily wage rate set by the Department of Labor and Employment – National Wage and Productivity Council. The cash can be used to buy important requirements needed by senior citizens, persons with disabilities, children, pregnant and lactating mothers, or individuals recuperating from illnesses. Their needs may include mobility aid, nutritious food items not included in the F/NFI package of DSWD, medicine, hospitalization, transportation, and educational support.
4. Rate for early recovery and rehabilitation

The maximum amount of support is equivalent to the prevailing rate of assistance for ESA during the covered fiscal year. The amount can be used without conditions for the urgent repair of damaged shelter units, household expenses, and other costs.

The rate of ECT relief assistance may be adjusted over time based on the prevailing market rate that considers inflation and other economic factors, while the rate of assistance for early recovery and rehabilitation may be adjusted based on the current guidelines on early recovery services.

**Financing Options**

There are several sources of financing for ECT, which may be provided by law or through donation agreements. Some of these financing options are as follows:

1. Quick Response Funds
2. National Disaster Risk Reduction and Management Fund (NDRRM Fund) as part of the General Appropriations Act, for the Rehabilitation and Recovery component of the NDRRM Fund for the fiscal year
3. Supplemental funds, enacted by law and intended for programs, projects, and activities for the rehabilitation and recovery of affected populations or areas in specific disasters, in addition to the NDRRM Fund
4. Cash donations where donors set no limitations or specific purpose for their utilization or disbursement
5. Funds from multilateral or bilateral sources, such as UN organizations, foreign governments, and other donors or partners
6. Other funds that may be provided or made available for ECT
Implementation Processes

ECT has seven implementation processes (Figure 2). Each process is discussed in the succeeding chapters of this manual.

Figure 2. ECT Implementation Processes

The ECT implementation process is not always a linear process where one process begins only after completing the previous process. In some instances, the processes can be simultaneous or they may overlap.
The activation of ECT as a disaster response intervention is a preliminary process that is used to evaluate the appropriateness of ECT as a response strategy and to determine the coverage and duration of support.

**Estimated Timeline**

Within one week after a disaster to respond to the immediate needs of affected populations.

**Activation Triggers**

The activation of the Emergency Cash Transfer is triggered by the declaration of a state of calamity (SOC) at any of the following levels: national, regional, provincial, city, municipal, or in the Bangsamoro Autonomous Region in Muslim Mindanao.

ECT is activated through a memorandum from the Secretary or designated representative upon the declaration of SOC in a disaster-affected area.

The declaration of SOC in certain areas presupposes the existence or compliance with two other aspects of ECT triggers, as defined in Memorandum Circular No. 17, Series of 2019. These are as follows:

1. Magnitude of the disaster in terms of the population adversely affected and the extent
of physical and social devastation, including on the means of production and other considerations

2. Urgent priority requirements based on the results of a Rapid Damage Assessment and Needs Analysis (RDANA)

The release and delivery of cash assistance depend on the availability of local markets in the affected areas. The actual payment commences only when the local markets are already operational and are capable of supplying the items needed by the affected population. These items are those outside of the usual food and non-food items provided by the government and humanitarian partners. However, other processes such as identification and verification of beneficiaries can start even before markets resume operations. ECT is usually implemented after the distribution period of general food and non-food items in disaster-affected areas.

**Needs Assessment**

The following procedures should be undertaken to determine whether ECT needs to be activated and what the cost requirement is. However, considering that activation must be timely and urgent, DRMB may recommend ECT activation to the Secretary even without completing all the procedures, as long as the declaration of SOC has been issued. Also, DRMB can use scientific data (e.g., satellite-based early warning systems) for fast-track damage estimation using the Predictive Analytics for Humanitarian Response (PAHR) system.

1. The DSWD-FOs concerned coordinate and consult with the Regional Disaster Risk Reduction and Management Council (RDRRMC) and the affected LGUs to validate or get additional disaster data that will support the ECT activation recommendation. If there is already an RDANA team, the DSWD-FOs send their representatives to the RDANA team so that they can participate in the rapid damage and needs assessment and prepare the Local Disaster Response Cluster reports using RDANA Forms 1 and 2.

2. If travel and field visit to the affected areas are possible, DRMB sends the DSWD-FO’s representatives to the RDANA or a team composed of personnel from the field office and the central office to the affected areas so that they can assist in the rapid damage and needs assessment.

3. The DRMB team in the area and the FO focal person for disaster response check with the regional team of the National Household Targeting System for Poverty Reduction (NHTS-PR) whether there are data about the affected LGUs. Using the data, they identify the affected vulnerable sectors such as communities where there are indigenous peoples (IPs); families with members who are elderly, persons with disabilities, children, pregnant or lactating mothers, and other groups that need immediate support.
4. The FOs submit their recommendation, duly supported with a disaster report, work and financial plan for ECT response, to the Office of the DSWD Secretary (OSEC), copy furnish the Office of the Undersecretary for Disaster Response Management Group (DRMG), DRMB, and the National Resource Logistics and Management Bureau.

5. Upon receipt of the disaster report and recommendation for ECT activation, DRMB validates the updated disaster report and the needs of the affected areas and population. To do this, DRMB coordinates with the National Disaster Risk Reduction and Management Council (NDRRMC) Operation Center and the DSWD-FOs.

6. DRMB coordinates with the NPMOs of 4Ps and NHTS-PR to determine the total number of priority target beneficiaries in the affected areas.

7. In parallel, DRMB’s focal person and the team tasked with the Emergency Cash Transfer modality, prepare an estimate of the ECT cost requirement using the NHTS-PR database of the affected FOs. The estimates should indicate the cost per priority group.

8. DRMB submits a recommendation for ECT activation to the OSEC, through the DRMG Undersecretary.

9. DRMB follows up the action or decision of the OSEC on the recommendation to activate ECT. It also requests the FOs to coordinate with the affected LGUs and conduct an operational assessment of the local markets to determine their readiness to supply the requirements of the affected population. If the markets are not operational, the FOs should determine what are needed to re-operationalize them.

FUTURE RELEASE

Enhanced Predictive Analytics for Humanitarian Response

Estimating the Cost of Relief Assistance

The ECT eligibility of beneficiaries and the coverage of the program are determined by DSWD based on the magnitude of a disaster and the availability of funds. Upon the declaration of a SOC in a disaster-affected area, the DRMB estimates the number of ECT beneficiaries under the following scenarios:

- **Scenario A**: ECT supports only 4Ps households
- **Scenario B**: ECT supports all priority beneficiaries, namely, 4Ps households and all NHTS-PR poor and near-poor households
- **Scenario C**: ECT supports all priority beneficiaries and all families residing in geographically isolated and disadvantaged areas (GIDA)
• **Scenario D**: ECT supports all priority beneficiaries and secondary beneficiaries

• **Scenario E**: ECT supports all disaster-affected families

The financial cost and the selected scenario have an implication on ECT operations. For example, cash delivery under Scenario A is quite straightforward, where the cash is provided as top-ups to regular 4Ps payments. In Scenarios B, C, and D, data collection and validation are required.

1. With the list of estimated number of beneficiaries, DRMB estimates the total cost of assistance for each scenario using the following formula:

**Formula for calculating the cost of ECT relief assistance**

\[
\text{Expected Cost} = Nb \times Ba \times \text{Duration} + \text{Fee}
\]

Where:

- \(Nb\): number of beneficiaries
- \(Ba\): total of monthly benefit amount, i.e., 75% of regional or provincial minimum wage
- \(\text{Duration}\): duration of support*
- \(\text{Fee}\): estimated service/withdrawal fee for financial service providers

*DRMB can use only 30 days (1 month) in the initial cost estimation and extend the duration later to cover the maximum duration of 90 days (3 months).

2. DRMB submits its recommendation to the DSWD Secretary through the DRMG Undersecretary. This can be done in batches. For instance, DRMB can recommend ECT support only for the first month, and then extend the support later based on a needs assessment. The Secretary decides the eligibility of beneficiaries and duration of support based on available funds.

3. If DSWD’s Quick Response Funds are insufficient, the Secretary or the Undersecretary for Disaster Response Management Group coordinates with the Department of Finance, Department of Budget and Management, and the Office of Civil Defense-NDRRMC for additional sources of funds. In support of this, DRMB prepares a request for the release of additional funds from the NDRRM Fund for the approval of the President, through the NDRRMC Chair.

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**FUTURE RELEASE**

**Activation**

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Department of Social Welfare and Development
### Activities and Tasks

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
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</thead>
<tbody>
<tr>
<td>1. Conduct RDANA, including a rapid assessment of market operability in terms of availability and capacity to supply goods and services to internally displaced persons (IDPs). This activity is led by NDRRMC, where DSWD is vice-chair for disaster response and implementer of ECT.</td>
<td>• Form and deploy RDANA teams in disaster-affected areas. DSWD-FO staff participate in the RDANA.</td>
<td>Local, Provincial, or Regional DRRMC</td>
</tr>
<tr>
<td></td>
<td>• Give daily updates to the L/P/RDRRMC and OCD Operations Division. The updates are submitted to the NDRRMC Executive Director.</td>
<td>RDANA teams, with the participation of FO staff</td>
</tr>
<tr>
<td></td>
<td>• Submit accomplished RDANA Form 1 (<a href="#">Annex 1</a>) to the L/P/RDRRMC for consolidation and analysis within 72 hours upon deployment and 24 hours thereafter.</td>
<td>RDANA teams</td>
</tr>
<tr>
<td></td>
<td>• Submit RDANA Form 2 within 2 weeks after deployment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit the market situation report to the L/P/RDRRMC for consolidation and analysis within 72 hours and every 24 hours thereafter.</td>
<td>LGU</td>
</tr>
<tr>
<td></td>
<td>• Notify DRMB about the status of market operability in disaster-affected areas.</td>
<td>DSWD-FOs</td>
</tr>
<tr>
<td></td>
<td>• Using DROMIC-GIS, gather and consolidate all information related to the extent of the disaster and publish the assessment of the magnitude of the disaster, specifically the population adversely affected and the extent of physical and social damage, including on the means of production and other considerations.</td>
<td>DRMB through the Disaster Response Operations Monitoring and Information Center (DROMIC)</td>
</tr>
<tr>
<td>Activities</td>
<td>Tasks</td>
<td>Offices/Units Responsible</td>
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</table>
| 2. Declare a state of calamity. | • The Sanggunian passes a resolution adopting the declaration of a state of calamity based on the RDANA, with the lifting of the SOC subject to the local chief executive’s approval.  
• Recommend the declaration of a regional or national SOC to the President of the Philippines, with the lifting of the SOC subject to the criteria set by NDRRMC. | Provincial or local DRRMC of the disaster-affected areas  
NDRRMC |
| 3. Issue a memorandum by the DSWD Secretary ordering the implementation of ECT as a response strategy in the disaster-affected areas. | • Recommend to the Secretary, through DRMB, the activation of ECT and the duration of support in areas under SOC. Include the following documents: RDANA or Response Custer Report and list of family-beneficiaries that are not in the NHTS-PR database.  
• Assess and validate the appropriateness of the ECT strategy.  
• Collect information from NHTO and PPIS to complement the report from DSWD-FOs.  
• Estimate the budgetary requirement for relief assistance (Annex 2).  
• Recommend to the Office of the Secretary, through the Office of the Undersecretary for DRMG, the following: the eligibility of beneficiaries, duration of support, and amount of ECT cash assistance.  
• Issue a memorandum for the implementation of ECT in disaster-affected areas. | DSWD-FOs  
DRMB  
DRMB and Undersecretary for DRMG  
DSWD Secretary or designated representative |
Tools and Information Systems

- Annex 1. Rapid Damage Assessment and Needs Analysis (RDANA) Forms 1 & 2 or the Response Cluster Report
- Annex 2. ECT Work and Financial Plan (WFP) for Relief

FUTURE RELEASE
ECT-MIS
CHAPTER 3.

Identification and Verification of Beneficiaries

Identification involves ascertaining the qualifications of beneficiaries using various databases and recording instruments. In verification, a validated master list of beneficiaries is produced after establishing the identity and deduplication of beneficiaries. This social preparation stage is important because the master list of beneficiaries is a necessary input in determining the resource requirements and further action in assisting affected families.

Estimated Timeline

- Within one week after a disaster, for priority beneficiaries that are in the National Household Targeting System for Poverty Reduction (NHTS-PR) and Pantawid Pamilya Information System (PPIS)
- Within three weeks after a disaster, subject to the accessibility of the disaster-affected areas, for other beneficiaries identified through the Disaster Assistance Family Access Card (DAFAC) form (which includes the Vulnerability Assessment Index or VAI), or the DAFAC-Information System (DAFAC-IS) itself
Identification of Beneficiaries

The identification of ECT beneficiaries is data-driven (Figure 3). This helps make the delivery of cash assistance timely, transparent, and supportive of desired outcomes.

Priority beneficiaries are identified through the NHTS-PR and PPIS. As of March 2021, these are the principal databases used, although other systems are being developed for use in beneficiary identification.

Secondary beneficiaries and other eligible beneficiaries can be identified through one of the following ways:

- Through available data
- Online through post-disaster data collection using DAFAC-IS
- Offline through the printed DAFAC form (Annex 3)

Note: Post-disaster data are collected from all priority beneficiaries through direct encoding in the DAFAC-IS or by filling out the DAFAC form, and its purpose is only to collect their post-disaster data for possible early recovery and rehabilitation support.

The ECT program promotes gender equality and women empowerment, which are essential in inclusive and sustainable development. ECT recommends that a female household member be the recipient of payments. This preference is anchored on the women’s role in family development and sustainability, as well as their capacity to care for the family and prioritize its needs, especially the needs of vulnerable members.

To ensure the timely support to vulnerable families, priority beneficiaries are prioritized in the Program. As of 2021, the NHTS for Poverty Reduction (NHTS-PR) is used to identify eligible families by category (e.g., families with vulnerable members) and families that are likely to become poor due to disasters.

The following systems are being developed and will complement the NHTS-PR: Unified Beneficiary Database (UBD), Comprehensive Assistance for Disaster Response and Early Recovery Services – Information System (CARES-IS), and Emergency Cash Transfer - Management Information System (ECT-MIS). These databases will be linked to the national ID system (PhilSys). They will enable the efficient clean-up and deduplication of data; and they can store payment account information through the PhilSys-enabled Know Your Customer (KYC) functionality.
Verification of Beneficiaries

Except for 4Ps beneficiaries, the identity of all potential beneficiaries is verified using a two-level verification process:

1. **LGU verification** – Verification of identity and eligibility through documents presented by the beneficiaries, such as a valid ID or a barangay certification. The output of this process is a verified master list of beneficiaries, which is incorporated in the LGU project proposal to be submitted to the DSWD-FO.

2. **DSWD verification** - Verification of identity and deduplication by cross-matching DAFAC entries with internal data, such as the PPIS, NHTS-PR, and external databases or registries. The output of this process is a reconciled and cleaned master list of beneficiaries to be endorsed to the LGU for posting in conspicuous places such as evacuation sites, social hall, and schools.

All DAFAC entries that were revised or corrected during the verification process are recorded in a spreadsheet, including the basis for the revision or correction.
## Activities and Tasks

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
</table>
| 1. Validate and prioritize the area of coverage. | • Validate the list of disaster-affected areas based on the SOC coverage.  
  • Prioritize the areas based on the extent of damage by cross-matching the list with the Response Cluster Report and RDANA reports.  
  • Select the priority areas using the Criteria for Area Prioritization for the Implementation of ECT (Annex 4). | DSWD FO |
| 2. Identify the priority beneficiaries. | • Generate a list of 4Ps beneficiaries in the confirmed coverage areas through PPIS.  
  • To validate the list, DRMB requests the 4Ps NPMO to share relevant data, including family information, subject to a MOA compliant with the provisions of the Data Privacy Act.  
  • Generate a list of non-4Ps who are considered poor and non-poor households in the NHTS-PR in the confirmed coverage areas.  
  • To validate the list, DRMB requests NHTO to share relevant data, including family information, subject to a MOA compliant with the provisions of the Data Privacy Act.  
  • Verify with the LGU whether the family on the NHTS-PR list was residing in the disaster-affected barangay at the time of the disaster.  
  • If a family is flagged as not residing in the barangay at the time of disaster but it sustained damage to its shelter unit or livelihood, the family may still be assessed and considered a beneficiary based on acceptable and valid reasons. | DRMB and 4Ps NPMO  
 DRMB and NHTO |
<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1. Identify secondary beneficiaries for the first month of relief assistance using the available data.</td>
<td>• Conduct a DAFAC profiling for advanced generation of post-disaster data and information, which will be used for recovery and rehabilitation service intervention.</td>
<td>DRMB, ICTMS, DSWD-FO, LGU</td>
</tr>
<tr>
<td></td>
<td>• Using databases such as the NHTS-PR, calculate the potential number of secondary beneficiaries.</td>
<td></td>
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<tr>
<td></td>
<td>• Set the threshold for the number of additional target beneficiaries based on the available fund. For example: “All families in GIDA, and those estimated in the NHTS-PR as having a per capita income of within 50-100% above the poverty threshold.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Receive the list of potential secondary beneficiaries that are within the threshold from NHTO.</td>
<td>DRMB and NHTO</td>
</tr>
<tr>
<td></td>
<td>• Conduct a profiling of the beneficiaries identified and selected through Activity 3-1 (this activity) using the DAFAC form or the DAFAC-IS. Determine their eligibility for possible 2nd and 3rd month of relief assistance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If some families submit grievances about inclusion or exclusion, DRMB and NHTO verify their estimated income in NHTS-PR. If a grievance on inclusion error is found valid, DRMB in coordination with the DSWD-FOs include the families in the verification process.</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Tasks</td>
<td>Offices/Units Responsible</td>
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<tr>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>3-2. Identify secondary beneficiaries through post-disaster data collection using DAFAC-IS</td>
<td>• Conduct a profiling using DAFAC form or DAFAC-IS to identify secondary beneficiaries. This task is done after the disaster at the evacuation center, barangay hall, and other places accessible to affected families</td>
<td>DSWD-FO and LGU</td>
</tr>
<tr>
<td></td>
<td>• Encode the DAFAC data in a spreadsheet and email the file to DRMB.</td>
<td>DSWD-FO with LGU</td>
</tr>
<tr>
<td></td>
<td>• Verify and confirm the encoded information by cross-matching them with inter-regional DAFAC-IS data.</td>
<td>DRMB</td>
</tr>
<tr>
<td></td>
<td>• Request the 4Ps NPMO for the bank account or cash card details of 4Ps beneficiaries.</td>
<td>DRMB</td>
</tr>
<tr>
<td></td>
<td>• Submit the project proposal with the master list of beneficiaries to the DSWD-FO.</td>
<td>LGU</td>
</tr>
<tr>
<td></td>
<td>• Verify and deduplicate the list by cross matching DAFAC entries with the internal data from PPIS and NHTS-PR as well as external registries.</td>
<td></td>
</tr>
</tbody>
</table>
### Activities

<table>
<thead>
<tr>
<th>Use a spreadsheet, the DAFAC-IS, or CARES/ECT-MIS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUTURE RELEASE</strong></td>
</tr>
<tr>
<td>• Prepare and submit a consolidated ECT Work and Financial Plan for Relief to the Office of the Secretary through DRMB (Annex 2).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Approve the final list of beneficiaries who will receive payment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Approve the final list of beneficiaries</td>
</tr>
<tr>
<td>- NHTS-PR Poor</td>
</tr>
<tr>
<td>- Non NHTS-PR priority beneficiaries</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>• For the approval of the physical and financial targets, the Regional Director, with the Secretary and Under-secretary</td>
</tr>
</tbody>
</table>

### Tools and Information Systems

- Pantawid Pamilya Information System
- National Household Targeting System
- Disaster Assistance Family Access Card
- Disaster Assistance Family Access Card – Information System

**FUTURE RELEASE**

**Integration with Other Databases**
CHAPTER 4.

Notification and Orientation of Beneficiaries

In notification and orientation of beneficiaries for relief assistance, DSWD and the LGU inform the identified beneficiaries, except 4Ps beneficiaries, about their eligibility for ECT. It is also in this process where identified beneficiaries are given an orientation about the Program.

**Estimated Timeline**
- Within two weeks after a disaster for non-4Ps priority beneficiaries
- Within four weeks for secondary beneficiaries

**Notification of Beneficiaries**

DSWD and the LGU inform the identified beneficiaries about their eligibility for the Program. They may share information directly with the beneficiaries (e.g., through text message, Messenger, Viber) and with the public by posting the list of beneficiaries in conspicuous places (e.g., schools, LGU office) and online platforms such as the DSWD website and Facebook page.

The orientation of identified beneficiaries on the ECT Program can be done through various forms and platforms. DSWD and the LGU can organize a community assembly to brief the beneficiaries about the ECT Program and proactively resolve any grievances.
## Activities and Tasks

<table>
<thead>
<tr>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>1. Endorse the master list of beneficiaries to the LGU.</td>
</tr>
<tr>
<td>2. Notify and orient beneficiaries.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Endorse the validated master list of ECT beneficiaries to the local chief executives (LCEs). The endorsement can be done virtually, or when possible, through a face-to-face meeting with the LCEs, to get their feedback and support.</td>
<td>DSWD-FO</td>
</tr>
<tr>
<td>• Coordinate with the LGU on the activities and strategies for the notification and orientation of beneficiaries.</td>
<td></td>
</tr>
<tr>
<td>• Post the validated master list of ECT beneficiaries in conspicuous places such as evacuation sites, shelter complexes, municipal or city hall, barangay hall, social hall, sports complex, covered courts, public plaza, day care centers, market area, schools, public places where there are bulletin boards, and other areas where people converge. The LGU may also send a text message and use other media whenever feasible, for example, social media and other online platforms, radio, and television. Ensure that information disclosure is compliant with the Data Privacy Act. Include the following in the post:</td>
<td>LGU supported by DSWD-FO</td>
</tr>
<tr>
<td>• Required documents such as PhilSys ID or other government-issued cards</td>
<td></td>
</tr>
<tr>
<td>• Channels to submit grievances about inclusion and exclusion errors</td>
<td></td>
</tr>
<tr>
<td>• Date and venue of program orientation and community assembly</td>
<td></td>
</tr>
<tr>
<td>• Dissemination of information about the ECT Program in various forms and platforms (Annex 14)</td>
<td></td>
</tr>
</tbody>
</table>
Tools and Information Systems

- Communication materials for ECT enrolment

**FUTURE RELEASE**

- Integration with Other Databases, Program Enrollment and First Payment,
  Online Portal for Registration and Verification of Potential ECT Beneficiaries
CHAPTER 5.

Delivery of Cash Assistance

The delivery of cash assistance to beneficiaries is a critical process that involves the actual release of ECT benefits to the identified and confirmed ECT beneficiaries. At this stage, local markets must be accessible to ECT beneficiaries, must be operational, and must be able to supply the needed goods and services.

**Estimated Timeline**

- Within two weeks for 4Ps beneficiaries
- Within four weeks for non-4Ps priority beneficiaries
- Within five to six weeks for secondary beneficiaries

**Modes of ECT Payment**

The delivery of ECT cash assistance through a direct, face-to-face mode of payment (MOP) must be reduced to the minimum, especially in recurring payments (i.e., second and third tranches) to non-4Ps beneficiaries. The preferred MOP is digital payment because it is efficient in delivering ECT assistance and it is a safe form of cash transaction for beneficiaries, DSWD and LGU personnel.

Figure 4 shows the current MOP, which are top-ups and direct cash payout.

1. **Top-ups to the account for 4Ps beneficiaries.** Once ECT is activated and the affected 4Ps households are identified as beneficiaries, DRMB immediately drafts a request for
transfer of funds indicating the physical and financial targets based on the financial process for top-ups (Annex 5). The request has the following attachments:

- Work and Financial Plan (WFP)
- Obligation Request and Status (OBS)
- Disbursement Voucher (DV)
- Signed and notarized memorandum of agreement (MOA) and its implementing rules and regulations (IRR) entered into between DSWD and Land Bank of the Philippines or other partner service providers (Annex 6A)

2. Direct cash payout for all other beneficiaries

Figure 4. Current Modes of Payment

Identity Verification in Direct Payment Delivery

All beneficiaries are required to present documents, such as a PhilSys ID, other government-issued cards, or barangay certification in the absence of any ID. These are used to verify the identity of beneficiaries when the MOP is direct payment.
Activities and Tasks

The cash assistance to beneficiaries is intended not only to be at an appropriate rate, but its delivery should also be timely so that the affected families can respond to their emergency requirements and return to normalcy.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of payment 1: Top-ups for eligible 4Ps beneficiaries</td>
<td>• Sign a MOA (<a href="#">Annex 6</a>) with the AGDB that stipulates the arrangements and procedures for cash transfer or top-up distribution of cash assistance to beneficiaries with accounts. This MOA is signed before a disaster.</td>
<td>FMS with 4Ps NPMO and DRMB</td>
</tr>
<tr>
<td></td>
<td>• Upon consultation with the 4Ps NPMO and FMS, share the list of eligible beneficiaries with the AGDB and FSPs contracted for the purpose.</td>
<td>FMS with 4Ps NPMO and DRMB</td>
</tr>
<tr>
<td></td>
<td>• Transfer the grant amount to the AGDB.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If the delivery of ECT cash assistance and the payment of 4Ps benefits do not coincide or are too far apart, do the top-ups as a separate transaction.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Transfer the payment to the beneficiaries’ accounts. Once loaded to the cash card accounts of beneficiaries, the funds are considered disbursed.</td>
<td>AGDB</td>
</tr>
<tr>
<td></td>
<td>• Liquidate funds following COA rules and regulations. AGDB issues a Bank Debit Advice to the FMS. Use the ECT payment liquidation forms Bank Debit Advice (<a href="#">Annex 7</a>) and Cash Assistance Payroll (<a href="#">Annex 8</a>).</td>
<td>DRMB, AGDB</td>
</tr>
<tr>
<td>Activities</td>
<td>Tasks</td>
<td>Offices/Units Responsible</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Mode of payment 2: Direct payment by DSWD's Special Disbursing Officers (SDOs) or the LGUs</td>
<td>• Coordinate with the LGU concerned in the disaster-affected areas for the direct payout of cash assistance.</td>
<td>DSWD-FO</td>
</tr>
<tr>
<td></td>
<td>• Finalize the date and venue for the payout of cash assistance.</td>
<td>LGU</td>
</tr>
<tr>
<td></td>
<td>• Download the funds to the LGU, as authorized, and formalized through a MOA and consistent with COA rules and regulations.</td>
<td>FMS and DRMB</td>
</tr>
<tr>
<td>Option 1:</td>
<td>• Distribute cash assistance to the beneficiaries through authorized SDOs.</td>
<td>FO and SDO</td>
</tr>
<tr>
<td></td>
<td>• Liquidate funds following COA rules and regulations. The Special Disbursing Officer endorses the cash assistance payroll to the Financial Management Unit (FMU).</td>
<td></td>
</tr>
<tr>
<td>Option 2:</td>
<td>• Download the funds to the LGU, with the approval of the Secretary, formalized through a MOA, and consistent with MC 17 and COA rules and regulations.</td>
<td>LGU</td>
</tr>
<tr>
<td></td>
<td>• Liquidate funds following COA rules and regulations. The Special Disbursing Officer endorses the cash assistance payroll to FMU.</td>
<td></td>
</tr>
</tbody>
</table>

**FUTURE RELEASE**

**Digital Payment to the Bank or e-Money Accounts of Non-4Ps Priority Beneficiaries**
Tools and Information Systems

- Annex 7. ECT Bank Debit Advice for Top-Up Mode of Payment
- Annex 8. ECT Cash Assistance Payroll (CAP) for Direct Cash Payout
Recovery and rehabilitation support refers to the process of identifying the families who will need additional assistance so that they can return to normalcy and regain productivity. It is also referred to as Phase 2 of ECT assistance.

**Estimated Timeline**

Three to four months after a disaster

**Needs Assessment**

ECT may provide additional support for recovery and rehabilitation (the second phase of support) to families that require further support for their recovery. They will be prioritized through a needs assessment that uses the following criteria:

1. The family still lives in an evacuation center or temporary dwelling three months after the disaster due to an unsafe situation at its place of origin or it awaits relocation to safe resettlement sites.

2. The family’s shelter unit is totally or partially damaged and requires major structural work to make it safe and livable again.

3. The family lost its primary source of livelihood, for example, its agricultural farm or livestock shelter was damaged in the disaster.
Estimating the Cost of Phase 2 Support

DRMB calculates the number of eligible beneficiaries and estimates the total cost of cash assistance for ECT Phase 2 or early recovery and rehabilitation support.

Formula for calculating the cost of Phase 2 support

Expected Cost = NbM x BaM + NbS x BaS + Fees

Where:

- NbM: number of beneficiaries with partially-damaged shelter
- BaM: benefit amount for partially-damaged shelter
- NbS: number of beneficiaries with totally-damaged shelter
- BaS: benefit amount for totally-damaged shelter
- Fees: estimated service fee of financial service provider (FSP)

DRMB recommends the approval of the Work and Financial Plan based on the availability of funds. It submits this recommendation to the Secretary, through the DRMG Undersecretary. DSWD, through DRMB, will seek the support of the Department of Budget and Management and the Office of Civil Defense - National Disaster Risk Reduction and Management Council for fund augmentation; and the Department of Finance for other financing sources.

Activities and Tasks

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the target beneficiaries for ECT Phase 2 and finalize the list.</td>
<td>• Filter the potential beneficiaries for ECT Phase 2 based on the data generated from DAFAC-IS and the information about the families that are still in evacuation centers.</td>
<td>DSWD-FO</td>
</tr>
</tbody>
</table>

FUTURE RELEASE

Beneficiary Identification: Selection and Prioritization

- Department of Social Welfare and Development
<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Verify whether there is damage to the shelter and livelihood of the potential beneficiaries on the list.</td>
<td></td>
<td>FMS with 4Ps NPMO and DRMB</td>
</tr>
<tr>
<td>• Submit the ECT Recovery and Rehabilitation Work and Financial Plan (Annex 9) to the Central Office through DRMB.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUTURE RELEASE</strong></td>
<td><strong>Activation</strong></td>
<td></td>
</tr>
<tr>
<td>• Estimate the budget requirement for recovery and rehabilitation in the areas affected by the disaster.</td>
<td></td>
<td>DRMB</td>
</tr>
<tr>
<td>• Approve the WFP for the recovery and rehabilitation phase support under ECT.</td>
<td></td>
<td>Secretary</td>
</tr>
<tr>
<td>2. Notify eligible beneficiaries about ECT Phase 2.</td>
<td>• Notify eligible beneficiaries through various channels, such as the following:</td>
<td>DSWD-FO</td>
</tr>
<tr>
<td></td>
<td>• ComAs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Posting in public places</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Text message</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Official notification from the LGU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any social media and electronic platform that is compliant with the Data Privacy Act</td>
<td></td>
</tr>
</tbody>
</table>

Note: It is assumed that the identity and mode of payment of target beneficiaries were validated in Phase 1: Relief assistance. For more information, see Chapter 3, Identification and Verification of Beneficiaries.
### Activities

3. Prepare the project proposal and supporting documents.

- Approve the project proposal and other supporting documents, as well as the master list of beneficiaries that includes the following groups:
  - 4Ps cash card holders
  - Other beneficiaries (non-cash card holders, non NHTS-PR poor)

4. Distribute cash assistance.

- Draft a request for the transfer of funds indicating the physical and financial targets and with the following attachments:
  - Work and Financial Plan
  - Obligation Request and Status
  - Disbursement Voucher
  - Signed and notarized MOA and its IRR with Land Bank of the Philippines and/or its partner service providers

- Distribute the cash through the following MOPs:
  - Top-ups to the accounts of 4Ps beneficiaries
  - Direct payout for all other beneficiaries

### Tools and Information Systems

- Annex 8. ECT Cash Assistance Payroll (CAP) for Direct Cash Payout

### FUTURE RELEASE

- Activation, Beneficiary Identification: Selection and Prioritization, and Program Enrollment and First Payment
Monitoring involves determining the progress of ECT implementation and ascertaining compliance with planned activities, such as the timeliness of the delivery of cash assistance. Evaluation deals with how the benefits were used and assesses their impact on the families and communities.

**Estimated Timeline**

During and after the implementation of ECT

**ECT Program Monitoring and Evaluation Framework**

The ECT Monitoring and Evaluation Framework supports DSWD’s goal of *Ensuring the Immediate Relief and Early Recovery of Disaster-Affected Families*. The Framework is in line with the DSWD SULONG RECOVERY PLAN 2021-2022\(^1\) and the DSWD Recalibrated Strategy 2022-2028\(^2\).

The ECT M&E Framework (*Figure 5*, *Table 2*) evaluates the process, outputs, outcomes, and impact of ECT implementation. A summative evaluation can be used to assess the entire project cycle and identify opportunities for program enhancement, sustainability, or institutionalization.

Figure 5. ECT Monitoring Framework

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1. AO 17 s 2020: Adoption of the DSWD SULONG Recovery Plan 2021-2022
2. AO 18 s 2020: Adoption of the DSWD Recalibrated Strategy (New Timelines of Delivery)
The overall goal of the ECT Program, which is to “bridge the gap between immediate disaster relief, humanitarian response, and early recovery support”, is measured by three output indicators. They are aligned with the strategic priorities of the DSWD SULONG Recovery Plan 2021-2022, as follows:

- Outputs 1 and 2 are aligned with Strategic Priority 1: “Mitigate the socioeconomic impact of COVID-19 pandemic, natural disasters and human-induced emergencies to DSWD clientele and alleviate their conditions during these situations.”

- Output 3 is aligned with Strategic Priority 2: “Increase capacity of LGUs to improve the delivery of social protection and social welfare services in response to pandemic and preparation for full implementation of the Mandanas Ruling by the Supreme Court.”

**Output Indicators: Activities and Projects**

**Output Indicator 1** - Number of displaced families provided with disaster response services through the ECT Program based on priority targets. The services refer to cash assistance and, where applicable, food-based services and interventions (relief assistance, FFW, FFC & FFT) and non-food items.
Output Indicator 2 - Number of families with damaged houses provided with early recovery services through the ECT Program based on priority targets. Families that lost their sources of livelihood and productive income are also included. The services refer to cash assistance, as well as food-based services and interventions, as appropriate.

Output Indicator 3 – Number of LGUs provided with augmentation on disaster response through the ECT Program. This indicator comprises disaster-affected LGUs under a state of calamity. The augmentation is in the form of cash assistance to disaster-affected families.

The outputs contribute to the outcome: increased percentage of disaster-affected families assisted in early recovery stage, which in turn helps attain the overall goal of DSWD and the ECT Program.

Table 2. **ECT Monitoring Indicators**

<table>
<thead>
<tr>
<th>Result</th>
<th>Indicator</th>
<th>Definition</th>
<th>Baseline</th>
<th>Target</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAL Bridge the gaps between immediate disaster relief, humanitarian response, and early recovery support</td>
<td>100% of required processes undertaken within the set timeline</td>
<td>Number of required processes undertaken vs. total number of required processes</td>
<td>Number of processes involved</td>
<td>All required processes</td>
<td>Process flow checklist</td>
</tr>
<tr>
<td></td>
<td>100% of cash assistance provided were utilized according to beneficiaries, self-assessed needs</td>
<td>Amount of cash assistance provided vs. amount utilized according to beneficiaries’ self-assessed needs</td>
<td>Amount of assistance provided</td>
<td>Full amount of cash assistance utilized according to beneficiaries’ self-assessed needs</td>
<td>ECT Grants Utilization Monitoring Report</td>
</tr>
<tr>
<td>OUTCOME Percentage of disaster-affected families assisted in early recovery stage</td>
<td>85% of disaster-affected families assisted in early recovery stage</td>
<td>Percentage of identified ECT beneficiaries for relief and early recovery services assisted in early recovery stage</td>
<td>Total number of identified ECT beneficiaries for relief and early recovery services</td>
<td>85% of identified ECT beneficiaries for relief and early recovery services</td>
<td>Annex 10 of the ECT Guidelines</td>
</tr>
<tr>
<td>OUTPUT 1 Number of displaced families provided with disaster response services</td>
<td>Number of disaster-affected families provided with disaster response services through the ECT Program based on priority targets</td>
<td>Total number of disaster-affected families vs. total number provided with ECT based on prioritization</td>
<td>Total number of internally displaced families</td>
<td>Total number of priority disaster-affected families</td>
<td>Annex 10 of the ECT Guidelines</td>
</tr>
<tr>
<td>Result</td>
<td>Indicator</td>
<td>Definition</td>
<td>Baseline</td>
<td>Target</td>
<td>Data Source</td>
</tr>
<tr>
<td>--------</td>
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<td>----------</td>
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<td>-------------</td>
</tr>
<tr>
<td>OUTPUT 2</td>
<td>Number of families with damaged houses provided with ECT for early recovery services</td>
<td>Number of families with damaged houses provided with early recovery services through the ECT Program based on priority targets</td>
<td>Total number of families with damaged houses vs. number of families with damaged houses provided with ECT for early recovery services</td>
<td>Total number of priority disaster-affected families with damaged houses</td>
<td>Annex 10 of the ECT Guidelines</td>
</tr>
<tr>
<td>OUTPUT 3</td>
<td>Number of LGUs provided with augmentation on disaster response through the ECT Program</td>
<td>Number of LGUs under state of calamity provided with augmentation on disaster response services through the ECT Program</td>
<td>Total number of disaster-affected LGUs</td>
<td>Total number of LGUs under state of calamity</td>
<td>Annex 10 of the ECT Guidelines</td>
</tr>
</tbody>
</table>

**Reporting and Monitoring**

Reporting and monitoring of the progress of ECT implementation involves routine data collection at all levels using the ECT Physical and Financial Accomplishment Report (Annex 10) and ECT Utilization Monitoring Survey Tool (Annex 11).

DSWD Field Offices use the ECT Process Monitoring and Assessment Tool (Annex 12) to monitor the processes involved in the implementation of the Program. They coordinate with the LGUs, which are the primary source of information, and regularly report to the DSWD Central Office about the activities conducted and information gathered relative to the Program.

DRMB is directly responsible for submitting the reports and documentation of the implementation of ECT to the Secretary, Disaster Response Management Group, and National Disaster Risk Reduction and Management Council.

Table 3 presents the data collection process, accountability, timeline, and frequency of reporting and monitoring. Submission of reports is by email.
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Tool</th>
<th>Process</th>
<th>Offices/Units Responsible</th>
<th>Timeline</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ECT Process Monitoring and Assessment Tool <em>(Annex 12)</em></td>
<td>Monitoring the processes undertaken from the LGU up to the national level</td>
<td>FO</td>
<td>Based on the ECT guidelines</td>
<td>Updated as needed. Submitted once at the end of implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation of the process implementation</td>
<td>CO</td>
<td>Within 30 days after end of implementation</td>
<td>Submitted once at the end of implementation</td>
</tr>
<tr>
<td>2</td>
<td>ECT Utilization Monitoring Survey Tool <em>(Annex 11)</em></td>
<td>Random administration of the ECT Utilization Monitoring Survey Tool Part 2-4 one month after the payout</td>
<td>LGU</td>
<td>Administered one month after the payout; submitted to the FOs within 7 days after the post GUMST administration</td>
<td>Administered and submitted once per disaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consolidation and submission of GUMST forms</td>
<td>FO</td>
<td>Within 7 days upon receipt from LGU</td>
<td>Consolidated and submitted once per disaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consolidation and assessment of the GUMST results</td>
<td>CO</td>
<td>Within 7 days upon receipt from FO</td>
<td>Consolidated and assessed once per disaster</td>
</tr>
<tr>
<td>3</td>
<td>ECT Accomplishment Report</td>
<td>Consolidation of FO reports</td>
<td>CO</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td>4-6</td>
<td>LGU Reporting Template</td>
<td>Filling out of the reporting template and submission to the DSWD-FO</td>
<td>LGU</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td></td>
<td>ECT Physical and Financial Accomplishment Report <em>(Annex 10)</em></td>
<td>Consolidation of LGU reports and submission to CO</td>
<td>FO</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>
Program Evaluation

The ECT Program Evaluation is part of the DRMB Integrated Program Review and Evaluation Workshop (IPREW), which is conducted according to the DSWD IPREW Guidelines. The Program evaluation highlights the contributions and results of the ECT implementation based on the reporting and monitoring mechanisms set in this manual. Program evaluation with FOs may be conducted as necessary.

Impact Evaluation

A rigorous impact evaluation that uses a quasi-experimental design is done to determine the efficiency and effectiveness of ECT in responding to the needs of disaster-affected families. DRMB may enlist a third-party research group or institution to undertake an independent evaluation to determine ECT’s impact on beneficiaries and the achievement of its overall objective of bridging the gap between relief and rehabilitation.

DRMB is responsible for maintaining the database, reports and records of ECT program implementation. These information are used in evaluation and research as well as in the annual implementation review.

Tools and Information Systems

- Annex 11, ECT Utilization Monitoring Survey Tool

FUTURE RELEASE

ECT-MIS, Monitoring

3 AO 9 s. 2019 Guidelines for the Conduct of Integrated Program Review and Evaluation Workshops (IPREW)
Risk and Grievance Management involves identifying and addressing the risks in ECT implementation. It is also about being transparent and accountable for the steps and processes, starting with the identification of beneficiaries up to the release of assistance.

**Estimated Timeline**

During and after the implementation of ECT

**Risk Management**

In the implementation of ECT, the following are the usual risks: 1) security of Special Disbursing Officers (SDOs), other staff, and ECT beneficiaries during a direct payout; 2) fiduciary risk and liquidation concerns of SDOs who are responsible for physically securing and liquidating a large amount of cash; and 3) misuse of funds and any corrupt practices.

To address these risks, ECT uses the following safeguards:

- DSWD personnel who are involved in the distribution of ECT benefits are provided with insurance and fidelity bonds on account of their special functions, which may not be covered by GSIS insurance.

- Creation of a well-planned logistics system that is coordinated with law enforcement groups and faith-based groups.
• Deployment of additional regular staff for accountability measures.

Risks to the beneficiaries and ECT cash benefits should also be considered in the implementation of ECT.

**Note:** DRMB, in coordination with FMS, will study the feasibility of getting an insurance for the ECT amount intended for distribution. The insurance cover is against robbery and other untoward incidents.

## Grievance Management

The ECT observes transparency and accountability at all stages of program implementation. The general public and ECT beneficiaries can submit a grievance by filling out the ECT Grievance Form (Annex 13) or they can lodge their grievance through the e.reklamo system, which is managed by DRMB.

The e.reklamo is a web-based complaints management ticket system that is used to address complaints from the public. Each complaint is assigned a unique ticket number that is used to track the case progress and responses online. It provides a complete archives and history of all complaints and their resolution. A valid email address is required to use this system.

A community-based grievance and redress management process is highly recommended to empower local leaders and communities in project implementation. Further, an intensified social preparation in the community should be undertaken to address and clarify issues and complete the project. The process requires communication and coordination with stakeholders, namely, the beneficiaries, LGUs, financial service providers, law enforcement, and DSWD field workers.

### Table 4. Grievance Categories and Their Resolution Indicators

<table>
<thead>
<tr>
<th>Grievance Category</th>
<th>Description</th>
<th>Resolution Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclusion/exclusion Issue</td>
<td>This is a grievance about the qualification or non-qualification of listed eligible beneficiaries.</td>
<td>Only eligible beneficiaries are in the payroll. If payment was delivered to ineligible beneficiaries, the cash assistance has been returned or proper charges have been filed.</td>
</tr>
<tr>
<td>Payment-related Issue</td>
<td>This is a grievance about the non-payment or delayed payment of cash assistance to a family-beneficiary.</td>
<td>Encoded updates and retroactive payment files have been approved by authorized DSWD Official.</td>
</tr>
<tr>
<td>Grievance Category</td>
<td>Description</td>
<td>Resolution Indicator</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cash card-related Issue</td>
<td>This is a grievance about ATM cards that are captured, blocked, damaged,</td>
<td>Beneficiary has received the PIN or ATM card (either a replacement or a new card).</td>
</tr>
<tr>
<td></td>
<td>perforated, or stolen; or cards with misspelled names, unreadable PIN,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>wrong PIN, forgotten PIN, including double issuance of cards and account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>numbers.</td>
<td></td>
</tr>
<tr>
<td>AGDB’s Performance</td>
<td>This is a grievance about the misconduct of a program partner or FSP. This</td>
<td>The case has been forwarded to the office concerned for action.</td>
</tr>
<tr>
<td></td>
<td>includes complaints such as imposing additional conditions that are not in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the MOA, inadequacies or anomalies in the delivery of payments, and non-provision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of services.</td>
<td></td>
</tr>
<tr>
<td>Staff’s Performance (DSWD or AGDB</td>
<td>This is a grievance about inaction or misconduct of DSWD or AGDB staff. It</td>
<td>The staff concerned has been investigated and sanctions given, as appropriate.</td>
</tr>
<tr>
<td>staff)</td>
<td>includes cases such as mandatory collection of fees, inaction on requests,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and unethical practices or behavior.</td>
<td></td>
</tr>
<tr>
<td>Misrepresentation or Falsification</td>
<td>This is a grievance about an individual who falsely represented an entry or</td>
<td>Family has been delisted as an ECT beneficiary.</td>
</tr>
<tr>
<td>of Documents</td>
<td>falsified documents to qualify as an ECT beneficiary.</td>
<td></td>
</tr>
<tr>
<td>Misbehavior of Beneficiary –</td>
<td>This is a grievance about a family-beneficiary that obtained money or</td>
<td>Amount taken has been returned as stipulated in the document signed by all parties</td>
</tr>
<tr>
<td>Collection of Any Kind</td>
<td>anything of value through the abuse of one’s position or authority in the</td>
<td>concerned; or family has been delisted from the Program; or appropriate criminal</td>
</tr>
<tr>
<td></td>
<td>locality.</td>
<td>charges have been filed.</td>
</tr>
<tr>
<td>Misbehavior of Beneficiary –</td>
<td>This is a grievance about a family-beneficiary that uses the cash assistance</td>
<td>Written notice or warning signed by the Regional Director has been issued to the</td>
</tr>
<tr>
<td>Misuse of Cash Assistance</td>
<td>for inappropriate purposes, such as gambling, vices, pawning or using the</td>
<td>family-beneficiary concerned. Family has been delisted as an ECT beneficiary.</td>
</tr>
<tr>
<td></td>
<td>cash as collateral, and selling cash cards.</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>A grievance that does not fall under any other category</td>
<td></td>
</tr>
</tbody>
</table>
### Activities and Tasks

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tasks</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intake of grievance</td>
<td>• Submit a grievance through various channels, such as e.reklamo and walk-in at DSWD and LGU by filing the ECT Grievance Form.</td>
<td>Beneficiaries, General Public</td>
</tr>
<tr>
<td>2. Process the grievance.</td>
<td>• Record the grievance in the system. If the grievance was submitted via e.reklamo, it will be automatically recorded in the system. • Depending on the grievance category, refer the grievance to the appropriate agencies.</td>
<td>DRMB and DSWD-FO</td>
</tr>
<tr>
<td>3. Validate and resolve the grievance.</td>
<td>• Conduct a validation and resolution of the grievance using the resolution indicator in Table 4.</td>
<td>DSWD, other agencies, and LGUs</td>
</tr>
<tr>
<td>4. Give feedback.</td>
<td>• Inform the aggrieved party about the resolution of the grievance. If not satisfied, the party can ask for further validation and resolution. • Summarize the key grievances and resolution status in the dashboard and improve ECT operations based on key lessons from the cases.</td>
<td>DRBM, DSWD-FO, and LGU</td>
</tr>
</tbody>
</table>

#### Tools and Information Systems
- Annex 13. ECT Grievance and Monitoring Forms
- e.reklamo

**FUTURE RELEASE**
- Grievance Redress Mechanism
ECT– MIS and Other Technology-Enabled Services

The ECT – Management Information System (MIS) is the primary tool for the smooth and reliable implementation and data management of the ECT Program. It covers the entire ECT business process. It provides the information technology needed to generate data and facilitate the required processes and procedures of the various components of the Program.

Until ECT-MIS is developed and becomes fully operational, program implementation will use the latest information systems available at the time of a disaster, such as the Disaster Assistance Family Access Card – Information System (DAFAC-IS).

DRMB leverages the available management information systems for ECT operations and will benefit from future releases of other systems, such as the Comprehensive Assistance for Disaster Response and Early Recovery Services - Information System (CARES-IS). DRMB works with the Information and Communications Technology Management Service (ICTMS) in updating and enhancing these systems.

Once fully operational, the ECT-MIS will ensure the interoperability of ECT with other databases of DSWD such as the NHTS-PR and PPIS as well as relevant datasets of other government agencies.
DAFAC-IS

This is the system that is used as of August 2021.

The DAFAC-IS application for ECT covers the following ECT business processes: Beneficiary Selection and Prioritization, Program Enrollment and Notification, Payment Delivery and Liquidation, and Grievance Redress and Case Management (Figure 6).

Beneficiary registration and LGU-level verification are done through the system’s Profiling function. Beneficiary Selection and Verification are used to perform FO-level deduplication and validation of the prioritization based on the VAI. Grievance redress and case management are part of the Notification and Orientation of Beneficiaries function. Finally, cash assistance is done through ECT Payment (Table 5).

Figure 6. DAFAC-IS ECT Process
Table 5. DAFAC-IS ECT Activities

<table>
<thead>
<tr>
<th>Process</th>
<th>Activities</th>
<th>Offices/Units Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profiling (Registration)</td>
<td>• Administer the DAFAC-IS. In areas where DAFAC-IS is not available, use the DAFAC.</td>
<td>LGU to administer the DAFAC with the Technical Assistance and Resource Augmentation Program (TARA) of the following:</td>
</tr>
<tr>
<td></td>
<td>• Beneficiaries to present proof of identity: PhilSys ID or in its absence, any government-issued card or certification from LGU.</td>
<td>DSWD-FO – technical assistance to the LGU on DAFAC administration, staff augmentation, IT support, and data encoding and management</td>
</tr>
<tr>
<td></td>
<td>• Submit Project Proposal for ECT (Master List of Potential Beneficiaries).</td>
<td>DSWD-CO DRMB &amp; ICTMS – technical assistance to the DSWD-FO on the DAFAC administration, data management, IT support and staff augmentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSWD-FO and LGUs not affected by the disaster - assistance in profiling or registering survivors using DAFAC or DAFAC-IS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Volunteers – data encoding</td>
</tr>
<tr>
<td>ECT Beneficiary Selection</td>
<td>• Encode the master list of potential beneficiaries.</td>
<td>DSWD-FO with technical support from DSWD-CO (DRMB/ICTMS)</td>
</tr>
<tr>
<td></td>
<td>• Perform name deduplication by cross-matching with internal data, such as PPIS and NHTS-PR. Other demographic information such as date of birth should be included in the data deduplication. Potential duplicates are flagged by DAFAC-IS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Double-check the flagged entries and submit supporting documents to the LGU or field validator, if necessary. The VAI result under the DAFAC-IS is used in selecting secondary beneficiaries.</td>
<td></td>
</tr>
<tr>
<td>Beneficiary Notification</td>
<td>• Endorse the validated list of ECT beneficiaries to the local chief executives.</td>
<td>DSWD-FO and LGU</td>
</tr>
<tr>
<td></td>
<td>• Conduct information drive and ECT orientation of beneficiaries through community assembly and other platforms.</td>
<td></td>
</tr>
<tr>
<td>Distribution of Cash Assistance</td>
<td>• Provide top-ups to 4Ps families.</td>
<td>DSWD-CO (DRMB, 4Ps-NPMO and FMS)</td>
</tr>
<tr>
<td></td>
<td>• Provide direct payout to other beneficiaries.</td>
<td>DSWD-FO and LGU</td>
</tr>
</tbody>
</table>
ECT-MIS

A future release of the ECT-MIS will cover the entire process of ECT operations.

Integration with Other Databases

The ECT-MIS will be designed to integrate and access data from other databases, subject to compliance with protocols and the Data Privacy Act. This integration should facilitate the following processes and make them faster and efficient: selection of target beneficiaries, payment of benefits, management of complaints and grievances, preparation of physical and financial accomplishment reports, and evaluation of outcomes and impact of the implementation of ECT.

ECT-MIS will have the following functionalities:

1. Report generation
   - Form generation and printing function
   - Form encoding using a computer, smartphone, tablet, or any mobile device, either online or offline

2. Data management
   - Data transfer with PPIS, NHTS-PR, UBD, and other databases

3. Data validation and demographic deduplication
   - Identification of potential beneficiaries for enrollment based on the NHTS-PR and Vulnerability Assessment Index (VAI) threshold
   - Data export of lists of priority and secondary beneficiaries by barangay, municipality, province, and region, in spreadsheet format

Activation of ECT

- WFP and PAHR (see Predictive Analytics for Humanitarian Response) will be integrated and upgraded so that they can process data for estimating the number of affected families by category (4Ps, NHTS-PR poor, secondary group, and other affected families) and the cost of implementing ECT.
– Hazards and early warning information will be accessed from other agencies (e.g., PAGASA).

– DRMB can automatically retrieve field-based data from the RDANA database (e.g., through an API) or manually encode RDANA data into the system.

– The latest data on 4Ps, NHTS-PR poor, secondary groups, and other affected populations can be accessed from the UBD and other registries.

– GIS functions to overlay the RDANA, UBD and other registries. GIS to be used in estimating the affected families and the cost of supporting them through the ECT Program.

**Beneficiary Identification: Selection and Prioritization**

- The CARES-IS data collection tool will replace the DAFAC-IS. With CARES-IS, the DSWD-FO and LGUs will collect the data of potential beneficiaries before a disaster occurs. The information collected through CARES-IS will be sent or linked to UBD.

- UBD will be the data source for identifying and selecting priority and secondary beneficiaries. DRMB and ICTMS will design a feature in UBD for identifying eligible beneficiaries based on several criteria (e.g., location, 4Ps or not, poverty status, vulnerability index score).

- If UBD does not have sufficient data about the target barangays, DRMB and DSWD-FO can use CARES-IS to collect data about the affected families that will be prioritized for relief assistance (Phase 1).

- When recovery and rehabilitation support (Phase 2) is to be provided, DRMB and DSWD-FO will use CARES-IS to collect post-disaster information (e.g., damage to housing and livelihoods).

- A list of beneficiaries for recovery and rehabilitation support can be generated by barangay, municipality, province, or region. The list can be downloaded in XLS format.

**Data Deduplication through UBD**

The UBD will store beneficiary data, specifically their PhilSys ID, which will be automatically scanned for data deduplication. Because the PhilSys ID is based on biometric authentication, data duplication using PhilSys is much more accurate than demographic deduplication using current databases. With this functionality, ECT-MIS will enable data deduplication and data cleanup in UBD.
Online Entry and Integration with UBD

ECT-MIS will enable data collection using personal computers and mobile devices, such as smartphones and tablets.

When online, the system will prepopulate fields with basic demographic information such as name, birth date, gender, and family composition, by matching the national ID number of the family head with the information in the UBD.

Even when digital data collection becomes available, pen-and-paper or manual data collection through DAFAC and other forms can still be used under the following circumstances:

- Number of devices are not sufficient
- Limited number of personnel trained on the ECT-MIS application
- No internet or electricity
- Other reasons

Information collected through DAFAC will be encoded directly into the DAFAC-IS, which will be part of the ECT-MIS. Meanwhile, information collected through DAFAC-IS will be migrated to the system, and DRMB can then access those data.

Online Portal for Registration and Verification of Potential ECT Beneficiaries

The ECT–MIS will have an online portal where potential beneficiaries can apply for the program even before a disaster happens. If they meet the eligibility criteria, they will be included in the list of potential beneficiaries in the event of a disaster. The information of online applicants will be managed in the UBD via the ECT-MIS.

To use the online portal, a person must have the following requirements:

- PhilSys card number
- A phone number registered with PhilSys that can receive text messages
- An active bank account or e-money account

The list of verified beneficiaries from the manual identification and verification process will be integrated with the verified beneficiaries in the online portal. Potential duplications based on PhilSys IDs and other valid IDs as well as demographic information will be flagged through the system.
Program Enrollment and First Payment

- ECT-MIS can send messages to eligible beneficiaries asking them to enroll in the program. These messages can be sent through SMS and email, in addition to the verbal communication by the LGU and FO.
  - People who did not receive a notification of eligibility but would like to enroll in the Program can do so through the online portal. If they are found to be ineligible and they want to appeal, they can file a grievance through the complaint management system integrated with the ECT-MIS.

- The main objective of the program registration is to verify the beneficiaries’ identities and to collect information about them that are missing in their records, such as their bank account details.
  - ECT-MIS or the enhanced version of CARES-IS will support registration through two channels: Online portal and Field Enrollment through ComAs

- Eligible beneficiaries will submit their PhilSys information for identification verification. ECT-MIS will be designed to have a PhilSys-enabled identification verification.
  - Biometrics and/or PhilSys card (where no internet is available) in a community assembly
    - For those without PhilSys ID, other government-issued ID can be considered, e.g., Unified Multipurpose ID (UMID), school ID, office ID, PWD ID, senior citizen ID, passport, driver’s license. A barangay certificate can be accepted, subject to verification with the LGU.
    - A PhilSys-enabled one-time password for online verification of the PhilSys ID is required for online registration.

- First payment can be given upon registration in the Program.
  - In a community assembly, the first payment can be made in the same venue, while the second and third tranches will be sent through digital payments (except for those without an account).
  - For those registered online, payment will be sent to their designated account.

- Using their PhilSys information, beneficiaries without bank or e-money accounts can submit a request to open an account via ECT-MIS.
ECT-MIS will access the APIs of banks or mobile money issuers to open the account. If the request is accepted, ECT-MIS will send the new account information to the beneficiaries. Otherwise, it will send a notification that their request was rejected.

**Opening an Account at the First Payment Site**

DSWD-FO and LGUs will invite financial service providers (FSPs) that operate in a specific area to participate in the first payment site and present their digital payment system and nearest payment point to the beneficiaries. They will also assist applicants in opening an account with them. Applicants without valid IDs can be evaluated following the customer identification process specified in Bangko Sentral ng Pilipinas (BSP) Circular 950, Series of 2017.

**Payment Delivery and Liquidation**

- ECT-MIS will manage the payment and liquidation status of all beneficiaries. Beneficiaries, in turn, can view the status through the online portal.
  - For 4Ps, the ECT-MIS can be linked to the PPIS Finance and Management Service (FMS).
- ECT-MIS will provide a payroll list to FMS for payment transfer.

**Monitoring**

- ECT-MIS will collect and manage data about the Program’s results indicators.
- It will manage monitoring and evaluation reports, which can be downloaded.
- It will include a report generation function.
- There will be a program monitoring internal dashboard for DSWD and a web-based dashboard for the public.

**Grievance Redress Mechanism**

- Enhancements will be made depending on the scope of DSWD’s Integrated Grievance Redress Management System (IGRMS).

IGRMS is a system that integrates the current grievance systems of DSWD. It facilitates the efficient monitoring of complaints, their systematic resolution, and generation of data for policy and program development.

The grievance platforms included in the IGRMS are as follows:
Implementation of the Emergency Cash Transfer During Disasters

- Grievance platform of the DSWD- Central Office; Offices, Bureaus, Services and Units (OBSUs), and Field Offices
- 4Ps National Project Management Office (NPMO) Grievance System
- Sustainable Livelihood Program NPMO Grievance System
- National Household Targeting Office Grievance System
- KALAHI-CIDSS Grievance System
- DSWD Contact Center ng Bayan
- e.reklamo
- WiServe
- Social media platforms and walk-in clients who need DSWD assistance or have grievances

IGRMS will also integrate with other government portals, as follows:
- Civil Service Commission Contact Center ng Bayan
- 8888 Citizens’ Complaint Hotline
- Presidential Complaint Center

Other Technology-Enabled Services

Digital Payment of Cash Assistance

The digitalization of cash assistance payment is part of the long-term plan for ECT implementation. It is to be done in partnership with the BSP, authorized government depository banks, and other financial service providers (FSPs). Cooperatives that are regulated by BSP and comply with financial laws and policies may also be used.

Once full digitalization is implemented by DSWD, the main mode of payment for all eligible beneficiaries becomes digital payment to an active bank account or e-money account (Figure 7).

As a pre-disaster activity, DRMB and FMS, in coordination with BSP and following government laws, rules and regulations, will explore setting up a MOA with banks and e-money issuers for the distribution of ECT (Annex 6). It should be a standard MOA regardless of reach or coverage and location of the FSPs. The MOA should specify each party’s responsibility, funds
flow, service standards, reporting requirements, as well as key performance indicators. If at all, only a minimal and flat service fee should be collected from beneficiaries.

The DSWD-FO, together with the LGU, will look for possible FSP partners that can be invited to the ECT enrollment site or venue. The offices of these FSPs should be accessible, and their location should require the lowest transportation cost to beneficiaries. In areas where there are no FSP cash-out points, DRMB, together with FMS and BSP, will discuss with the FSPs whether cash-out points can be set up in the said areas.

Figure 7. Modes of Payment Under Full ECT Payment Digitalization

Registration Under Full ECT Payment Digitalization

The key process in the registration with the digital payment mode of payment (MOP) is the verification of the identity of beneficiaries to meet the requirement of banks and e-money issuers.

All potential beneficiaries except 4Ps who are cash card holders will be asked to register for digital payment when full ECT payment digitalization becomes available. Because 4Ps beneficiaries had their identity validated when they enrolled in 4Ps and they already have a digital payment channel (e.g., Land Bank account), they will be automatically registered in ECT and receive cash assistance on top of their regular grants.
However, in case there are several families in the same 4Ps household, these families must also register with ECT digital payment so that they can receive cash assistance through their accounts.

**Digital Payment to Non-4Ps Priority Beneficiaries**

Tasks for FMS and DRMB

1. Sign a MOA with an authorized government depository bank (AGDB) and FSPs for the digital payment to the accounts of non-4Ps priority beneficiaries. The MOA should include the payment arrangement of service fees, if any. Ideally, this MOA should be signed before a disaster happens.
2. Share a list of non-4Ps priority beneficiaries with the AGDBs and FSPs.
3. Transfer the grant amount to the account of AGDB or FSPs based on the approved payroll.

Tasks for AGDB and FSPs

1. Transfer the payment to the beneficiaries’ accounts. Once loaded to the cash card accounts of beneficiaries, the funds are considered disbursed.
2. Submit a liquidation report to DSWD.

Tasks for FMS and DRMB

Review and confirm the liquidation report.

**Enhanced Predictive Analytics for Humanitarian Response**

The Predictive Analytics for Humanitarian Response (PAHR) is a forecasting tool used to prepare humanitarian response during slow-onset hazards. It uses mathematics, science and technology to analyze current and historical data.

**How it works**

The base map used for PAHR includes data from the following sources: population data from the Philippine Statistics Authority; data about the poor population from DSWD; population distribution and geohazards from the Mines and Geosciences Bureau of the Department of Environment and Natural Resources and NOAH (Nationwide Operational Assessment of Hazards) of the Department of Science and Technology’s PAGASA (Philippine Atmospheric, Geophysical and Astronomical Services Administration).
The data are processed using the Weather Research and Forecasting (WRF) Model and Global Spectrum Model (GSM) 72hr Accumulated Rainfall data from PAGASA to produce two sets of information: the areas that are expected to have an accumulated rainfall of at least 100 MM for the next 72 hours; and the number of population and poor families exposed.

The result of PAHR is presented during the Pre-Disaster Risk Assessment (PDRA) at the National Disaster Risk Reduction and Management Council. It is used as a basis for determining the estimated quantity and cost of FFPs and NFIs required for each area that has a high susceptibility to flooding and rain-induced landslides.

**Future enhancements**

For ECT, the PAHR will be used for response planning, particularly in estimating the funding requirement for its implementation as a complement or in lieu of in-kind family food packs and non-food items.

The tool will be enhanced to access hazard, exposure, and vulnerable data from various government agencies. PAHR will be used to model forecast impacts of disaster events, which will then be used to plan the interventions at the pre-disaster phase and mitigate future impacts in the affected areas.

Collaborations will be explored with government science agencies in the areas of Artificial Intelligence (AI) for damage detection and satellite imaging. These technology-enabled processes can fast-track damage estimation, which is an input in determining the cost of implementing ECT in a particular disaster.

The enhanced PAHR can project damage to shelters and other small-scale community facilities, among others. This functionality will significantly improve the appropriateness and timeliness of ECT interventions from response to early recovery and rehabilitation.
CHAPTER 10.

Pre-Disaster Activities

The conduct and completion of pre-disaster preliminary activities are major contributing factors in the successful implementation of the Emergency Cash Transfer when disaster occurs. These preparatory activities are as follows:

1. **Orientation and capacity building of implementers**

   This activity prepares the staff of DSWD Field Offices and LGUs on the processes and tools needed for the implementation of ECT. Priority is given to LGUs that were affected by disasters in the past. To cover as many implementers as possible, the orientation and capacity building focus on the member agencies of the Regional Disaster Risk Reduction and Management Councils (DRRMCs) and Provincial DRRMCs.

2. **Consultation with DRRMC member agencies**

   The consultation about the financing strategy for ECT involves the Department of Finance, Bangko Sentral, Department of Budget and Management, and Office of Civil Defense.

Since ECT has been adopted by the NDRRMC as a national strategy for delivering assistance in disaster-affected areas, the support and involvement of the member agencies of the DRRMCs at all levels are encouraged. Regular updates, accomplishments, and challenges in ECT implementation are shared with the DRRMCs.
3. **Consultation with DOST on hazard maps and GIDA**

DRMB works with the Department of Science and Technology (DOST) and the Mines and Geosciences Bureau of the Department of Environment and Natural Resources in making hazard maps available to FOs and priority LGUs. The maps help pre-determine the geographically isolated and disadvantaged areas (GIDAs) and frequently isolated areas during disasters. DRMB can then develop strategies in reaching out to these GIDAs and isolated areas.

4. **Coordination with DILG on advocacies and orientation of LGUs**

The support of the Department of the Interior and Local Government (DILG) is necessary in communicating, and coordinating and capacitating LGUs about ECT. Similarly, the support and compliance of LGUs with the processes and requirements of ECT are crucial.

5. **Coordination with NEDA on ECT on Shock-Responsive Social Protection Strategy**

The National Economic and Development Authority (NEDA) is the lead agency for the National Rehabilitation and Recovery Cluster of the NDRRMC. Further, it spearheads the implementation of Shock-Responsive Social Protection, which helps the poor and vulnerable sectors adapt to the adverse effects of disasters and shocks. Thus, coordinating with NEDA in implementing ECT as an adaptive strategy is important. The agency may provide guidance on linking ECT with other social protection measures.

6. **Consultation with development partners**

The consultation with the UN, Humanitarian Country Team – Cash Working Group, donors and development partners is meant to explore the adoption of common platforms that complement the ECT.

It is crucial that the cash transfer strategies of partners from the UN and international agencies are aligned with the Philippine ECT strategy to avoid duplication of efforts, and conflict in priorities, objectives, and outcomes.

7. **Development of the monitoring and evaluation results framework and tools**

DRMB develops a monitoring and evaluation results framework for ECT. The framework helps DSWD and DRMB determine how ECT responds to the needs of affected areas and populations. At the same time, it helps DSWD ascertain the ECT impact on the people and the goals of DSWD.

8. **Development of IEC plan, tools and materials**

Communication and coordination with stakeholders are important activities in implementing ECT. DRMB, in coordination with SMS, develops appropriate information and education
Implementation of the Emergency Cash Transfer During Disasters

9. **Signing of MOA on data sharing for the selection of priority beneficiaries**

DSWD and the LGUs sign a memorandum of agreement (MOA) on sharing data from the National Household Targeting System for Poverty Reduction database. This MOA applies to the selection of priority beneficiaries.

DRMB sets up a database of LGUs for easy referencing with FOs when determining priority beneficiaries. To do this, DRMB works with the following offices: DSWD-FOs, National Household Targeting Office, and 4Ps National Program Management Office.

10. **Signing of MOA with an authorized government depository bank**

The MOA between DSWD and an authorized government depository bank (AGDB) stipulates the arrangements and procedures for cash transfer or distribution of top-ups. Digitalization of ECT processes, selection of target beneficiaries, and payment of benefits constitute the primary strategy for facilitating and fast-tracking the delivery of assistance. Thus, DRMB and the DSWD ECT Technical Working Group work alongside other offices and organizations to come up with solutions and agreements that will link the digital payment of ECT benefits with 4Ps through ECT-MIS. To this end, DRMB collaborates with the Finance and Management Service, Information and Communications Technology Management Service, AGDBs, and financial service providers.

11. **Institutional arrangements through SO**

The institutional arrangements with internal DSWD stakeholders are formalized through a Special Order (SO) that defines the roles, tasks, and responsibilities in the implementation of ECT.

12. **Enhancement of PAHR**

The Predictive Analytics for Humanitarian Response (PAHR) is utilized for ECT planning. It is to be enhanced by integrating more scenarios and estimates of the number of potential ECT beneficiaries, while taking note of the prevalence of disasters and the risks associated with them.

13. **Partnership with PHIVOLCS and PAGASA**

DRMB pursues a partnership with PHIVOLCS and PAGASA for the enhancement PAHR, so that—through hazard maps—it can be used in identifying the risks to populations residing in disaster-prone areas.
CHAPTER 11.

Institutional Arrangements

The implementation of ECT is led by DSWD’s Disaster Response Management Group (DRMG), through the DRMB. However, the assistance of DSWD offices, bureaus, services and units (OBSUs) is required to achieve the objectives of ECT. A Special Order (SO) is issued to designate OBSUs and delineate their functions. This SO may be updated or revised from time to time to ensure relevant inputs and support for an effective ECT implementation.

The SO covers the following OBSUs:

1. Office of the Undersecretary for Disaster Response Management Group (OUSDRMG)
2. Office of the Assistant Secretary for Disaster Response Management Bureau (OASDRMG)
3. 4Ps National Program Management Office (NPMO)
4. National Household Targeting System for Poverty Reduction (NHTS-PR) NPMO
5. Finance and Management Service (FMS)
6. Program Management Bureau (PMB)
7. Information and Communications Technology Management Service (ICTMS)
8. Standards Bureau (SB)
9. Social Marketing Service (SMS)
10. National Resource and Logistics Management Bureau (NLRMB)

11. Legal Service (LS)

12. Policy Development and Planning Bureau (PDPB)

13. DSWD Field Offices (FOs)

Table 6 summarizes the cooperation engagement among the OBSUs in the DSWD Central Office.
## OBSUs Activities and Assignments

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<th>Activities</th>
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<td>Orientation for DSWD-Central OBSUs</td>
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<tr>
<td>Orientation for NDRRMC member agencies and UN/International organizations</td>
</tr>
<tr>
<td>Development and production of IEC materials</td>
</tr>
<tr>
<td>Partnership with banks and other financial service providers</td>
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<tr>
<td>Strategic planning for the top-up scheme for 4Ps cash</td>
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<tr>
<td>Development of the ECT-MIS</td>
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<tr>
<td>Development of the ECT-GRMS</td>
</tr>
<tr>
<td>Formulation and approval of the Work and Financial Plan</td>
</tr>
<tr>
<td>Development of the ICT-MIS</td>
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<tr>
<td>Orientation for NDRRMC member agencies and UN/International organizations</td>
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<tr>
<td>Capacity building for DSWD-FO</td>
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### Table 6: OBSUs Activities and Assignments

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<td>Development of the ICT-MIS</td>
</tr>
<tr>
<td>Orientation for NDRRMC member agencies and UN/International organizations</td>
</tr>
<tr>
<td>Capacity building for DSWD-FO</td>
</tr>
</tbody>
</table>
Annexes
ANNEX 1.

**Rapid Damage Assessment and Needs Analysis (RDANA) Form**

**Relevant activity**

*Chapter 2. Activation of ECT as a Disaster Response Intervention*

**Description**

RDANA is a disaster response tool that is used during the early and critical stage of a disaster and as soon as conditions allow disaster survey teams to operate. It aims to determine the immediate relief and response requirements. Further, it aims to determine market operability in terms of availability and capacity to supply goods and services to internally displaced persons.

**Users**

DSWD-DRMB, DSWD-FO, LGU

**Link**

[https://tinyurl.com/DSWD-ECT-References](https://tinyurl.com/DSWD-ECT-References)
# Operations Manual

## 1. PROFILE OF THE DISASTER & RDANA MISSION

### 1.1 EMERGENCY OPERATION

**1.1.1 Name of Operation/Event:** __________

**1.1.2 Type of Disaster/Event:** __________

**1.1.3 Date and Time of Event:** __________

### 1.2 RDANA MISSION

**1.2.1 Region:** __________ (required)

**1.2.2 Province:** __________ (required)

**1.2.3 City/Municipality:** __________ (required)

**1.2.4 Barangay:** __________ (required)

**1.2.5 Site/Purok:** __________

**1.2.6 GPS Coordinate:** __________

**1.2.7 Date and Time of RDANA:** __________ (required)

### 1.3 LOCAL AUTHORITIES/PERSONS INTERVIEWED

**1.3.1 Name:** __________

**1.3.2 Age:** __________

**1.3.3 Office/Organization:** __________

**1.3.4 Designation:** __________

**1.3.5 Phone number:** __________

**1.3.6 Email:** __________

### 1.4 SUMMARY DESCRIPTION OF DISASTER / INCIDENT (IMPACT AND LOCATION)

#### 1.4.1 EMERGENCY OPERATION

**1.4.1.1 Name of Operation/Event:** __________

**1.4.1.2 Type of Disaster/Event:** __________

#### 1.4.2 SUMMARY DESCRIPTION OF DISASTER / INCIDENT (IMPACT AND LOCATION)

**1.4.2.1 Region:** __________

**1.4.2.2 Province:** __________

**1.4.2.3 City/Municipality:** __________

**1.4.2.4 Barangay:** __________

**1.4.2.5 Date and Time of RDANA:** __________

### 2. INITIAL IMPACT: (DEMOGRAPHICS)

#### 2.1 Affected Families:

**2.1.1 Affected Families:** __________

**2.1.2 Displaced Families (Inside ECs):** __________

**2.1.3 Displaced Families (Outside ECs):** __________

**2.1.4 Barangay:** __________

**2.1.5 City/Municipality:** __________

**2.1.6 Province:** __________

**2.1.7 Region:** __________

**2.1.8 Date and Time of RDANA:** __________

### 2.2 Affected Persons:

**2.2.1 Affected Persons:** __________

**2.2.2 Displaced Persons (Inside ECs):** __________

**2.2.3 Displaced Persons (Outside ECs):** __________

**2.2.4 Barangay:** __________

**2.2.5 City/Municipality:** __________

**2.2.6 Province:** __________

**2.2.7 Region:** __________

**2.2.8 Date and Time of RDANA:** __________

### 2.3 ACCESSIBILITY

**3.1 Is the community accessible?**

- [ ] Yes
- [ ] No

**3.2 How can the community be reached?**

- Car or Bus
- 4WD or 6-10 Wheeler Trucks
- Motorcycle
- Foot
- Boat
- Airplane
- Helicopter
- Horse/cow/carabao
- Cash
- Others

**3.3 Are there road segments or bridges that are damaged?**

- [ ] Yes
- [ ] No

**3.3.1 If yes, please indicate details below**

- Partially passable
- Totally Unpassable

**3.4 Based on current situation, please identify your most immediate need on access: [check all that applies]**

- Transport
- Debris clearing
- Road repair
- Bridge repair
- Traffic Management
- Early Warning Signs / Guide lights
- Coordination with Port/RORO Operator
- Coordination with CAAP / Airport Mgt.
- Cash
- Others

### 4. POWER OR ELECTRICITY

**4.1 Is there electricity in the community?**

- [ ] Yes
- [ ] None (Totally, no power)

**4.2 Based on observations, please check if the following are true:**

- Fallen electric posts
- Fallen or damaged electric tower
- Power lines are cut
- Damaged transformers
- Damaged Power Plant
- Others

**4.3 How many days from date of survey will the fuel stock in the community last?** __________

**4.4 What are the urgent power (electricity) needs of the community?**

- Generators / Alternative Power Kit (Solar) Quantity: __________
- Gasoline for Generators Quantity: __________
- Diesel for Generators Quantity: __________

### 5. COMMUNICATIONS

**5.1** Please check if the following telecommunication services are operational (has signal) in the area:

- Smart/Sun
- Globe/TM
- Others

**5.2** Please check if the following services are operational in the area:

- Radio - AM
- Radio - FM
- TV Free-Air
- TV Cable
- TV Satellite

**5.3** Please check if the following alternative communications are operational in the area:

- Satellite Phone
- VH Radio
- UHF Radio
- HF/SSB Radio
- BGAN
- V-SAT

**5.3 Based on current situation, please identify your most immediate need on communication [check all that applies]**
### Rapid Damage Assessment and Needs Analysis (RDANA) Form

#### 6. EVACUATION CENTER DETAILS

<table>
<thead>
<tr>
<th>Name of Evacuation Center</th>
<th>Address</th>
<th>GPS COORDINATES</th>
<th># FAMILY</th>
<th># PERSON</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

6.1 Is there an evacuation center in the community?  
☐ Yes  ☐ No [Skip to next section]  ☐ Do not know

6.2 If yes, is there a designated camp manager?  
☐ Yes  ☐ No

#### 6.4 What are the existing protection mechanisms in the community, communal shelters, or evacuation sites for cases related to maltreatment or violence against these groups of people?  
[check all that apply]

- ☐ Security Patrols Organized by the Affected Population  
- ☐ Police Presence / Patrols  
- ☐ VAWC Desk  
- ☐ Community Protection Groups  
- ☐ BPCP Desk  
- ☐ Women-Friendly Spaces  
- ☐ Church Groups  
- ☐ Child-Friendly Spaces  
- ☐ Others  ☐ No Protection Mechanism at all.

6.5 Please check the following if operational in the evacuation areas:  
[Check all that apply]:

- ☐ Lightning  
- ☐ Ventilation  
- ☐ Sleeping Areas with partition  
- ☐ Separate Toilets/Baths for Male and Female  
- ☐ Cooking Areas  
- ☐ Separate Toilets/Baths for PWDs  
- ☐ Washing Areas  
- ☐ Camp Management Team  
- ☐ Medical / Health Desk  
- ☐ Police / VAWC Desk  
- ☐ Marked breast-feeding Areas  
- ☐ Liberal & fair Charging  
- ☐ Others

#### 7. RELIEF ASSISTANCE

7.1 Has the community/EC received assistance?  
☐ Yes  ☐ No [Skip to next section]

7.2 If yes, please list below

<table>
<thead>
<tr>
<th>NAME or ORGANIZATION (required)</th>
<th>CONTACT DETAILS</th>
<th>SERVICE DATE START</th>
<th>SERVICE DATE END</th>
<th>Served</th>
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</thead>
<tbody>
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</tbody>
</table>

#### 8. SEARCH-RESCUE-RETRIEVAL

8.1 Based on observation, is SEARCH-RESCUE-RETRIEVAL needed in your community?  
☐ Yes  ☐ No [Skip to next section]  ☐ Do not know

8.2 Please check what SR R is needed:

- ☐ Search and Rescue (SAR)  
- ☐ Urban Search and Rescue (USAR)  
- ☐ Mountain Search and Rescue  
- ☐ Collapsed Structure Search and Rescue  
- ☐ Water Search and Rescue  
- ☐ Maritime Search and Rescue  
- ☐ Aviation Search and Rescue  
- ☐ Others

#### 9. LAW and ORDER

9.1 Is LAW and ORDER a problem in your community?  
☐ Yes  ☐ No [Skip to next section]  ☐ Do not know

9.2 Are any of the following a threat in your community?  
[check all that apply]:

- ☐ Looting  
- ☐ Robbery  
- ☐ Banditry, Hold-up  
- ☐ Kidnapping  
- ☐ Human Trafficking  
- ☐ Violence against Children  
- ☐ Violence against Women  
- ☐ Sexual Abuse  
- ☐ Violence between groups  
- ☐ Violence between families  
- ☐ Juvenile delinquency
- ☐ Others

9.3 Please check if any of the following are present in your community:

- ☐ Barangay Tanod (BPPO)  
- ☐ Coast Guard  
- ☐ Police (PNP)  
- ☐ Other law enforcement units  
- ☐ Terrorist  
- ☐ Private armies  
- ☐ Other Armed Groups

#### 10. SHELTER

10.1 Number and/or percentage of destroyed houses (irreparable)  
☐ □ <25%  ☐ 26-50%  ☐ 51-75%  ☐ >75%

10.2 Number and/or percentage of damaged houses (e.g. walls, roof and column collapsed, hanging wall) (reparable)  
☐ □ <25%  ☐ 26-50%  ☐ 51-75%  ☐ >75%

10.3 Based on current situation, please identify your most immediate need on shelter:  
[check all that apply]

- ☐ Hammer/ Nails / Saw  
- ☐ Galvanized Iron sheets  
- ☐ Tarps / Plastic sheeting  
- ☐ Tents / Sleeping Mat  
- ☐ Blanket  
- ☐ Mosquito Net  
- ☐ Cash  
- ☐ Lumber  
- ☐ Plywood  
- ☐ Others

#### 11. FOOD SECURITY

11.1 Do people have access to food in their current location?  
☐ Yes  ☐ No

11.2 What are the main sources of food in the area?  
☐ Household food stocks  
☐ Household garden/ farm  
☐ Local market  
☐ Local fisher folks / animal growers  
☐ Humanitarian aid  
☐ Other

11.3 Is the local market operating?  
☐ Yes  ☐ No

11.4 Is there a food warehouse in the area?  
☐ Yes  ☐ No

ANNEX 1

Implementation of the Emergency Cash Transfer During Disasters
11.5 Based on current situation, please check most immediate food need
- Cooked food
- Food pack
- Rice
- Fresh produce
- Others

12. WATER SUPPLY
12.1 Is there access to water for drinking? □ Yes □ No
12.2 Is there access to water for domestic use? □ Yes □ No
12.3 What is the primary water source for drinking?
- Open well
- Bore hole/hand pump
- Stream/river
- Storage/collector
- Piped water system
- Other
12.4 Do affected households have their own water containers with a lid to store water? □ Yes □ No
12.5 Based on current situation, please identify your most immediate needs for water systems?
- Jerry cans
- Bottled water
- Water Distribution/Delivery
- Water Purification Device

13. SANITATION
13.1 Is there access to functioning sanitary facilities? □ Yes □ No
13.2 Are there separate facilities for women and men? □ Yes □ No □ Do not know
13.3 Is there information on infants that are exclusively breastfed?
- Yes
- No
13.4 Do affected families have adequate personal hygiene supplies? [e.g., soap, sanitary napkins, etc.]
- Yes
- No
13.5 What are the main health concerns?
- Diarrhea/dehydration
- Skin infections
- Hypertension
- Respiratory infection
- Gastro-intestinal illnesses
- Trauma
- Others

14. HEALTH
14.1 Do people have access to Health Services in the community? □ Yes □ No □ Do not know
14.2 Which health facilities/services are functional?
- Barangay health station
- Hospital
- Health desk
- Mobile health units
- Birthing facility
- Others
14.3 Do affected families have adequate personal hygiene supplies? [e.g., soap, sanitary napkins, etc.]
- Yes
- No
14.4 What is the level of availability of medicines and medical supplies in health facilities?
- Adequate
- Inadequate
14.5 Based on current situation, please identify your most immediate need on health
- Mobile clinics
- Health personnel
- Maternity and New born Kits
- Reproductive Health Commodities
- Supply of Blood
- Medical Supplies

15. NUTRITION
15.1 Is there information on infants that are exclusively breastfed?
- Yes
- No
15.2 Have infant milk products (e.g., milk formulas) and/or baby bottles/teats been distributed since the start of the emergency?
- Yes
- No
15.3 Are any of the following activities being continued without any disruption during the emergency?
- Vitamin A capsule supplementation for children 6-59 months:
- Iron Folic Acid tablet distribution for pregnant and lactating women:
- Multiple Micronutrient Powders/Iron Syrup/Iron Drops for children 6-23 months of age:
- Management of children with moderate and severe acute malnutrition
- Yes
- No

16. PROTECTION
16.1 Are there cases (reported or not) of violence in the community as a result of the disaster or displacement?
- Yes
- No
- Do not know
16.2 Presence of vulnerable people in the community/SC who need assistance:
- Unaccompanied/Separated MINORS/ORPHANS
- Unaccompanied/Separated SENIORS
- Sick
- PWD
- PWSN
- Pregnant/Lactating
- Child Headed
- Single Adult Headed
- Senior Headed
- Ethnic/IP
16.3 Is there an existing reporting mechanism for protection related incidents?
- Yes
- No
16.4 Based on current situation, please identify your most immediate need for protection essential services:
- Referral
- Local Gov’t. Official’s Presence
- Social Services
- Counseling / Debriefing
- Others
- Replacement of identification documents

17. EDUCATION
17.1 Number of classrooms are being used as evacuation centres:

17.2 Number of children are staying in the evacuation centres:

RDANA Form 1 (72 hours) v2-12112018
17.3 Number of destroyed (reparable) classrooms: __ __ __ __ __
17.4 Number of damaged (reparable) classrooms (Walls, roof and column collapsed, hanging wall etc.): __ __ __ __ __

17.5 What are the most urgent educational needs in the area. Please shade all that apply:
- Safe spaces to hold classes
- Replacement of Children's School Supplies
- Replacement of Learning Materials
- Repair of Damaged Buildings
- Integrating affected children to other schools
- Securing light & Ventilation at Learning sites
- Cash
- Others

18. LIVELIHOOD/ EARLY RECOVERY

18.1 What is the main source of livelihood? _______________________

18.2 Based on current situation, please identify your most immediate need on livelihood/early recovery?
- Transport
- Cash for Work
- Debris clearance
- Cash
- Others

19. COMMUNITY ENGAGEMENT

19.1 Based on observation, does the community receive from government or concerned agencies the information they need to cope with the evolving humanitarian situation?
- Yes
- No
- Do not know

19.2 What do affected people want to know most?
- General situation
- Situation at home
- Information about family members
- What aid is coming
- Weather situation
- Health advice
- Security information
- Others

19.3 What are the main sources of information?
- Friends/neighbors/family
- Community leader
- Religious leader
- Government official
- Military official
- Newspaper (national/local)
- AM/FM radio
- Aid worker
- Community group
- Social media
- Others

20. OVER-ALL ASSESSMENT (not to be asked from the key informant, but as a concluding observation of the enumerator)

20.1 When you consider the general situation in the area, would you say:
- People are facing serious problems in the area
- As a result of the emergency, people will get sick and might even die
- As a result of the emergency, many people have already died

20.2 Please provide general justification for the answer: ____________________________________________________________

Submitted by:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RDANA Team</td>
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</table>

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>CONTACT #</th>
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</table>

REFERENCES:
- NDRRMC Report Development Workshop – Forms I and II
- ASEAN-ERAT Daily Assessment Form for ARF DIREX
- Initial Needs Assessment Checklist (INAC), Version 06/05/01
- Emergency Response Integration Center (ERIC) Form I, Form 2
- Philippines HCT Rapid Needs Assessment Form

RDANA Form I (72 hours) v2-12112018
ANNEX 2.

ECT Work and Financial Plan (WFP) for Relief

Relevant activity

Chapter 2. Activation of ECT as a Disaster Response Intervention

Description

A tool used to compute the total number of beneficiaries and budgetary requirements for Phase 1: Relief, including the reasonable amount of implementation operating expenses.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet The WFP is to be approved based on DSWD AO 16 s.2019 on delegation of authority.

FUTURE RELEASE
Part of ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
Republic of the Philippines
Department of Social Welfare and Development
DSWD Field Office __________

Work and Financial Plan for ECT as Relief Assistance
As of _________________

Region : CAR
Type of Disaster : TY XYZ
Date of Occurrence: July 1, 2000

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<th>FUND ALLOCATION</th>
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<td>Atok</td>
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<td>Bakun</td>
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<td>Mountain Province</td>
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<td></td>
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<tr>
<td>Grand Total</td>
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Note: *Rate of assistance is equivalent to the regional minimum wage

Prioritization of beneficiaries will be the 4Ps beneficiaries and will utilize the top-up payment modality.
Type of Disaster:
Date of Occurrence:

<table>
<thead>
<tr>
<th>Region</th>
<th>Province</th>
<th>City/Municipality</th>
<th>No. of Beneficiaries</th>
<th>Unit Cost</th>
<th>No. of Days (4Ps)</th>
<th>Total Cost</th>
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</table>

**Note:** Rate of assistance is equivalent to the regional minimum wage.

Prioritization of beneficiaries will be the 4Ps beneficiaries and will utilize the top-up payment modality.

---

As of: ____________

Work and Financial Plan for ECT as Relief Assistance

---

DSWD Field Office
Department of Social Welfare and Development
Republic of the Philippines

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Annex 1: WFP
Consolidated Work and Financial Plan for ECT as Relief Assistance
As of ______________________

Type of Disaster :  
Date of Occurrence :

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</tbody>
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Note: *Rate of assistance is equivalent to the regional minimum wage
*Prioritization of beneficiaries will be the 4Ps beneficiaries and shall utilize the top-up payment modality.
ANNEX 3.

Disaster Assistance Family Access Card (DAFAC)

Relevant activity

Chapter 3. Identification and Verification of Beneficiaries

Description

A tool in printed form used for incorporating the indicators for the Vulnerability Assessment Index. It is used to profile target secondary beneficiaries.

Users

DSWD-FO and LGU

Note

Current format: spreadsheet

FUTURE RELEASE
DAFAC data will be encoded in ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
# Implementation of the Emergency Cash Transfer During Disasters

## Disaster Assistance Family Access Card (DAFAC)

### ANNEX 3

### Republic of the Philippines
Department of Social Welfare and Development

**DISASTER ASSISTANCE FAMILY ACCESS CARD (DAFAC)**

### LOCATION OF THE AFFECTED FAMILY

1. REGION
2. PROVINCE
3. DISTRICT
4. BARANGAY
5. CITY/MUNICIPALITY
6. EVACUATION CENTER/ EVACUATION SITE

### HEAD OF THE FAMILY

7. LAST NAME
8. FIRST NAME
9. MIDDLE NAME
10. NAME EXT.
11. BIRTHDATE
12. AGE
13. BIRTHPLACE
14. SEX
15. MOTHER’S MAIDEN
16. OCCUPATION
17. MONTHLY FAMILY
18. ID CARD PRESENTED
19. ID CARD NUMBER
20. CONTACT NUMBER

### PERMANENT ADDRESS

House/Block/Lot No. Street Address/Block Barangay City/Municipality Province

21. OTHERS
   4Pa Beneficiary
   IP- Type of Ethnicity

### FAMILY INFORMATION

<table>
<thead>
<tr>
<th>FAMILY MEMBERS</th>
<th>RELATION TO FAMILY HEAD</th>
<th>AGE</th>
<th>SEX</th>
<th>EDUCATIONAL ATTAINMENT</th>
<th>OCCUPATIONAL SKILLS</th>
<th>REMARKS</th>
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</table>

22. NO. OF VULNERABLE FAMILY MEMBERS
   No. of Older Persons
   No. of Pregnant & Lactating Mothers
   No. of PWDs & with Medical Conditions

<table>
<thead>
<tr>
<th>HOUSE OWNERSHIP</th>
<th>HOUSE CONDITION</th>
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<tbody>
<tr>
<td>Owner</td>
<td>Partially Damaged</td>
</tr>
<tr>
<td>Rent</td>
<td>Totally Damaged</td>
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</tbody>
</table>

Signature/Thumbmark of Family Head
Name/Signature of Brgy. Captain

Date Registered
Name/Signature of LSWD

DATA PRIVACY DECLARATION

All data and information indicated herein shall be used for identification purposes for the implementation of disaster risk reduction and management (DRRM) and adaptive and shock responsive social protection (ASRSP) programs, projects and activities and its disclosure shall be in compliance to Republic Act 10173 (Data Privacy Act of 2013)
# Implementation of the Emergency Cash Transfer During Disasters

## Disaster Assistance Family Access Card (DAFAC)

**ANNEX 3**

### Republic of the Philippines
Department of Social Welfare and Development
**DISASTER ASSISTANCE FAMILY ACCESS CARD (DAFAC)**

#### LOCATION OF THE AFFECTED FAMILY

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<thead>
<tr>
<th>1. REGION</th>
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</thead>
<tbody>
<tr>
<td>2. PROVINCE</td>
<td>5. CITY/MUNICIPALITY</td>
</tr>
<tr>
<td>3. DISTRICT</td>
<td>6. EVACUATION CENTER/ EVACUATION SITE</td>
</tr>
</tbody>
</table>

#### HEAD OF THE FAMILY

<table>
<thead>
<tr>
<th>7. LAST NAME</th>
<th>14. SEX</th>
<th>15. MOTHER’S MAIDEN NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. FIRST NAME</td>
<td>16. OCCUPATION</td>
<td></td>
</tr>
<tr>
<td>9. MIDDLE NAME</td>
<td>17. MONTHLY FAMILY NET INCOME</td>
<td></td>
</tr>
<tr>
<td>10. NAME EXT.</td>
<td>18. ID CARD PRESENTED</td>
<td></td>
</tr>
<tr>
<td>11. BIRTHDATE (DD.MM.YYYY)</td>
<td>19. ID CARD NUMBER</td>
<td></td>
</tr>
<tr>
<td>12. AGE</td>
<td>20. CONTACT NUMBER</td>
<td></td>
</tr>
<tr>
<td>13. BIRTHPLACE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FAMILY INFORMATION

<table>
<thead>
<tr>
<th>FAMILY MEMBERS</th>
<th>RELATION TO FAMILY HEAD</th>
<th>AGE</th>
<th>SEX</th>
<th>EDUCATIONAL ATTAINMENT</th>
<th>OCCUPATIONAL SKILLS</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

#### OTHERS

4Ps Beneficiary
IP: Type of Ethnicity

#### HOUSE OWNERSHIP

<table>
<thead>
<tr>
<th>HOUSE OWNERSHIP</th>
<th>HOUSE CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Rent</td>
</tr>
</tbody>
</table>

**DATA PRIVACY DECLARATION**

All data and information indicated herein shall be used for identification purposes for the implementation of disaster risk reduction and management (DRRM) and adaptive and shock responsive social protection (ASRSP) programs, projects and activities and its disclosure shall be in compliance to Republic Act 10173 (Data Privacy Act of 2013).
<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
<th>Notes</th>
<th>Score</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>SECONDARY</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ASSISTANCE PROVIDED</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>FAMILY</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PROVIDER</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>COST</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PROGRESS</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>VULNERABILITY ASSESSMENT INDEX (YAFL)</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL (YAFL) Score: 0
ANNEX 4.

Criteria for Area Prioritization

Relevant activity

Chapter 3. Identification and Verification of Beneficiaries

Description

A tool used to evaluate the effect of disaster or extent of damage sustained by a particular area based on a set of pre-determined questions. This is used in prioritizing ECT assistance.

Users

DSWD-FO and LGU

Note

Current format: spreadsheet

FUTURE RELEASE

Data will be encoded in ECT-MIS and data can be generated based on the scorecard results

Link

https://tinyurl.com/DSWD-ECT-References
Parameters for Area Prioritization

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the city/municipality classified under 3rd to 6th income class?</td>
<td></td>
</tr>
<tr>
<td>2. Is the area located in Geographically Isolated and Disadvantaged Area (GIDA)?</td>
<td></td>
</tr>
<tr>
<td>3. Is 15 percent of the population affected?</td>
<td></td>
</tr>
<tr>
<td>4. Is 15 percent of the total number of population evacuated?</td>
<td></td>
</tr>
<tr>
<td>5. Is 15 percent of the dwellings of the residents destroyed?</td>
<td></td>
</tr>
<tr>
<td>6. Is 30 percent of the means of livelihood of the residents destroyed?</td>
<td></td>
</tr>
</tbody>
</table>

- Total Scores: 6

- Parameters identified were based on the Declaration of State of Calamity and Executive Order No. 249 s. 1987 on the Income Classification of Provinces, Cities and Municipalities.
- The municipality with more YES answers will be the priority area. Then ranking shall apply accordingly for the prioritization.

Authority of Declaration

- 2 or more barangays are affected - Municipal/City Declaration
- 2 or more municipalities are affected - Provincial Declaration
- Regional/National Declaration by the President of the Philippines upon NDRRMC recommendation

Process Flow

References:

ANNEX 5.

Finance Process for Top-Up Mode of Payment

Relevant activity

Chapter 5. Delivery of Cash Assistance

Description

A tool used to describe the top-up process and identify the documentary requirements for the top-up payment to 4Ps beneficiaries who have cash cards.

Users

DSWD-DRMB and DSWD-FMS

Link

https://tinyurl.com/DSWD-ECT-References
FUND MANAGEMENT FOR TOP-UP SCHEME
FOR CASH CARD HOLDER PANTAWID PAMILYANG PILIPINO
PROGRAM (4Ps) BENEFICIARIES

A. Process Flow

1. Request for Transfer of Funds
   - Drafting of the request for transfer of funds indicating the physical and financial targets with the following attachments:

2. Review and Recommending Approval of the Request for Transfer of Funds
   - DRMG (Assistant Secretary/Undersecretary)
   - GASSG (FMS Director/Assistant Secretary/Undersecretary)

3. Approval of the Request for Transfer of Funds
   - Secretary
   - DRMG Undersecretary

4. Request for the Facilitation of Transfer of Funds to LBP

5. Transfer of Funds to LBP

6. Fund Liquidation by LBP

B. Process Activities

<table>
<thead>
<tr>
<th>Tracer No.</th>
<th>Component</th>
<th>Activities</th>
<th>Responsible Office/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request for Transfer of Funds</td>
<td>• Drafting of the request for transfer of funds indicating the physical and financial targets with the following attachments:</td>
<td>DRMB</td>
</tr>
<tr>
<td>Tracer No.</td>
<td>Component</td>
<td>Activities</td>
<td>Responsible Office/Agency</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Review/Recommending Approval of the Request for Transfer of Funds</td>
<td>Evaluation and recommending approval/signature of the request for transfer of funds to include the enclosures taking into account the signing official based on delegated authority primarily on the funding amount: a. For approval by the DRMG Undersecretary. b. For approval by the Secretary.</td>
<td>DRMG Assistant Secretary DRMG a. Assistant Secretary b. Undersecretary GASSG a. FMS b. Assistant Secretary c. Undersecretary</td>
</tr>
<tr>
<td>2</td>
<td>Approval of the Request for Transfer of Funds</td>
<td>Evaluation and approval/signature of the request for transfer of funds to include the enclosures based on the delegated authority.</td>
<td>DRMG Undersecretary Secretary</td>
</tr>
<tr>
<td>3</td>
<td>Request for the Facilitation of the Transfer of Funds</td>
<td>Drafting and signing of memorandum to the FMS Director for the Transfer of Funds to LBP based on the approved request with enclosures signed by the DRMG Undersecretary.</td>
<td>DRMB</td>
</tr>
<tr>
<td>4</td>
<td>Transfer of Funds to LBP</td>
<td>Credit/transfer of funds to the LBP account.</td>
<td>FMS</td>
</tr>
<tr>
<td>Tracer No.</td>
<td>Component</td>
<td>Activities</td>
<td>Responsible Office/Agency</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Fund liquidation by LBP</td>
<td>Submission of liquidation reports to FMS pursuant to government accounting and auditing laws, rules and regulations and the provisions under the signed/notarized MOA.</td>
<td>LBP</td>
</tr>
</tbody>
</table>

**C. Documentary Requirements**

1. Request for Transfer of Funds;
2. Work and Financial Plan (WFP);
3. Obligation Request and Status (OBS);
4. Disbursement Voucher (DV); and,
ANNEX 6.

Sample DSWD MOA with LBP for Top-Up Mode of Payment

Relevant activity

Chapter 5. Delivery of Cash Assistance

Description

A legal document formalizing the partnership agreement with AGDBs as service providers for the digital delivery of cash aid.

Users

DSWD-DRMB and DSWD-FMS

Note

Current format: PDF

FUTURE RELEASE

Data will be encoded in ECT-MIS and data can be generated based on the scorecard results

Link

https://tinyurl.com/DSWD-ECT-References
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (the "Agreement") is executed and entered into by and between:

The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, a national government agency organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Metro Manila, represented by its Officer-in-Charge Emmanuel A. Leyco (DSWD);

- and -

The LAND BANK OF THE PHILIPPINES, a government financial institution organized and existing under and by virtue of the provisions of Republic Act No. 3844, as amended, with principal office at 1598 M.H. del Pilar Street corner Dr. J. Quintos Street, Malate, Manila, represented by its President and CEO Alex V. Buenaventura;

WITNESSETH THAT:

WHEREAS, Section 288 (Disposition of Incremental Revenue) of the National Internal Revenue Code of 1997, as amended, particularly by Republic Act No. 10963 (the Tax Reform for Acceleration and Inclusion), charged the DSWD with implementing the TAX REFORM CASH TRANSFER PROJECT, under which households would receive PhP 200.00 per month for the Fiscal Year 2018 and PhP 300.00 per month for the Fiscal Years 2019 and 2020, thus:

"(F) Incremental Revenues from, the Tax Reform for Acceleration and Inclusion (TRAIN). – For five (5) years from the effectivity of this Act, the yearly incremental revenues generated shall be automatically appropriated as follows: xxx

Memorandum of Agreement
MS/PRC Program
Page 1 of 23
(2) Not more than thirty percent (30%) to fund: xxx

(d) Unconditional cash transfer to households in the first to seventh income deciles of the National Household Targeting System for Poverty Reduction (NHTS-PR), Pantawid Pamilyang Pilipino Program, and the social pension program for a period of three (3) years from the effectivity of this Act: Provided, That the unconditional cash transfer shall be Two hundred pesos (P200.00) per month for the first year and Three hundred pesos (P300.00) per month for the second year and third year, to be implemented by the Department of Social Welfare and Development (DSWD); xxx"

WHEREAS, Republic Act No. 10964, or the General Appropriations Act for Fiscal Year 2018, allocated funds to the LBP for the TAX REFORM CASH TRANSFER PROJECT, thus:

"2. Subsidy for the Tax Reform Cash Transfer Project. The amount of Twenty Four Billion Four Hundred Eighty Seven Million Eight Hundred Sixty Seven Thousand Pesos (P24,487,867,000) appropriated herein as subsidy for the Tax Reform Cash Transfer Project shall be used by the LBP to grant cash transfer support, including the payment of Bank Service Fees and Management Costs, to the bottom fifty percent (50%) poorest households identified by the DSWD based on the list of beneficiaries registered in the National Housing Targeting System for Poverty Reduction (NHTS-PR) or Listahanan in order to mitigate the moderate and temporary increases in prices due to the enforcement of the comprehensive tax reform program.

Release of funds shall be subject to the submission of project mechanics and components, which shall include the selection criteria for beneficiaries and
such other factors in the implementation of the Project endorsed by the Secretary of the DSWD or his duly authorized representative.

Implementation of this provision shall be subject to the guidelines to be issued by the DSWD in coordination with the LBP.

The LBP shall submit its quarterly reports on the utilization of funds with electronic signature to the DBM, through the Unified Reporting System, and to the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, by posting said reports on LBP website for a period of three (3) years.

The President of LBP shall send written notice to the said offices when said reports have been posted on its website, which shall be considered the date of submission."

WHEREAS, the Tax Reform Cash Transfer Project shall be implemented similar to the existing agreement between DSWD and LBP in the delivery of Cash Grants to beneficiaries of the Pantawid Pamilyang Pilipino Program (4Ps) also known as Conditional Cash Transfer (CCT) Program;

WHEREAS, Department of Finance (DOF), Department of Budget and Management (DBM) and DSWD Joint Memorandum Circular 2018-001 states that the "Unconditional Cash Transfer (UCT) and Tax Reform Cash Transfer (TRCT) shall be considered as one and the same program". Thus, in this Agreement, the Program shall be called "UCT/TRCT Program"

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually agree and stipulate as follows:

I. DISTRIBUTION OF UCT/TRCT PROGRAM CASH GRANTS

Payment and distribution of cash grants to UCT/TRCT Program beneficiaries shall be made through any of the following modes:

1. LBP Cash Card;
2. LBP Over-the-Counter (OTC);
3. LBP Conduits such as:
   3.1 Countryside Financial Institutions (i.e. rural bank, cooperative bank, or thrift bank);
   3.2 Cooperatives;
   3.3 Telecommunication Companies;
   3.4 Remittance Companies;
   3.5 LBP ATMs being managed by other Rural Banks; and
   3.6 Other conduits to be procured by LBP (e.g., financial institutions).

II. LIQUIDATION OF FUNDS

1. For UCT/TRCT Program through LBP Conduits

   1.1. LBP Conduits shall affix signature to certify payment, while the DSWD representatives shall affix signature as verifier of the identity of the beneficiary and as witness of actual payment in the following liquidation documents:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
<th>Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
<td>Municipal Link or City Link</td>
</tr>
<tr>
<td></td>
<td>Municipal Roving Bookkeeper or Authorized Field Office</td>
</tr>
<tr>
<td></td>
<td>Finance Representative</td>
</tr>
<tr>
<td></td>
<td>LBP Conduit's representative</td>
</tr>
<tr>
<td></td>
<td>Beneficiary</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount</td>
<td>Municipal Roving Bookkeeper or Authorized Field Office</td>
</tr>
<tr>
<td>Disbursed and Number of Paid and Unpaid Beneficiaries</td>
<td>Finance Representative</td>
</tr>
<tr>
<td>per Municipality</td>
<td>LBP Conduit's representative</td>
</tr>
</tbody>
</table>

LBP Conduits shall submit the abovementioned liquidation documents within five (5) working days from the last day of payout month to LBP.

1.2. DSWD shall ensure that the Acknowledged Payroll List and Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality are both duly signed by DSWD Representatives (please refer to Item 1.1, page 4 of this Agreement for the signatories);
1.3. LBP Conduits and DSWD Representatives shall conduct a daily reconciliation of the total amount of paid/unpaid cash grants, number of beneficiaries and UCT/TRCT funds based on the following liquidation documents:

- Acknowledged Payroll List; and
- Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality.

1.4. The distribution of UCT/TRCT Program cash grants during the payout month shall be liquidated first by LBP Conduits to LBP before releasing funds for the next payout period.

2. For UCT/TRCT Program through LBP Over-the-Counter (OTC)

2.1. LBP Servicing Branches shall liquidate the total paid and unpaid cash grants within five (5) working days from the last day of payout month;

2.2. The distribution of UCT/TRCT Program cash grants during the payout month shall be liquidated first by LBP Servicing Branches before releasing funds for the next payout period.

2.3. LBP Servicing Branches shall affix signature to certify payment, while the DSWD representatives shall affix signature as verifier of the identity of the beneficiary and as witness of actual payment on the following liquidation documents within five (5) working days from the last day of payout month:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
<th>Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
<td>◦ Municipal Link or City Link</td>
</tr>
<tr>
<td></td>
<td>◦ Municipal Roving Bookkeeper or Authorized Field Office</td>
</tr>
<tr>
<td></td>
<td>◦ Finance Representative</td>
</tr>
<tr>
<td></td>
<td>◦ LBP representative</td>
</tr>
<tr>
<td></td>
<td>◦ Beneficiary</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount Disbursed and</td>
<td>◦ Municipal Roving Bookkeeper or Authorized Field Office</td>
</tr>
<tr>
<td>Number of Paid and Unpaid Beneficiaries per Municipality</td>
<td>◦ Finance Representative</td>
</tr>
<tr>
<td></td>
<td>◦ LBP representative</td>
</tr>
</tbody>
</table>
III. **DSWD and LBP REGIONAL ACTION CENTER (RAC)**

The existing RACs for the DSWD Pantawid Pamilyang Pilipino Program (4Ps) shall provide support in the implementation of the UCT/TRCT Program.

1. **Duties and Responsibilities** – The DSWD and LBP RAC shall:

   1.1 Assess the existing list of UCT/TRCT Program areas mapped out per mode of payment by DSWD and LBP per area of coverage;

   1.2 Agree on the programmed payout for the year which shall include the payout date, estimated number of beneficiaries, amount and mode of payment per municipality. The programmed payout, as agreed shall be provided to DSWD Central Office (CO) for Payroll Schedule Summary (excel file), Payroll File (CSV file) and Payroll List (PDF file) preparation;

   1.3 Facilitate and finalize requirements (e.g. schedule of payouts, venue, etc.) in the payment of cash grants to beneficiaries in the Region;

   1.4 Submit to DSWD UCT National Program Management Office (NP-TRCT) and LBP Conditional Cash Transfer Program Management Office (CCT-PMO) the RAC Minutes of Meeting including agreed payout schedules with the UCT/TRCT Program conduits before the start of the payout month;

   1.5 Monitor payment of Service Fees to conduits;

   1.6 Review performance of procured UCT/TRCT Program Conduits every payout and recommend replacement of those who are performing below par;

   1.7 Identify and resolve issues and concerns on the distribution of cash grants at the Regional level; and

   1.8 Submit to the DSWD UCT-NP-TRCT and LBP CCT-PMO monthly reports on issues and concerns that cannot be resolved by the RAC regarding the payment of UCT/TRCT Program cash grants.

---

Memorandum of Agreement

[Stamp]
The DSWD UCT-NPMO in coordination with LBP CCT-PMO shall resolve the issues and concerns elevated by the RAC.

2. Conduct of Meetings

2.1 The DSWD and LBP RAC shall meet within ten (10) working days before the start of every payout month;

2.2 Special meetings may be called by DSWD and LBP RAC Chairman as necessary; and

2.3 The DSWD and LBP RAC may invite any of the officers or employees of DSWD, LBP, LBP conduits and other resource person during its regular or special meetings to render assistance in the resolution of issues and concerns on the UCT/TRCT Program.

IV. DSWD AND LBP NATIONAL COORDINATING COMMITTEE (NCC)

The DSWD and LBP NCC shall provide support in the implementation of the UCT/TRCT Program.

1. Duties and Responsibilities - The DSWD and LBP RAC shall:

1.1 Oversee the implementation of UCT/TRCT Program;

1.2 Establish and enhance guidelines for the efficient implementation of the UCT/TRCT Program; and

1.3 Resolve issues and concerns that are elevated by the DSWD and LBP RACs through DSWD UCT-NPMO and LBP CCT-PMO.

2. Conduct of Meetings

2.1 The NCC shall meet every six (6) months;

2.2 Special meetings may be called by the DSWD and LBP NCC Chairman as necessary; and
2.3 The DSWD and LBP NCC may invite any of the officers or employees of DSWD, LBP, LBP conduits and other resource person during its regular or special meetings to render assistance in the resolution of issues and concerns on the UCT/TRCT Program.

V. OBLIGATIONS OF THE PARTIES

A. DSWD shall:

1. Implement the UCT/TRCT Program to households in the first to seventh income deciles of the National Household Targeting System for Poverty Reduction (NHTS-PR), 4Ps and the social pension program for a period of three (3) years;

2. Submit project mechanics and components to LBP which shall include the selection criteria for beneficiaries and such other factors in the implementation of the Project endorsed by the DSWD Secretary or his duly authorized representative;

3. Identify qualified beneficiaries of the UCT/TRCT Program;

4. Prepare the payroll documents for the UCT/TRCT Program with complete details;

5. Conduct mapping of UCT/TRCT Program areas, target number of beneficiaries and identify modes of payment as enumerated in Section 1 (DISTRIBUTION OF UCT/TRCT PROGRAM CASH GRANTS) of this Agreement;

6. Undertake Anti-Money Laundering Act (AMLA) Training conducted by LBP for the authentication of signatories on enrollment forms and opening of accounts of beneficiaries;

7. Conduct Know Your Customer (KYC) procedures and certify identity of the beneficiaries using the following IDs or documents before the start of the payout:
8. Seek clearance from LBP through letter on the release of service fee for P6 2017 payrolls (April to May 2018 payouts) handled by existing LBP conduits and succeeding payrolls which shall be serviced by LBP conduits in or order to ensure that the said conduits shall liquidate the distribution of cash grants for the UCT/TRCT Program before receiving their service fees;

9. For LBP Cash Cards of the UCT/TRCT Program beneficiaries:

   9.1. (DSWD Central Office) Generate and distribute Cash Card Enrollment Forms and send the same to DSWD Regional Office for the accomplishment of UCT/TRCT Program beneficiaries;

   9.2. (DSWD Regional Office) Perform Know Your Customer (KYC) procedures, secure the signatures of beneficiaries, and submit the soft copies to the DSWD Central Office;

   9.3. (DSWD Regional Office) Assist beneficiaries in the accomplishment of Enrollment Forms;

   9.4. (DSWD Regional Office) Encode data of enrollment forms in the batch opening template and submit soft copies to DSWD Central Office;

   9.5. (DSWD Central Office) Submit Batch Opening File segregated on a “One File, One LBP Branch” basis together with a Memorandum of Agreement UCT/TRCT Program DSWD and LBP
letter request for batch opening and
generation of Cash Cards;

9.6. Pay LBP the cost of generation of Cash
Cards for the total 8 million Cash Cards for
the following types of beneficiaries (the
cost of generation of Cash Cards shall
be shouldered by DSWD):

<table>
<thead>
<tr>
<th>Type of Beneficiaries</th>
<th>No. of Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Households in the Pantawid Pamilyang Filipino Program</td>
<td>2.4 Million</td>
</tr>
<tr>
<td>Beneficiaries of the Social Pension Program</td>
<td>3.0 Million</td>
</tr>
<tr>
<td>Other households in the database of NHST or Listahanan</td>
<td>2.6 Million</td>
</tr>
<tr>
<td>Total</td>
<td>8.0 Million</td>
</tr>
</tbody>
</table>

Additional request for Cash Cards
generation shall also be for the account of
DSWD.

Please refer to Annex A of this Agreement
for the cost of Cash Cards.

9.7. (DSWD Regional Office) Submit to LBP
Servicing Branch the accomplished
Enrollment Forms with photocopy of IDs
presented both duly authenticated by
DSWD authorized representative before
the start of distribution of Cash Cards;

9.8. Provide logistical requirements (e.g. venue,
security, etc.) during distribution of Cash
Cards in coordination with the local
government units;

9.9. Assign authorized DSWD Representatives
(Municipal Link or City Link and Municipal
Roving Bookkeeper or Authorized Field
Office Finance Representative) who will be
present during the distribution of Cash
Cards and conduct the initial KYC of
beneficiaries;

9.10. Provide the LBP Servicing Branches the
specimen signatures of authorized DSWD

[Signatures]
Representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) through official letter;

9.11. Instruct LBP through an official letter to load Cash Cards with UCT/TRCT cash grants;

9.12. Send the following Payroll Documents with complete details through Secure File Transfer Protocol (SFTP) to LBP electronic Banking Support Unit (eBSU) at least **seven (7)** working days before the actual payout date:

<table>
<thead>
<tr>
<th>Payroll Document</th>
<th>Type of File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Schedule Summary</td>
<td>Excel</td>
</tr>
<tr>
<td>Encrypted Top-up File</td>
<td>Text</td>
</tr>
</tbody>
</table>

UCT/TRCT Program Payroll Documents uploaded by DSWD after 5:00 P.M. shall be treated as received the next banking day.

9.12.1. Crediting dates for the UCT/TRCT Program cash grants for cash card holders shall not coincide with LBP Payroll dates (e.g. Day 13, 14, 15, 29, 30 and 31 of the month).

9.12.2. Crediting date per batch should have an interval of at least two (2) working days from the preceding credit date.

9.13. Issue Authority to Debit the Accounts of the Beneficiaries to LBP for the ATM Interbank withdrawal fees in excess of P20.00 for one (1) ATM withdrawal per payroll period.

10. For LBP Over-the-Counter (OTC)

10.1. Determine the venue for the distribution for LBP Branches nearby areas subject to
final confirmation by LBP taking into consideration of the following:

- Peace and order situation; and
- Accessibility and safety of the payout area in transporting the cash grants.

10.2. Provide logistical requirements (e.g. venue, security, etc.) in coordination with the local government units for offsite payout activities;

10.3. Assign authorized DSWD representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) who will be present during the UCT/TRCT Program payouts;

10.4. Provide the LBP Servicing Branches the specimen signatures of authorized DSWD Representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) through official letter ten (10) working days before the start of payout month;

10.5. Send the following Payroll Documents with complete details through SFTP to LBP electronic Banking Support Unit (eBSU) at least seven (7) working days before the actual payout date:

<table>
<thead>
<tr>
<th>Payroll Document</th>
<th>Type of File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Schedule Summary</td>
<td>Excel</td>
</tr>
<tr>
<td>Payroll File</td>
<td>Comma Separated Values (CSV)</td>
</tr>
<tr>
<td>Payroll List</td>
<td>PDF</td>
</tr>
</tbody>
</table>

The amount of cash grants and number of beneficiaries shall be the same in all the payroll documents.
10.6. Beneficiaries shall present the IDs (as mentioned in item 7, page 9 of this Agreement) to authorized DSWD Representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative);

10.7. (Authorized DSWD Representative - Municipal Link or City Link) affix signature on the Payroll List BEFORE THE RECEIPT OF CASH GRANTS by the beneficiaries on the verified portion of the form;

10.8. (Authorized DSWD Representative - Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) affix signature on the Payroll List AFTER THE RECEIPT OF CASH GRANTS by the beneficiaries on the witness portion of the form during the payout day;

10.9. Affix signature on the original copy of the following liquidation documents during the payout day:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
<th>DSWD Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
<td>municipal Link or City Link</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality</td>
<td>Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
</tr>
</tbody>
</table>

11. For LBP Conduits

11.1. Determine the venue for the distribution for nearby areas in coordination with LBP
Conduits taking into consideration of the following:

- Peace and order situation; and

- Accessibility and safety of the payout area in transporting the cash grants.

11.2. Provide logistical requirements (e.g. venue, security, etc.) in coordination with the local government units for offsite payout activities;

11.3. Assign authorized DSWD representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) who will be present during the UCT/TRCT Program payouts;

11.4. Provide the LBP Servicing Branches the specimen signatures of authorized DSWD Representatives (Municipal Link or City Link and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) through official letter ten (10) working days before the start of payout month;

11.5. Send the following Payroll Documents with complete details through SFTP to LBP electronic Banking Support Unit (eBSU) at least seven (7) working days before the actual payout date:

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<tr>
<th>Payroll Document</th>
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<tbody>
<tr>
<td>Payroll Schedule Summary</td>
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11.7. (Authorized DSWD Representatives – Municipal Link or City Link) affix signature on the Payroll List BEFORE THE RECEIPT OF CASH GRANTS by the beneficiaries on the verified portion of the form;

11.8. (Authorized DSWD Representatives – Municipal Roving Bookkeeper or Authorized Field Office Finance Representative) affix signature on the Payroll List AFTER THE RECEIPT OF CASH GRANTS by the beneficiaries on the witness portion of the form during the payout day;

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</tr>
</thead>
<tbody>
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<td>Acknowledged Payroll List</td>
<td>• Municipal Link or City Link</td>
</tr>
<tr>
<td></td>
<td>• Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount Disbursed and Number of Paid and</td>
<td>• Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
</tr>
<tr>
<td>Unpaid Beneficiaries per Municipality</td>
<td></td>
</tr>
</tbody>
</table>

B. LBP shall:

1. Open a “LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program

Memorandum of Agreement
UCT/CTRCT Program
DSWD and LBP
Page 15 of 23
Account" where the funds and service fees for the following shall be maintained:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Households in the Pantawid Pambayaniang Pilipino Program</td>
</tr>
<tr>
<td>1.2</td>
<td>Beneficiaries of the Social Pension Program</td>
</tr>
<tr>
<td>1.3</td>
<td>Other households in the database of NHTS-PR or Listahanan Households</td>
</tr>
</tbody>
</table>

2. Furnish DSWD a copy of the quarterly reports of UCT/TRCT Program cash grants distributed and paid to UCT/TRCT Program beneficiaries using the various modes of payment;

3. For Cash Cards:
   3.1 Procure and generate Cash Cards upon written request of DSWD;

   Note: The cost of the Cash Cards shall be for the account of DSWD.

   Please refer to Annex A of this Agreement for the cost of Cash Card.

   3.2 Bill DSWD on the cost of generated Cash Cards based on Generated Cash Cards Report Summary;

   3.3 Receive payment from DSWD on the cost of generated Cash Cards;

   3.4 Handle the distribution of Cash Cards at LBP Servicing Branches or nearby areas on Saturdays or weekdays after banking hours;

   Distribution during weekdays on banking hours shall be held in onsite areas or nearby areas from the LBP Servicing Branches.

   3.5 Submit monthly Report on Released and Unclaimed Cash Cards to DSWD within fifteen (15) working days after reference month;

   3.6 Debit from the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account the amount corresponding to Cash
Card credits based on payroll documents received from DSWD;

3.7 Issue Cash Cards loaded with cash grants based on DSWD’s official letter instruction;

3.8 Provide DSWD with the Cash Card Confirmation Report; and

3.9 Collect and debit from the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account the bank service fees and management costs incurred by the LBP Head Office and support units based on documentary requirements defined in Annex A of this Agreement.

4. For LBP Over-the-Counter (OTC) Onsite Payouts or Areas nearby LBP Servicing Branches

4.1 Debit the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account based on the payroll documents received from DSWD for funding of LBP OTC payouts for the UCT/TRCT Program beneficiaries;

4.2 Handle the distribution of cash grants at LBP Servicing Branches or nearby areas on Saturdays or weekdays after banking hours.

The distribution during weekdays on banking hours shall be held in onsite areas or nearby areas from the LBP Servicing Branches.

4.3 Determine the servicing branches that will handle the distribution of cash grants;

4.4 Release the cash grants based on the payroll documents from DSWD Central Office and IDs presented by beneficiaries in the presence of authorized DSWD Representatives (Municipal Link or City Link).
and Municipal Roving Bookkeeper or Authorized Field Office Finance Representative);

4.5 Handle, maintain and reconcile (funded, paid and unpaid cash grants) original copy of the following liquidation documents on the distribution of UCT/TRCT Program cash grants based on the payroll documents provided by DSWD:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
<th>DSWD and LBP Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
<td>• DSWD Municipal Link or City Link</td>
</tr>
<tr>
<td></td>
<td>• DSWD Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
</tr>
<tr>
<td></td>
<td>• Beneficiary</td>
</tr>
<tr>
<td></td>
<td>• LBP representative</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality</td>
<td>• DSWD Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
</tr>
<tr>
<td></td>
<td>• LBP representative</td>
</tr>
</tbody>
</table>

4.6 Furnish DSWD a copy of the Payout Status Report submitted by LBP to oversight agencies;

4.7 Collect/Debit from the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account the LBP Over-the-Counter (OTC) service fees per paid beneficiary based on the original copy of the following LBP’s liquidation documents:

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<thead>
<tr>
<th>Liquidation Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
</tr>
<tr>
<td>Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality</td>
</tr>
</tbody>
</table>

Please refer to Annex A of this Agreement for summary of service fees.
5. For LBP Conduits

5.1 Procure LBP Conduits to service the distribution of UCT/TRCT Program cash grants to beneficiaries in difficult and very difficult areas where there is no presence of LBP and other Banks' ATMs;

5.2 Debit the **LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account** based on the payroll documents received from DSWD for funding of LBP Conduits for the UCT/TRCT Program beneficiaries;

5.3 Handle and monitor the distribution of cash grants through LBP Conduits to qualified beneficiaries as identified by DSWD;

5.3.1 Existing LBP CCT conduits for CY 2017 payrolls (under CCT Line mode of funding security) that will handle the distribution of the UCT/TRCT Program cash grants shall be covered and secured by their approved CCT Line with LBP and existing CCT MOA; and

5.3.2 Existing LBP CCT conduits for CY 2017 payrolls (under Deposit Hold-out and Advance of Cash modes of funding security) that will handle the distribution of the UCT/TRCT Program cash grants shall be covered and secured by their existing CCT MOA;

5.4 Receive from LBP Conduits **not later than** five (5) working days after the end of payout month and maintain original copy of the following liquidation documents on the distribution of UCT/TRCT Program cash grants based on the payroll documents provided by DSWD:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
<th>DSWD and LBP Conduit Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
<td>• DSWD Municipal Link or City Link</td>
</tr>
</tbody>
</table>
Sample DSWD MOA with LBP for Top-Up Mode of Payment

ANNEX 6

<table>
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<tr>
<th>Liquidation Documents</th>
<th>DSWD and LBP Conduit Signatories</th>
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</thead>
<tbody>
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<td>• DSWD Municipal Roving Bookkeeper or Authorized Field Office Finance Representative</td>
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<tr>
<td>Certification of Accounting of the Total Amount Disbursed and Number of Paid and Unpaid Beneficiaries per Municipality</td>
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</tr>
<tr>
<td></td>
<td>• LBP Conduit</td>
</tr>
</tbody>
</table>

5.5 Furnish DSWD a copy of the Payout Status Report submitted by LBP to oversight agencies;

5.6 Collect/Debit from the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account the LBP Conduits service fees based on the original copy of the following LBP’s liquidation documents:

<table>
<thead>
<tr>
<th>Liquidation Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged Payroll List</td>
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<tr>
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</table>

Please refer to Annex A of this Agreement for summary of service fees.

VI. OTHER LBP SERVICE FEES

LBP shall collect/debit the following management fees/service fees related to the UCT/TRCT Program from the LANDBANK Tax Reform Cash Transfer/Unconditional Cash Transfer Program Account (please refer to Annex A of this Agreement for summary of service fees):

1. Manpower and other expenses of LBP Head Office Support Units, Branches and Committees handling the UCT/TRCT Program based on Certification of Expenses Incurred by LBP Branch/Department:
   1.1. Conditional Cash Transfer-Program Management Office (CCT-PMO);
   1.2. Batasan Branch;
   1.3. Intramuros Branch;
   1.4. Electronic Banking Support Unit (eBSU);
1.5. ATM and Cash Management Department (ACMD);
1.6. Technology Management Group (TMG);
1.7. Servicing Branches; and
1.8. Other Head Office Support Units.

2. Procurement of LBP Conduits Expenses (3% of the Approved Budget for the Contract in the Terms of Reference); and

3. Other expenses incurred by LBP pertinent to the UCT/TRCT Program operations and such incidental or ancillary expenses related thereto.

VII. OTHER TERMS

A. The UCT/TRCT Program payouts for the existing 4.4 million Pantawid Pamilyang Pilipino Program beneficiaries for CY 2018 shall be conducted simultaneously with the last payout period for the CY 2017 CCT payrolls (P6 2017 - April to May 2018 CCT payouts).

In case of unpaid cash grants for UCT/TRCT FY 2018 during P6 2017 - April to May 2018 payouts, the unpaid cash grants shall be paid on the succeeding payouts (subject to cost of Cash Cards and service fees - please refer to Annex A for details) through the following:

- LBP Cash Cards
- LBP Over-the-Counter; and
- LBP Conduits (for difficult and very difficult/Geographically Isolated and Disadvantaged Areas)

B. The parties shall communicate regularly and shall use any available means of communication including electronic means (email) which shall be considered as official documents.

C. The parties shall execute such other agreement/s including the implementing rules which are necessary to implement the terms of this Agreement, the same to be deemed as integral parts hereof.

D. The provisions, exhibits and annexes of this MOA may be amended or supplemented as deemed necessary and agreed upon by both parties.
E. The parties shall endeavor to implement a non-intrusive and secure automated system of data exchange that will allow the respective parties’ IT applications and databases to communicate with each other in real time.

F. CONFIDENTIALITY. A party shall not disclose to unauthorized third parties any confidential information of the other party.

G. INDEMNITY. A party shall hold the other party, and other party’s officials and employees, free and harmless from any liability to third parties that may arise out of the fault or negligence of that party or that party’s official employees.

VIII. EFFECTIVITY AND TERMINATION

This agreement shall:

1. Be applicable to the distribution of the UCT/TRCT Program to beneficiaries; and

2. Take effect upon its execution and shall remain in effect while the UCT/TRCT Program is in place unless terminated by either party upon prior written notice of at least ninety (90) days.
IN WITNESS WHEREOF, the parties through their authorized representatives have hereunto signed this instrument on ______________ 2018 in __________ City, Philippines.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

EMMANUEL A. LEYCO
Officer-in-Charge

LAND BANK OF THE PHILIPPINES

ALEX V. BUENAVENTURA
President and CEO

Signed in the presence of:

FLORITA R. VILLAR
Undersecretary

LIDUVINO S. GERON
Executive Vice President

JOSELITO P. GUTIERREZ
Executive Vice President

Memorandum of Agreement
UCSTWCT Program
DOWD and LSP
Page 23 of 23
ACKNOWLEDGEMENT

Republic of the Philippines
City of Manila

At the above locality on this day of 27 APR 2018 before me personally appeared:

Name

Identification Document Presented

ALEX V. BUENAVENTURA

LBP ID No. 1036

LIDUVINO S. GERON

LBP ID No. 4884

JOSELITO P. GUTIERREZ

LBP ID No. 4799

Known to me and to me known to be the same person who signed the foregoing instrument and acknowledged to me that the same is their free, voluntary act and deed and the free voluntary act and deed of the principal they represents.

The said instrument refers to the Memorandum of Agreement consisting of _______ pages signed by the parties and witness on all pages.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC

Doc No. 518
Page No. 106
Book No. 3
Series of 2018

JOSE TROY A. ALMARIO

Notary Public and in the City of Manila

Implementation of the Emergency Cash Transfer During Disasters
ANNEX 7.

ECT Bank Debit Advice for Top-Up Mode of Payment

Relevant activity

Chapter 5. Delivery of Cash Assistance

Description

A tool based on the standardized forms of the Finance and Management Service and used for liquidating the funds disbursed to beneficiaries under the top-up mode of payment.

Users

DSWD-FO and SDO

Note

Current format: spreadsheet

Future Release

Data will be encoded in ECT-MIS and data can be generated based on the scorecard results

Link

https://tinyurl.com/DSWD-ECT-References
ANNEX 8.

ECT Cash Assistance Payroll (CAP) for Direct Cash Payout

Relevant activity

Chapter 5. Delivery of Cash Assistance

Description

A tool based on the standardized forms of the Finance and Management Service and used for liquidating the funds disbursed to beneficiaries under the cash payout mode of payment.

Users

DSWD-FO and SDO

Note

Current format: spreadsheet

FUTURE RELEASE

Fund liquidation data will be encoded in ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
### CASH ASSISTANCE PAYROLL

<table>
<thead>
<tr>
<th>Province/Municipality</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Ext. Barangay</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
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</table>

**TOTAL:** 0.00

**Remarks:**
- Certified expense necessary lawful and incurred under my direct supervision.
- I certify on my official oath that I have this ______ day of ____________,
- Approval for payment:
  - Division Chief
  - Regional Director
- Certified: 1. Adequate funds available in the amount of __
  2. Expenditure properly certified
  3. Supported by documents appearing legal and proper
  4. Account codes proper

**Signature:**
- Chief Accountant
- Disbursing Officer

**For Payment From:**
- Control No.
- Date (mm/dd/yyyy)
- Address:
- Regional Office

---

Department of Social Welfare and Development
ANNEX 9.

ECT Work and Financial Plan (WFP) for Recovery and Rehabilitation

Relevant activity

Chapter 6. Recovery and Rehabilitation Support

Description

A tool used to compute the total number of beneficiaries and the budgetary requirements for the provision of early recovery and rehabilitation support.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet

FUTURE RELEASE
Part of ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
## WORK AND FINANCIAL PLAN

### RECOVERY AND REHABILITATION INTERVENTION THROUGH EMERGENCY CASH TRANSFER (ECT)

As of __________________

**Region:**

**Type of Disaster:**

**Date of Occurrence:**

<table>
<thead>
<tr>
<th>PROJECT AREAS</th>
<th>PROV/CITY/MUN.</th>
<th>No. of Ben.</th>
<th>Cost</th>
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<th>FUND ALLOCATION</th>
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<thead>
<tr>
<th>PROV/CITY/MUN.</th>
<th>No. of Ben.</th>
<th>Cost</th>
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</thead>
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</tbody>
</table>
ANNEX 10.

ECT Physical and Financial Accomplishment Report

Relevant activity

Chapter 6. Recovery and Rehabilitation Support

Description

A tool used to monitor the implementation of ECT, specifically the implementation by beneficiary classification, mode of payment, and delivery of payment. This information is also used in filtering potential beneficiaries of ECT Phase 2.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet

FUTURE RELEASE

Encoding of monitoring data, filtering, and report generation will be done in ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
<table>
<thead>
<tr>
<th>Region</th>
<th>Province</th>
<th>City/Municipality</th>
<th>Number of Beneficiaries</th>
<th>No. of Days</th>
<th>Cost (Unit Cost)</th>
<th>No. of Days</th>
<th>Unit Cost</th>
<th>No. of Days</th>
<th>Unit Cost</th>
<th>Total Amount Distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARA</td>
<td>Benguet</td>
<td>Atok</td>
<td>1</td>
<td>5</td>
<td>100,000</td>
<td>2</td>
<td>50,000</td>
<td>3</td>
<td>15,000</td>
<td>165,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bakun</td>
<td>2</td>
<td>7</td>
<td>200,000</td>
<td>3</td>
<td>66,667</td>
<td>4</td>
<td>27,778</td>
<td>304,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Province of Mountain</td>
<td>3</td>
<td>10</td>
<td>300,000</td>
<td>8</td>
<td>37,500</td>
<td>6</td>
<td>25,000</td>
<td>682,500</td>
</tr>
<tr>
<td>Ilocos Norte</td>
<td>San Fernando</td>
<td>4</td>
<td>12</td>
<td>15</td>
<td>450,000</td>
<td>4</td>
<td>112,500</td>
<td>6</td>
<td>75,000</td>
<td>837,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>3</td>
<td>20</td>
<td>900,000</td>
<td>15</td>
<td>242,500</td>
<td>16</td>
<td>120,000</td>
<td>1,262,500</td>
</tr>
</tbody>
</table>
ANNEX 11.

ECT Utilization Monitoring Survey Tool

Relevant activity

Chapter 6. Recovery and Rehabilitation Support

Description

A tool used to monitor the implementation of ECT, specifically in tracking the beneficiaries’ utilization of their cash assistance. This information is also used in filtering potential beneficiaries of ECT Phase 2.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet

FUTURE RELEASE

Encoding of monitoring data, filtering, and report generation will be done in ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
**ECT Utilization Monitoring Survey**

**Part I and II - Pre-Implementation Survey:** This shall be administered prior to provision of relief/recovery cash assistance.

All information contained herein shall be maintained in a secured database and shall be process manually or electronically to track the status of the microenterprise for further assessment in identifying appropriate assistance that can be given by SLP or to mainstream to other stakeholders/partners. Further, any controlled disclosure or transfer of any personal information or sensitive personal information to development partners, evaluation firms, academe and other stakeholders shall be in accordance with the Data Privacy Policy and Sharing Protocol of the program and provisions under the DPA of 2012. You have the right to object to the processing of your personal data, the right to access your personal data that we will process, and the right to have your personal data corrected.

I agree to participate in this monitoring and allow my answers to be used as indicated above. I further declare that I intend to use the ECT grants that I will receive for the following purpose(s):

________________________________________________________________________
________________________________________________________________________

Signature/Thumbmark over Printed Name of Respondent Date

---

<table>
<thead>
<tr>
<th>Name of Beneficiary:</th>
<th>Relationship to Beneficiary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Respondent:</td>
<td>Age:</td>
</tr>
<tr>
<td>Birthdate (MM/DD/YYYY):</td>
<td></td>
</tr>
<tr>
<td>Beneficiary Classification:</td>
<td>HouseID No.:</td>
</tr>
<tr>
<td>4Ps Non-4Ps Listahanan Non-Listahanan</td>
<td></td>
</tr>
<tr>
<td>Demographic Classification:</td>
<td>Family Head</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Family Head</td>
<td>PWD</td>
</tr>
<tr>
<td>Senior Citizen</td>
<td>Youth</td>
</tr>
<tr>
<td>Solo Parent</td>
<td>Indigenous People [Specify]:</td>
</tr>
<tr>
<td>Highest Educational Attainment:</td>
<td></td>
</tr>
<tr>
<td>Region:</td>
<td>Province:</td>
</tr>
<tr>
<td>Province:</td>
<td>District:</td>
</tr>
<tr>
<td>City/Municipality:</td>
<td>Barangay:</td>
</tr>
</tbody>
</table>

### ECT Utilization - Relief/Response

| Amount Received: | ₱ |
| Date Received: | ___________________ |
| Particulars: | Cost |
| 1. Educational | ₱ |
| 2. Food | ₱ |
| 3. House rental | ₱ |
| 4. Livelihood [pls. specify] | ₱ |
| 5. Medical | ₱ |
| 6. Non-Food Items [NFIs] | ₱ |
| 7. Payment for utilities [electric, water, etc.:] | ₱ |
| 8. Shelter materials | ₱ |
| 9. Transportation | ₱ |
| 10. Others [pls. specify] | ₱ |
| TOTAL: | ₱ |
| Variance | ₱ |

If ECT assistance is not yet fully utilized, state the reason(s):

---

| Amount Received: | ₱ |
| Date Received: | ___________________ |
| Particulars: | Cost |

---

**Department of Social Welfare and Development**

Field Office __

ECT Utilization Monitoring Survey

Operations Manual Version 1.0
### ECT Utilization Monitoring Survey

<table>
<thead>
<tr>
<th>1. Educational</th>
<th>₱</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Food</td>
<td>₱</td>
</tr>
<tr>
<td>3. House rental</td>
<td>₱</td>
</tr>
<tr>
<td>4. Livelihood [please specify]</td>
<td>₱</td>
</tr>
<tr>
<td>5. Medical</td>
<td>₱</td>
</tr>
<tr>
<td>6. Non-Food Items [NFIs]</td>
<td>₱</td>
</tr>
<tr>
<td>7. Payment for utilities [electric, water, etc.]</td>
<td>₱</td>
</tr>
<tr>
<td>8. Shelter materials</td>
<td>₱</td>
</tr>
<tr>
<td>9. Transportation</td>
<td>₱</td>
</tr>
<tr>
<td>10. Others [please specify]</td>
<td>₱</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>₱</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>₱</td>
</tr>
</tbody>
</table>

If ECT assistance is not yet fully utilized, state the reason(s):

---

**Interviewed by:**

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Survey Modality Utilized:**

- Actual Visitation
- Phone Call
- Text Message
- E-mail
  - Others [please specify]  

---

Department of Social Welfare and Development
Field Office
ECT Utilization Monitoring Survey Tool

---

Implementation of the Emergency Cash Transfer During Disasters
ANNEX 12.

ECT Process Monitoring and Assessment Tool

Relevant activity

Chapter 5. Delivery of Cash Assistance and Chapter 6. Recovery and Rehabilitation Support

Description

A tool used to evaluate the process, impact, and outcomes of ECT implementation.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet

FUTURE RELEASE
Part of ECT-MIS

Together with the results of face-to-face needs assessments with selected beneficiaries, this tool will be used in determining beneficiary eligibility for ECT Phase 2. In addition, this tool and the ECT Rehabilitation Support Computation tool will be used in computing the budgetary requirements for early recovery and rehabilitation support.

Link

https://tinyurl.com/DSWD-ECT-References
<table>
<thead>
<tr>
<th>PROCESS</th>
<th>SUB-PROCESSES</th>
<th>ASSESSMENT</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVATION OF ECT AS A DISASTER RESPONSE INTERVENTION</td>
<td>Rapid Damage Assessment and Needs Analysis</td>
<td>DSWD-FO and LGU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment of the status of the market (commerce)</td>
<td>LGU, RDRMC, DSWD-FO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Declaration of a State of Calamity</td>
<td>LGU, FO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Declaration of a State of Calamity</td>
<td>PLGU/OP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Declaration of a State of Calamity</td>
<td>PLGU/OP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Declaration of a State of Calamity</td>
<td>PLGU/OP</td>
<td></td>
</tr>
<tr>
<td>COST ESTIMATES AND DETERMINATION OF ELIGIBILITY FOR RELIEF</td>
<td>Calculation of the number of beneficiaries in several scenarios</td>
<td>DRMB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimation of the total cost of assistance for each scenario</td>
<td>DRMB</td>
<td></td>
</tr>
<tr>
<td>IDENTIFICATION OF ECT BENEFICIARIES</td>
<td>Submission of the list of disaster-affected barangays and the list of disaster-affected households</td>
<td>LGU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collection of the list of secondary target households from LGUs</td>
<td>DSWD-FO</td>
<td></td>
</tr>
<tr>
<td>DETERMINATION OF THE MODALITY OF PAYMENT (MOP) OF CASH ASSISTANCE</td>
<td>Mapping out of areas for the determination of MOP of the cash assistance in times of disasters</td>
<td>DSWD-FO</td>
<td></td>
</tr>
<tr>
<td>NOTIFICATION AND ENROLLMENT OF ECT BENEFICIARIES</td>
<td>Endorsement of validated list of beneficiaries to the LCE who in turn will notify and conduct an orientation of beneficiaries</td>
<td>DSWD-FO, LGU</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Submission of validated list of enrolled beneficiaries for the preparation of notice of approved payroll action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Identification of eligible households for early recovery and rehabilitation supports and shares the list with LGU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Notification of all eligible beneficiaries about the additional supports</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Computation and submission of the proposed cash assistance</td>
<td></td>
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<tr>
<td>5</td>
<td>Request to process the release of assistance through cash transfer or top-ups</td>
<td></td>
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<tr>
<td>6</td>
<td>Request to download the cash assistance fund for OCT releases through authorized financial conduits</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Setting the schedule and venue for the direct pay-out of the other beneficiaries</td>
<td></td>
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<tr>
<td>8</td>
<td>Delivery of payment of cash assistance and liquidation process</td>
<td></td>
<td></td>
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</tbody>
</table>

**Cost Estimates and Determination of Eligibility for Recovery & Rehabilitation Supports**

- Calculation of the number of eligible beneficiaries and estimates the cost of assistance for early recovery and rehabilitation.
<table>
<thead>
<tr>
<th>Stage of the ECT Process</th>
<th>Activity</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of recommendations to the DSWD secretary and the Secretary decides the eligibility based on the availability of funds</td>
<td>DRMB</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 13.

ECT Grievance and Monitoring Forms

Relevant activity

Chapter 8. Risk and Grievance Management

Description

A tool used in recording complaints, gaps, areas for improvement, and recommendations about Program implementation.

Users

DSWD-DRMB and DSWD-FO

Note

Current format: spreadsheet

Future Release

Part of ECT-MIS

Link

https://tinyurl.com/DSWD-ECT-References
# GRIEVANCE FORM

**PLEASE FILL IN REQUIRED DETAILS AND MARK ALL APPLICABLE BOXES WITH AN "X"**

## I. COMPLAINANT INFORMATION

<table>
<thead>
<tr>
<th>Complainant Type</th>
<th>Beneficiary</th>
<th>Non-beneficiary</th>
<th>Confidential?</th>
<th>Yes</th>
<th>No</th>
<th>Date Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household ID #</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name:** (First, Middle, Last)  
**Sex:**  
**Address:** (Street, Brgy, City/Muni, Province, Region)  
**Contact #:**

## II. GRIEVANCE INFORMATION

**CHECK THE BOX THAT BEST DESCRIBES YOUR GRIEVANCE.**

1. **Ineligibility**
   - With regular income
   - With property/ies and or businesses
   - With support from relatives abroad
   - Local official

2. **Misbehavior of Beneficiary**
   - Unethical behavior
   - Misuse of grants (CC pawning)
   - Misuse of grants (vices)
   - Collection of any kind
   - Misrepresentation and falsification of documents

3. **Grievance on staff performance**
   - Collection of any kind
   - Unethical behavior

4. **Appeals**
   - Delisted/deactivated thru QRS
   - Delisted/deactivated thru BUS/others
   - Incorrect remarks in CV forms

**PLEASE DESCRIBE THE COMPLAINT HERE. USE THE BACK PAGE FOR ADDITIONAL DETAILS.**

## III. RESOLUTION INFORMATION

**TO BE COMPLETED BY DRMD STAFF/GRIEVANCE OFFICER/CITY/MUNICIPAL LINK.**

**Initial Resolution:**  
This form has been thoroughly discussed with me and all information disclosed herein should not be used against me.

**Complainant's Signature:**

**Date:**  
**Assisted By:**

**Signature over Printed Name and Designation:**

**Date Assisted:**

**THIS SERVES AS YOUR GRIEVANCE STUB.**

**Date Filed:**

**Type of grievance filed:**

<table>
<thead>
<tr>
<th>Ineligibility</th>
<th>Misbehavior of Beneficiary</th>
<th>Appeals</th>
<th>Facility Issues</th>
<th>Grievance on staff performance</th>
</tr>
</thead>
</table>

**Remarks:**

**For follow-up, please contact:**

**Name:**

**Designation:**

**Contact #:**

**COMPLAINT DESCRIPTION**

**RESOLUTION DETAILS**

---

Implementation of the Emergency Cash Transfer During Disasters
# SUMMARY OF ACCOMPLISHMENT

Re: Grievance and Redress Management System [GRMS]

As of __________

<table>
<thead>
<tr>
<th>No.</th>
<th>Areas of Concern (LCI/Docs)</th>
<th>Pending</th>
<th>Completed/Discontinued</th>
<th>Total</th>
</tr>
</thead>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Private Individuals</th>
<th>LGUs</th>
<th>CSOs</th>
<th>NGOs</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions Undertaken [Latest]</th>
<th>Actions Undertaken [Original]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Submitted by: [GRMS Classification Focal Person]
Noted by: [Division Chief/Head of Office]

Signature: __________________________
Name: __________________________
Position: __________________________
Division/Office: __________________________
Date: __________________________
## STATUS OF ACCOMPLISHMENT

Re: Grievance and Redress Management System (GRMS)

As of ______________

<table>
<thead>
<tr>
<th>No.</th>
<th>DRNS</th>
<th>Sender</th>
<th>Areas of Concern</th>
<th>Expected Output</th>
<th>Deadline</th>
<th>Actions Undertaken</th>
<th>Status/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name</td>
<td>Address</td>
<td>Brief Information</td>
<td>Date of Document</td>
<td>Date Received</td>
<td></td>
</tr>
</tbody>
</table>

ECT Grievance and Monitoring Forms

Submitted by: [Division and GRMS Classification Focal Person]

Noted by: [Division Chief/Head of Office]

Signature : __________________________
Name : __________________________
Position : __________________________
Division/Office : __________________________
Date : __________________________

Signature : __________________________
Name : __________________________
Position : __________________________
Division/Office : __________________________
Date : __________________________
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<th>Report Submission Compliance Monitoring</th>
<th>No. of GRMS Classifications</th>
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<th>monthly</th>
<th>quarterly</th>
<th>semi-annual</th>
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<td>1. Citizens' Complaint Center</td>
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<td>2. OSEC Referrals</td>
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<td>3. E-reklamo and Non-OSEC. Referrals</td>
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</tbody>
</table>

Submitted by (DRMB Action Officer): ____________________________
Noted by (Director): ____________________________

Signature: ____________________________
Name: ____________________________
Position: ____________________________
Division/Office: ____________________________
Date: ____________________________

Republic of the Philippines
Department of Social Welfare and Development

Annex D
ANNEX 14.

ECT Communication Materials

Relevant activity

Chapter 4. Notification and Orientation of Beneficiaries

Description

The ECT IEC materials aim to increase stakeholder awareness of the process of implementing the Program, its purpose, and grievance mechanisms.

Users

DSWD-DRMB, DSWD-FO, LGUs, beneficiaries, partners and stakeholders

Note

IEC materials are disseminated through social media platforms, Field Offices, and LGUs

Link

https://tinyurl.com/DSWD-ECT-References
Implementation of the Emergency Cash Transfer During Disasters

An unconditional cash aid bridging the gap between immediate disaster relief, humanitarian response, and early recovery.

**What is ECT?**

Decloration of State of Calamity

- Magnitude of the disaster
- Rapid Damage Assessment and Needs Analysis (RDANA)
- Operational markets

**What triggers ECT?**

- Relief Assistance
  - 75% of the current regional daily wage for maximum of 3-months
- Early Recovery & Rehabilitation
  - Shelter assistance (ESA) for families with damaged houses

**What are other complementary Cash Transfer Programs?**

- Emergency Shelter Assistance
- Cash for Work
- Sustainable Livelihood Program

**How much assistance can be received?**

- Relief Assistance of the current regional daily wage for maximum of 3-months
- Early Recovery & Rehabilitation Shelter assistance (ESA) for families with damaged houses

**Who are the beneficiaries?**

Victims of calamities and human-induced disasters nationwide

1. Orphaned children
2. Vulnerable family members residing in GIDA areas
3. Adults' households

**Secondary Target (Non-NHTS)**

1. Orphaned children
2. Vulnerable family members caused by the disaster
3. Adults' households (residing in GIDA areas)
4. Orphaned children with damaged livelihood

**All NHTS Poor**

1. Primary Target
2. Secondary Target
Audiovisual Presentations

A QUICK GUIDE TO EMERGENCY CASH TRANSFER

The 4 Triggers of Implementing the Program
Declaration of State of Calamity
Magnitude of the disaster
Active or Operational markets
Rapid Damage Assessment and Needs Analysis (RDANA)

Department of Social Welfare and Development
Glossary

4Ps beneficiary – a household that is a beneficiary of the Pantawid Pamilyang Pilipino Program (4Ps), a government program that provides conditional cash transfers or grants to the poorest of the poor in the Philippines. Under ECT, 4Ps beneficiaries include those under the Modified Conditional Cash Transfer such as homeless street families, indigenous people in GIDAs, and families in need of special protection. The program aims to break the cycle of poverty by keeping children aged 0-18 healthy and in school, so that they can have a better future.

disaster – a serious disruption of the functioning of a community or a society, involving widespread human, material, economic or environmental losses and impact, and which exceed the ability of the affected community or society to cope using its resources.

Disaster Assistance Family Access Card – abbrev. DAFAC; a profiling tool used in collecting the demographic and socioeconomic data of disaster-vulnerable and disaster-affected families, such as their name, age, sex, education, and income, as well as post-disaster data and information about damage to shelter and humanitarian assistance received. DAFAC may be administered either as a pre or post-disaster social registry form and serve as a family verification tool for accessing response and rehabilitation support interventions from the government and other stakeholders. The DAFAC also includes a Vulnerability Assessment Index (VAI), which measures the risk exposure of a family and used as a baseline for priority targeting.

disaster response – provision of emergency services and public assistance during or immediately after a disaster to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of disaster-affected people.

disaster survivor – an individual or group of individuals or community that suffered from a disaster and survived it.

DROMIC-GIS – the geographic information system (GIS) used to generate data about disaster-affected areas and populations. It is managed by DRMB’s Disaster Response Monitoring and Information Center (DROMIC).

eligible beneficiary – the representative of the family that is to benefit from ECT assistance. The representative should be 18 years or older and preferably female, except in situations when a child has to lead the family in the event of demise of the child’s parents due to a disaster.

Emergency Shelter Assistance – the cash assistance or limited housing materials that augment the resources of affected families in the reconstruction or repair of their totally or partially damaged houses (DSWD MC No. 19, Series of 2018).

family – a group of persons usually living together and composed of the head of the family and other persons related to the head
by blood, marriage, or adoption; a basic social unit consisting of parent/s and child/children, considered as a group and living in one dwelling unit.

**gender-based violence** - any act that is perpetrated against a person’s will and is based on gender norms and unequal power relationships. It encompasses threats of violence and coercion. It can be physical, emotional, psychological, or sexual, and can take the form of a denial of resources or access to services. It inflicts harm on women and men, girls and boys.

**General Appropriations Act** – abbrev. GAA; a law providing for the annual appropriations passed by the Philippine Congress and authorizing the expenditure of government funds. It defines the annual expenditure program of the national government and all of its instrumentalities.

**geographically isolated and disadvantaged area** – abbrev. GIDA; an area or community where a marginalized population lives. GIDA is physically and socioeconomically hard-to-reach or separated from mainstream society and is characterized by the absence or limited access to roads, opportunities for development, social services, and food security.

**household** - the social unit consisting of a person living alone or a group of persons sleeping in the same housing unit, including any place of dwelling or facility, and have common arrangements for the preparation and consumption of food.

**National Household Targeting System for Poverty Reduction** – abbrev. NHTS-PR, also known as Listahanan; an information management system that identifies who and where the poor are in the country. The targeting system is used by national government agencies and other social protection stakeholders as a reference in identifying potential beneficiaries of social protection programs.

**Predictive Analytics for Humanitarian Response** – a forecasting tool used to prepare humanitarian response during slow-onset hazards. It uses mathematics, science and technology to analyze current and historical data.

**poor and near-poor household** – a household identified in the National Household Targeting System as ‘poor’ with an estimated income falling below the poverty threshold, or ‘near-poor’ with an estimated income of within 10 percent above the poverty threshold.

**Quick Response Funds** – abbrev. QRF; built-in budgetary allocations that represent pre-disaster or standby funds that agencies can use to immediately assist areas affected by catastrophes and crises.

**Rapid Damage Assessment and Needs Analysis** – a quick and rapid assessment of the areas affected immediately or a few days after the occurrence of disasters. It determines the extent of damage to government and private infrastructure and lifelines as well as the needs of the affected population that require immediate response.
recovery and rehabilitation phase - the post-disaster stage when the affected communities or areas are working to restore their normal level of functioning by rebuilding livelihood and damaged infrastructure and increasing the community's organizational capacity.

response or relief phase – the stage that involves the evacuation or transfer of a population to a safe place, search and rescue, and quickly focusing on fulfilling the basic humanitarian needs of the affected population.

state of calamity – a condition involving mass casualty or major damage to property, and the disruption of means of livelihood, roads, and normal way of life of people in the affected areas as a result of the occurrence of a natural or human-induced disaster.

Vulnerability Assessment Index – a scorecard used in determining indices of vulnerability of households and families not listed in the NHTS-PR and based on a set of parameters or scoring criteria. This is used as a reference in identifying other potential beneficiaries that should be prioritized in social protection programs.
How do beneficiaries access the cash assistance?
How is ECT implemented?

Declaration of State of Calamity
DSWD-FO

DSWD-CO + FO

DRMB

DRMB and other OBSUs

FMS

LGU

6

7

4Ps + NHTS-PR Non-NHTS

Assesses situation;

Implements ECT

Executes Reporting & Monitoring,

Grievance Redress Management

Submits of documentary requirements for Non-

NHTS affected families to the DSWD-FO

Assesses situation;

Executes Field Monitoring

Recommends approval of ECT implementation;

Endorses to DRMB

Approves funds

Validates lists for prioritization:

LGU-submitted list

ECT priority list

from the Secretary thru the DRMG

Undersecretary

Validated List of ECT Beneficiaries (Payroll)

with cash card

Top-up

Direct Payout

E-transfer

E-transfer

without cash card

DRMB

DSWD-FO

Evaluates the project

Liquidates funds