



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City

DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

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Telephone No. 931-8101 to 07

Administrative Order No. 26
Series of 2004

LEGAL SERVICE
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SUBJECT: GUIDELINES IN THE PROVISION OF TECHNICAL ASSISTANCE AND RESOURCE AUGMENTATION FOR THE FEDERATION OF THE PAG-ASA YOUTH ASSOCIATION OF THE PHILIPPINES (PYAP)

I. BACKGROUND:

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The Department of Social Welfare and Development (DSWD) is mandated to care, protect, rehabilitate and empower the socially, economically and physically disadvantaged sectors like the out of school youth. Hence, the DSWD developed the Integrated Human Resource Development Program for Youth (IHRDPY) under Administrative Order No. 48 issued in 1974. After the devolution, it was changed into Unlad Kabataan Program through DO 18 series of 1996. The program is geared toward the total development of the disadvantaged youth in terms of his/her spiritual, economic, physical, psychological, cultural and social development.

The delivery of this program is premised on a strong DSWD-Local Government partnership, because basic community social service program implementation has been devolved to the local social service units. One of the major strategies used for this program is the organization of the Pag-asa Youth Association of the Philippines (PYAP). The program provides opportunities for PYAP members to actualize their potential and aspirations, experience self-fulfillment, contribute to the growth of his/her community and participate in the task of nation building.

The Pag-asa Youth Association of the Philippines, Inc. is a duly constituted national association with barangay based organizations of out-of-school youths between 15-24 year old, who are assisted by the DSWD and the Local Government Units. The PYAP was first incorporated on July 29, 1974 with the Securities and Exchange Commission under the name of the Pag-asa Youth Movement, Inc. as an affiliate organization of DSWD which had a network up to the barangay level then. To keep up with the changes in governance and innovations in programs and services and to further strengthen the capabilities of the youth organization, the PYM Inc. changed its name to PYAP, Inc. based on its new SEC Registration No. 01328, approved on April 12, 1996.

The PYAP, Inc. is federated from the municipal/city, provincial, regional and national levels. The federation at different levels serves as a mechanism and forum to discuss youth issues and concerns like early marriage, drug abuse, HIV-AIDS etc. It also serve as venue to come up with solutions/recommendations addressed to the youth themselves as well as other systems and entities involved in policy formulation, program, planning, implementation and evaluation. The output of PYA in various forum would

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also serve as an input in the enhancement/reformulation of the Medium-Term Youth Development Plan being coordinated by the National Youth Commission, which serve as a blueprint of all programs and projects geared towards youth participation and development.

The passage of the Local Government Code of 1991 paved the way for the transformation of the Department's role from direct service deliverer to technical assistance provider. Moreover, the Department is mandated under E.O 15 Series of 1998 as amended through E.O. 221 series of 2003 to provide assistance to intermediaries. One of DSWD's role as stated in the said Order is that of enabler of LGUs, NGOs, POs and other members of civil society in implementing social welfare and development programs through technical assistance, resource generation and augmentation.

With the stated powers and functions of DSWD, A.O. 44 Series of 2002 was issued to operationalize the provision of TARA to its intermediaries. In line with DSWD's thrust and direction to revive the Unlad Kabataan Program and reactivate the PYAP, this guideline is formulated specific to the federation of PYAP. However, definitions and forms of TARA as provided for in the general guidelines is followed.

II. LEGAL BASES

1. UN Convention on the Rights of the Child
2. Article II, Section 13 of the Philippine Constitution articulating that the State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being.
3. PD 603 or the Child and Youth Welfare Code (1974) providing for the promotion of the well being and the total development of the children and youth.
4. Creation of the National Youth Commission under RA 8044 or the Youth in Nation Building Act (1995) further strengthening government's commitment to promote the welfare and development of OSY.
5. EO 15 Series of 1998, as amended through EO 221 Series of 2003. Redirecting the functions and Operations of the DSWD.

III. OBJECTIVES:

To establish guidelines in providing technical assistance and resource augmentation to LGUs in the federation of PYAP.

III. PRIORITY TARGETS:

Priority for the provision of TARA for PYAP should be based on the following:

1. 5th and 6th class municipalities with high incidence of out-of-school youth and with existing plan and budget for the implementation of OSY programs and services but has limited technical and financial capability to organize and federate PYAs.
2. 4th and 3rd class municipalities with high incidence of out-of-school youth and with existing plan and budget for the implementation of OSY programs and services but has limited technical and financial capability to organize and federate PYAs.
3. Other municipalities, cities and provinces which may have resource capacity but need technical support in federating PYA or strengthening PYA federation.

Subsequent resource augmentation will also be based on the performance of PYAP as an incentive and to encourage both LGU and PO to remain active.

IV. IMPLEMENTING RULES AND PROCEDURES

For realistic, need – based, demand-driven and responsive TARA, the general implementing rules and procedures as stated in A.O. 44, series of 2002, and the following specific procedures should guide the field offices:

1. Formulation of regional situationer to include among others the population of OSY and disadvantaged youth, inventory of active PYA and the information on youth issues, facilities and resources.
2. Conduct of individual assessment of LGUs program for OSY as well as its financial capability and manpower. Assessment can be made along the following areas:
 - Income class of LGUs
 - Situationer on the youth of the area
 - Local legislation/resolution addressing the youth situationer
 - LGU Youth Development Plan and available funding requirements
 - Adequacy of manpower - number and type of personnel, capacity to manage youth program and tenure of staff handling youth program
 - Other support systems
3. Formulation of priority list for TARA based on assessment made. The prioritization may be based on assigned percentage (e.g. 20 % each) along the concerns stated in number 2.
4. Preparation of TARA plan in consultation with LGU Youth Service Provider using TARA Plan form provided in A.O. 44 S of 2002. The plan shall reflect the activities to be undertaken by the LGU in the organization of the PYAP Federation and their TARA needs to be responded by FO. The plan should be integrated to other TARA plan concerning other sector of the particular LGU.

5. Formulation of the Memorandum of Agreement by and between the LGU and DSWD-F.O. on the active involvement of both parties which shall culminate in the final signing of the same. The said MOA shall cover the overall activities of TARA plan.
6. Submission of copy of MOA to DSWD Office of Undersecretary for Operations and Capability Building Group, copy furnished the Asec/Coach Monitor.
7. Execution of the agreements and implementation of the TARA plan.
8. Monitoring of TARA plan through the LGU Youth Service Provider/Focal Person. This should be done at least twice a year to determine the status of implementation of TARA plan and to immediately address gaps and concerns.
9. Submission of quarterly consolidated report of TARA plan implementation covering its accomplishments, problems encountered and recommendations to strengthen the interventions provided to the beneficiaries.
10. Evaluation of TARA plan at the end of MOA effectivity. This should be done in partnership with the intermediary to assess the effectiveness of the plan and determine other TARA needs.

IV. ROLES AND RESPONSIBILITIES

A. *Local Government Unit*

1. Assist in the formulation of regional situationer by providing needed data/information to FOs.
2. Designate an LGU focal person for youth development
3. Formulate an LGU youth development plan and provide funds for its implementation.
4. Organize PYA in areas where there is high incidence of out of school youth and implement programs/services based on the Unlad Kabataan guidelines.
5. Participate in the preparation of TARA plan.
6. Pass a resolution supporting the MOA and the TARA plan.
7. Federate the various PYAs of the LGU.
8. Submit required report to DSWD field office
9. Participate in the annual evaluation of the TARA plan

B. DSWD Field Office

1. Formulate regional youth situationer.
2. Conduct needs assessment of intermediaries.
3. Formulate priority list for TARA.
4. Crafting and signing of TARA plan and the Memorandum of Agreement and submission of copy to DSWD - Central Office.
5. Implement TARA plan.
6. Conduct operation monitoring at least twice a year.
7. Submit quarterly consolidated report on the plan implementation of all the intermediaries that provided TARA.
8. Conduct annual evaluation with intermediaries on implementation of TARA plan as well as status of PYAP federation.
9. Consolidate crosscutting concerns for sub-national policy making.

C. DSWD Central Office

1. Provide the necessary consultative and technical assistance to various DSWD field offices.
2. Provide augmentation fund.
3. Consolidate crosscutting concerns for national policy making.


V. EFFECTIVITY

This order shall take effect immediately and revoke previous order contrary to it.

Issued in Quezon City, this 21st day of July 2004


CORAZON J. SOLIMAN
Secretary

A CERTIFIED COPY:


CARMELITA F. ZAFRA
Chief, General Services Division
and OIC, Records Unit

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This Memorandum of Agreement, made and entered into this _____ day of _____ at _____ and among:

The Department of Social Welfare and Development (DSWD) Field Office _____ with _____ office address _____ represented by its Director _____.

and

_____, with _____ office address at _____ represented by _____.

WITNESSETH

Whereas, the DSWD as primary social welfare and development agency is mandated under Executive Order No. 15, Series 1998, to provide assistance to local government units (LGUs), non-government organizations (NGOs) other national government agencies (NGAs), people's organizations (POs) and other members of civil society in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life;

Whereas one of the DSWD's powers and functions as articulated in said EO is to provide augmentation funding and resources to its partners in social welfare and development;

Whereas _____ (intermediary) is one of the partners of government in social welfare and development in _____ (area);

Whereas _____ (intermediary) needs technical assistance and resource augmentation as articulated in the Technical Assistance and

Resource Augmentation (TARA) Plan which form part as attachment # _____ of this agreement;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties have agreed to commit themselves to the following:

1. The Department of Social Welfare and Development shall:
 - a. Provide technical assistance to the intermediary along the areas spelled out in the attached TARA plan;
 - b. Provide _____ resource augmentation to the _____ as spelled out in said TARA plan, subject to the usual accounting and auditing procedures;
2. The _____ (intermediary) shall:
 - a. Make available the necessary counterpart staff and logistics to enable the DSWD to operationalize of the TARA Plan (attachment A);
 - b. Assist the DSWD FO _____ in the monitoring and evaluation of the TARA plan to determine gaps and concerns in its implementation;
3. Both Parties have agreed to review and evaluate the TARA Plan's implementation at the end of this MOA's affectivity.

This Memorandum of Agreement shall take effect upon the signing of the Parties hereto and shall remain valid and existing until revoked or terminated by their mutual consent.

IN WITNESS WHEREOF, the parties hereby affix their signatures this _____ day of _____ at _____

DSWD Regional Director

(Intermediary Representative)

Witness: . . .

Acknowledgement

Notarial Seal

Technical Assistance and Resource Augmentation (TARA) Plan

Between _____ and DSWD FO _____
 for period _____ to _____

Problem/Need Area for TARA	Objective/Goals	Type/ Forms of TARA	Methods to be used	Target Date		Target Beneficiaries	Staff to be involved	Resources Needed	Desired Result
				Start	Completion				

Prepared by: _____
 DSWD FO Staff

Concurred by: _____
 Representative

Approved by: _____
 RD, DSWD

Local Chief Executive/
 Head of Agency

QUARTERLY REPORT ON TARA

____ Quarter, CY _____

Region _____

LGU	Areas Identified for TARA		Highlights of TARA Provided		Result of TARA Provided	Problems Encountered	Action Taken	Recommendation
	Technical Assistance	Resource Augmentation	Technical Assistance	Resource Augmentation				

Prepared By: _____
DSWD FO Staff



Noted by: _____
Regional Director