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**Department of Social Welfare and Development**

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Administrative Order

No. 13

Series of 2008

**SUBJECT: GUIDELINES IN ORGANIZING PERSONS WITH DISABILITIES INTO SELF-HELP GROUPS (SHGS)**

**I. RATIONALE**

The issuance of Proclamation No. 240 on August 21, 2007 declaring the period 2003-2012 as the Philippine Decade of Persons with Disabilities and the UN-ESCAP declaration of the extension of the Asian and Pacific Decade of Disabled Persons, 1993-2002, for another decade 2002-2012 provide the mandate and basis to ensure that issues and concerns with disabilities of persons are incorporated fully in the Millennium Development Goals. This is the promotion of an inclusive, barrier-free and rights – based society for Filipinos with disabilities adhered to the Biwako Millenium Framework for Action. It embodies inclusive policies and programs for integrating Persons with Disabilities (PWDs) into the mainstream of planning and program implementation.

Many concerns of the PWD sector have not been adequately addressed despite the program, services and measures undertaken by the different government and non – government organizations in line with the Asian and Pacific Decade of Disabled Persons (1993-9002). One significant issue which remains unresolved is the underachievement of a full participation and equal access of PWDs in all aspects of economic, social, cultural, political and civil life. This includes the organization of self-help group of PWDs which remains to be attended to.

This paved the way for PWDs to realize that they need to develop their skills and personality as part of achieving their full potential. Being a member of a small group of peers with disability one can discuss experiences, exchange knowledge and develop mutual respect and support which is a step towards self-help. Organization of a Self-Help Group of PWDs becomes necessary to achieve empowerment and ultimately be integrated into the mainstream of society.

**II. LEGAL BASE**

**A. International Commitments / Pronouncements**

**1. United Nations Convention on the Rights of Persons with Disability (UNCRPD)**

Article 29 – Participation in political and public life

Article 30 – Participation in cultural life, recreation, leisure and sport

**2. Biwako Millennium Framework for Action**

Promotes the goal of an inclusive barrier free and rights based society of PWDs in the Asian and Pacific Regions. It embodies inclusive policies and programs for integrating persons with disabilities into the mainstream of planning and program implementation.

**B. National Laws**

**1. 1987 Philippine Constitution**

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## **B. National Laws**

### **1. 1987 Philippine Constitution**

**Art. II Sec. 9** Declaration of Principles and State Policies mandates that “the State should promote a just and dynamic social order that will ensure prosperity and independence of the nation, free the people from poverty through policies that provide adequate social services, promote full employment, a raising standard of living and an improved quality of life for all”.

**Art. XIII - Sec. 13** The state shall establish a special agency for disabled persons for their rehabilitation, self development and self reliance and their integration into the mainstream of society.

### **2. RA 7160, the Local Government Code of 1991**

**Art. 62 –** “Role of People’s Organization, Non Governmental Organizations and the Private sector- The LGU shall promote the establishment and operation of people’s organization, NGOs, and the private sector to make them active partners in the pursuit of local economy. For this purpose, people’s organization NGOs and the private sector shall be directly involved in the plans, programs, projects or activities of the LGUs”.

**Art. 25 –** Responsibility for Delivery of Basic Services and Facilities- the LGU shall, in addition to their existing functions and responsibilities, provide basic services and facilities devolved to them covering, but not limited to the ff:

(d) “Provision of social welfare services through: programs/projects for the welfare of the youth and children, family and community, women, elderly and the disabled.

### **3. Magna Carta for Disabled Persons or Republic Act 7277**

An Act providing for the Rehabilitation, Self-Development and Self -Reliance of Persons with Disability and their Integration into the Mainstream of Society and for other purposes, ensures that marginalized persons are provided with necessary auxiliary services that will restore their social functioning and participate fully in community affairs.

#### **Section 30 Right to Assemble**

The state shall recognize the right of disabled persons to participate in processions, rallies, parades, demonstrations, public meetings and assemblages or other forms of mass or concerted efforts/actions held in public.

## **Section 31 Rights to Organize**

The state recognizes the right of disabled persons to form organizations or associations that promote their welfare and advance or safeguard their interests.

### **4. Proclamation 125**

The Philippines observed and participated in the Asian and Pacific Decade of Disabled Persons 1993 – 2002, promoting the plight of Filipinos with disabilities and advancing disability concerns / goal for the sector such as rehabilitation, self-development and self-reliance and intervention into mainstream organization / society.

### **5. Proclamation 240**

Declaring the period from the year 2003 to the year 2012 as the Philippine Decade of Persons with Disabilities, to provide the mandate and basis to ensure that issues and concerns of Persons with Disabilities which have not been addressed are fully incorporated in the Millennium Development Goals.

## **C. Administrative Issuances**

### **1. D.O. # 49 Series of 1994**

Guidelines in the Implementation of Social Mobilization of PWDs, Senior Citizens and their Families

### **2. Administrative Order 59**

Guidelines for the Implementation of the Auxiliary Social Services for Persons with Disabilities.

### **3. Joint Circular No. 2003 – 01**

Implementing Guidelines for Section 29 of the General Appropriations Act for FY 2003 entitled "Setting Aside One Percent of Government Agency Budget for Programme / Projects Related to Senior Citizens and the Disabled Persons.

## **III. DEFINITION OF TERMS**

The terms presented hereunder are defined and will be used for this Administrative Order.

- a. **Self-Help Groups of PWDs** - Voluntary association of PWDs which functions democratically and accountably to attain a collective / common goal and interest to participate and gain equal access to all aspects of economic, social, cultural, political and civil life.
- b. **Persons with Disabilities (PWDs)** - refer to those suffering from restriction of different abilities, as a result of mental, physical and sensory impairment. These are:
  - **Visually Impaired** – one who has the inability to perceive light, to

count fingers at a distance of 3 meters in daylight, and with limitation to perform certain visual tasks such as reading, writing and mobility.

- **Hearing Impaired** – one who has the inability to hear clearly and tell the difference between certain sounds and words (or can hear a little without hearing aid)
  - **Speech Impaired** – one who has speech difficulty ranging from inability to speak to ability to speak but not sufficiently clear.
  - **Orthopedically Handicapped** – one who has a physical disability due to bones, joints, tendons and muscles defects such as post polio, fracture
  - **Mentally Challenged** – one who has mental retardation, a person who has significantly sub-average intellectual functioning resulting in or associated with concurrent adaptive behavior, in coping with any demand of daily life manifested through their sensory motor, communication, self-help, socialization, academic and vocational skills.
  - **Attention Deficit Hyperactive Disorder** – one who has a condition in the brain that makes it difficult to control their behavior.
  - **Person with Autism** – one who has a lifelong developmental disability which typically appears during the first three years of life resulting from a neurobiological disorder that affects the functioning of the brain and interferes with the normal development in the areas of reasoning, social interaction and communication skills.
  - **Learning Disabled** – one who exhibits disorders in perception, listening, thinking, reading, writing, spelling and arithmetic.
  - **Mental Disability** - one who has a disability resulting from organic brain syndrome and mental illness.
  - **Emotionally Disturbed Person** – one who displays a significant behavior or psychological pattern that deviates from an arbitrary and relative social norm such as aggressive and acting out behavior or a withdrawn behavior.
  - **Other Handicap** – one who has circumstances that may give rise to disadvantages, such as problems with cleft palate, harelip, etc.
  - **Multi-Disability** – one who has two or more disabilities such as those with mental retardation and blindness, mental retardation and deafness as well as blindness, etc.
- c. **Impairment** – refers to any loss, diminution or aberration of psychological or anatomical structure or function.
- d. **Disability** – any restriction or lack of ability resulting from impairment, to perform an activity in a manner considered normal given the age and sex of the individual.
- e. **Rehabilitation** – a process whereby a person with disability is assisted

towards the fullest restoration of his/her normal social functioning.

- f. **Social Integration** – refers to the individual's ability to participate in and maintain customary social relationships.

#### IV. GOAL AND OBJECTIVES

##### IV.1. Goal

Develop skills, positive attitude and confidence as well as maximize the residual capacities of persons with disabilities to become self reliant, productive and contributing members of society through organized self-help groups.

##### IV.2. Objectives

- a) Organize PWDs of different nature into Self-Help Groups (SHGs) by cluster barangays, municipalities, provinces/cities, regions and a national federation.
- b) Nurture the psychosocial well-being of the PWDs through SHG's mutual help and peer support and counseling.
- c) Develop productive skills and confidence of employable members of the Self-Help Groups organized, thereby improving their economic status and autonomy.

#### V. TARGET BENEFICIARIES

The target beneficiaries are persons with disability who are:

- 16-59 years old
- male or female
- physically fit as certified by a medical practitioner
- whose disability falls under any of the defined characteristics
- a minimum of 15 to a maximum of 25 members that may constitute a group.

#### VI. CORE COMPONENTS

To ensure effective organizing of SHGs, the following core components shall be employed:

- 1) **Social Preparation** is a collective and participative process of identifying persons with disabilities, determining their psychosocial needs and problems in a given locale and eventually assessing and identifying possible options of response. The process hopes to achieve a prioritized list of needs with adequate intervention plans using the group approach as well as the number and profile of PWDs. It also expects the preparation of the different stakeholders and the systems required in the implementation of the response.
- 2) **Organization of PWDs into Self-Help Groups at different levels.** The component is a process of establishing a group of PWDs resilient enough to undertake psychosocial care and support among its group members. The SHGs shall be organized at the local government levels to strengthen

mutual help and support in continuously enhancing the PWDs' residual capacities. The output of the component expects to have organized SHGs at all levels (with a minimum membership of 15 PWDs and a maximum of 25 in one SHG) and operating and maintaining a psychosocial peer support program. It is also expected that the SHGs shall be different (but can be integrated) from the current association of PWDs which has the normal purpose of participation in governance, economic access and service delivery.

- 3) **Capability Building.** SHGs/ associations shall be assisted with capability building opportunities that will enhance the competencies of the SHG members to undertake organizational planning, leadership, entrepreneurial skills, management of activities (psychosocial support and counseling as well as employable skills), and networking with relevant organizations from where they can draw support. The component expects that the SHGs shall be competent and able to demonstrate or perform their roles and responsibilities as planned.
- 4) **Networking and Resource Generation.** This component is the process of linking with, generating and mobilizing resources required for SHG operations and sustainability. It is expected that the component will use internal and external resources (services, facilities, resource persons, funding, etc.) from other GOs, NGOs, NGAs, and international agencies to respond to the varied requirements of the SHGs.
- 5) **Monitoring and Evaluation.** This component entails an assessment of the progress of the organizational building and management of SHG efforts on a periodical or semestral basis. This component ensures that activities cited in the workplan are proceeding accordingly. This shall be conducted by the focal persons reporting in the following succession: Barangay assigned focal persons reporting to Municipal / City Social Welfare Office to Provincial Social Welfare Office to DSWD Regional Office up to the DSWD Central Office.

This component expects to achieve a documentation of all experiences pertaining to good practices of the organizational building and management as well as its operations and sustainability efforts.

## VII. IMPLEMENTING PROCEDURES

The organization of Self-Help Groups/association of PWDs shall be implemented nationwide from the municipal, provincial, regional and national levels. This will include all the types of PWDs in their respective communities. This association or group is different from the existing associations organized which confines to the same type or nature of disability considering that it will cover all other PWDs grouped all together.

To operationalize the organization of the SHG, the following procedures are to be undertaken by the Local Social Welfare and Development Officer (LSWDO), and in the long term by the SHGs members themselves, particularly when they expand their membership.

### A. Pre-Implementation Phase:

**Social Preparation** is the stage of the project by which, initially, the local social worker/s in the areas shall coordinate with the PWDs (*tap available*

members of existing PWD associations, if none, identify and organize ad-hoc to assist in the social preparation stage) in identifying, analyzing and prioritizing the level of PWD issues / problems as well as their capacity to respond. PWDs tapped for the social preparation shall form part of the core of leaders that would assist in the social preparatory phase and eventually establish as well as mobilize as SHGs in various levels.

A tool for assessment and a design of the study shall be made and administered by the LSWDO in coordination with the PWDs (*ad hoc or existing associations*). The assessment may conduct a resource mapping to determine individuals/ groups/institutions that provide services to PWDs as well as community resources that may be used in the implementation of the Magna Carta for Persons with Disabilities, and identification of other PWDs who are not yet members of the association

The consolidation and validation of findings shall ensue with the LSWDO as the lead person, in coordination with the PWDs (association/s) and other stakeholders. This phase expects to establish a consolidated situational assessment indicating the general issues of the PWD sector in the barangay/municipal/provincial levels and the PWDs' competency as well as the stakeholders' possible contribution to the plan.

The process ensures that interest and participation among PWDs and stakeholders would eventually generate commitments and involvement in the organization and implementation of its program plan. The component expects that the SHGs would have a clear analysis of their situation and a strategic plan of action to respond to it.

These are all done through a variety of methodologies such as focused group discussions (FGD), community workshops, consultative assemblies with the city/municipal/ provincial social workers with targeted PWDs and the different stakeholders such as NGOs, POs, NGAs and other GOs as well as the private sector. All social preparation efforts will be conducted through a series of consultations with stakeholders and partners. The result of which should have, but not limited to the following information:

- Total number of PWDs in the community;
- Number of registered PWDs at the local social welfare and development office;
- NGOs/POs serving PWDs
- NGAs and other GOs rendering services in the community
- PWDs' needs / issues / problems
- Demographic Profile of PWDs indicating socio-economic, political, and cultural conditions affecting the sector
- Existing resources

**Courtesy call** with the Municipal/City Mayor and Sangguniang Bayan Officials shall be conducted by the MSWDO with the PWD focal person and the identified SHG core group leader. The activity shall include an initial consultative meeting regarding the assessment made. The following preparations and possible result/s are:

- Brief Description of the SHG
- Scheduled meeting with the concerned Mayor and Officials to discuss the project.
- Conduct of orientation on the findings of the assessment indicating

urgency and magnitude of the PWD situation insinuating the need to establish SHGs as means to respond to their own concerns.

- Opportunities and resources present in the community, and the provisions of laws such as: Magna Carta, Accessibility Law, Presidential Proclamation no. 240 and other related laws shall also be discussed.
- Written commitment of support or project adoption from the municipality by way of the issuance of an ordinance or resolution.

**Organization Building of Self Help Groups:** the local social worker and the PWD focal person leading the core group for SHGs formation shall coordinate with the community residents, volunteers, leaders and heads of NGOs and/or private corporations in target areas to conduct the following organizational building activities:

- Conduct field visits and initiate contacts with potential members for SHGs by barangay / municipality/province;
- Conduct community assemblies with the recognized local leaders (barangay and purok leaders) and heads of NGOs to validate assessment results and strategically plan the growth of the SHGs as well as strengthen institutional commitments from among the various stakeholders on the strategic course of actions
- SHGs conducting an assessment of roles and responsibilities of potential partners and community residents shall further negotiate for resource commitments and/or counterparts.
- Undergo registration, accreditation and/or recognition as a welfare structure by the City/Municipality/Province duly approved by the local chief executive.

This shall be structurally formalized in the different levels of governance and public administration such as:

**Municipal/City/Federation of SHGs**

The organization of the SHGs in the barangays and/or cluster barangay into a City/Municipal Federation of PWDs to be initiated by the City Social Welfare and Development Office (CSWDO).

**Provincial Federation of SHGs**

The organization of SHGs in the different municipalities of the province into a Provincial Federation shall be initiated by the Provincial Social Welfare and Development Office (PSWDO).

**Regional Federation of SHGs**

The organization of SHGs of PWDs from the different cities and provinces will compose the Regional Federation.

**National Federation of SHGs**

The organization of Regional Federation of SHGs of PWDs into a National Federation led by the DSWD.

## **B. Implementation Phase:**

### **1) Building Capacities of Self Help Groups**

The membership roster of enlisted SHGs of PWDs shall be provided with technical assistance through capacity building and institutionalizing local advocates of PWD concerns. The self help groups will not only be provided training on employable skills but will also be trained on policy advocacy and legislative lobbying. The trainings shall be based upon the competency requirements of the set plan of action of the SHGs. Employable skills training shall be in accordance with the TESDA accredited curriculum.

### **2) Mobilizing and Strengthening Self Help Groups**

The SHGs shall be mobilized to develop a system of operation or to implement their plan of action. This is demonstrated through, but not limited to the following interventions: sharing of livelihood opportunities, learning experiences within and among SHGs, policy advocacy and legislative lobbying, networking and partnerships with service providers, and resource mobilization.

In strengthening SHGs, seminars and conventions shall be conducted to intensify regional and nationwide support in all their efforts. Convention/s of the PWDs shall be conducted to demonstrate massive urgency of issues and limitations / extent of the efforts being made towards these concerns. Referrals to agencies and service providers undertaking capacity building relative to PWDs shall also be made.

#### **a) The Regional Convention of SHGs**

- A 2-day activity shall be held on July of every year where leaders from the SHGs-PWDs in the City and Province will come together to consolidate their expressed needs / concerns and consult these with the Regional Government Agencies and other concerned NGOs and civic organizations. This shall also serve as a venue for orientation on matters pertaining to the welfare of SHGs.
- The conduct of the First Regional Convention shall partially be funded by DSWD FOs (venue, food and other supplies) while the Local Government Units where the SHGs are organized shall shoulder the transportation fare of the PWD delegates. The succeeding conventions shall be sponsored by the NCDA and with the other member agencies namely: DPWH, TESDA, DOH, DILG, and DA on a rotation basis.

#### **b) National Convention of SHGs**

- A 3-day activity where regional leaders of SHGs – PWDs will evaluate the implementation of the Philippine Plan of Action for PWDs on the extended National Decade of PWDs from 2003 – 2012. The National Convention will also provide the venue where PWD leaders can express their views and opinions and to bring these needs and concerns to the attention of the National Government Agencies, National Council on Disability Affairs (NCDA) and other sectors.

- The National Convention will be held in July after and every two years and will be initiated by the Department of Social Welfare and Development (DSWD) who will partially shoulder the expenses on the accommodation and food of the PWD delegates provided no regional convention shall be conducted. The transportation expenses shall be borne by the Local Government Units through the Provincial / City Social Welfare Office(P/CSWDO) or the Office of the Persons with Disability Affairs (OPDA). This activity shall serve as the culminating activity for the NDPR week. It is suggested that the Regional Federation and two of his offices/members will compose the regional delegation, duly endorsed by the DSWD-Field Office in coordination with their respective Regional Committee on Disability Affairs ( RCDA.)

Both conventions (national and regional) shall be expected to produce any, but not limited to the following outputs:

- development, enhancement and ratification of constitution and by-laws;
- administered and documented election of officers;
- development and confirmation of policy issuances, comments, position papers, etc.
- development plans and program proposals;
- evaluation of the implementation of the Philippine Plan of Action for PWDs;

#### **C. Post-Implementation Phase:**

Sustainable SHGs - the phase wherein the SHGs are recognized through an ordinance or a resolution as a representative of the PWD sector in the local and national development planning, project implementation, monitoring and evaluation. The institutionalization of the SHGs can also be in the form of accreditation of services by various government agencies or through a memorandum of agreement between NGOs or private organizations with SHGs as co-implementer in projects relative to the affairs of the PWDs. The efforts of the SHGs in this phase shall evolve around alliance building, legislative lobbying, resource accessing and technical sharing.

Impact evaluation shall also be conducted at this phase to measure the extent of institutionalization of the SHGs and its efforts in the community as well as their contribution to the achievements of the Philippine government relative to the Millennium Development Goals. The impact evaluation shall also focus on identifying and appreciating the best practices made by the SHGs. The objectively verifiable indicators for the impact evaluation shall cover the stipulations in the Millennium Development Goals for PWDs.

#### **D. Integrated Activities:**

- a) **Monitoring** – DSWD Regional Field Office and the DSWD Central Office shall regularly assess the implementation of the SHGs. A quarterly progress report prepared by the SHGs submitted to the DSWD shall serve as the means of verifying the accomplishments of the SHGs.
  - i. Conduct of actual site and project implementation event visits

- ii. Regular submission of reports at least once a month to DSWD Field Office utilizing the monitoring format.
  - iii. Conduct of regular meeting
  - iv. Attendance during the regular meeting
- b) **Evaluation** – interim (*mid-year and year-end*) evaluation will be conducted to appraise the effectiveness, efficiency and accountability of the SHGs relative to their program plan of action. The evaluation shall identify problems encountered during the implementation period and weight activities and results as against impacts of the project, among others. Evaluation may be conducted at the different levels and schedules as follows:
- MSWDO – quarterly
  - PSWDO – semestral
  - DSWD-FO – semestral
  - DSWD – CO – biennial

Evaluation of this project will focus on the provision of services with the following objectively verifiable indicators and means of verification:

- Number of trained SHGs of persons with disabilities (PWDs)
- Number of SHGs organized (functional and non-functional)
- Number of productive skills of all employable members of self-help groups for gainful employment developed.
- Number of capability building activities of self-help groups conducted to advocate the welfare of PWDs in the community through information campaign
- Improved accessibility of members to the socio-economic opportunities available in the community.
- Mainstreamed / Integrated SHGs of persons with disabilities to local development planning;
- Facilitating and Hindering factors or recommendations

**c) Technical Assistance Provision and Resource Generation**

SHGs' need for technical assistance shall be based upon the results of the monitoring and evaluations made as gleaned from the factors that contributed to the non-achievement of its goals. Resource generation shall also be conducted by the SHGs.

**d) Documentation**

The SHGs and the LGU (city/municipal and the province) in coordination with the Field Offices shall document their experiences / success stories / best practices in the implementation of the project. A compendium of successful cases shall be maintained and forwarded to the Central Office for data banking and sharing of strategies and approaches in the implementation of the project.

**e) Data Banking and Research**

A data bank shall be installed and maintained both at the DSWD Central Office and Field Office to have a repository system on persons with disabilities served which shall cover the following:

- Number of PWDs served (disaggregated by type of disability)
- Number of SHGs organized
- Profile of PWDs
- Social welfare intervention/services extended
- Network, linkages and support system established
- Resources generated

## **IX. ROLES AND RESPONSIBILITIES OF CONCERNED PARTIES**

### **A. Local Governments**

#### **1. Municipal / City Social Welfare and Development Office**

- Identify target beneficiaries and undertake social preparation, capability building activities for persons with disabilities.
- Organize persons with disabilities into self-help groups and association at the barangay/municipal/city level
- Supervise / monitor / provide technical assistance to self-help group / associations of persons with disabilities
- Appropriation of funding support to be taken from the 5% allocation of PWDs as mandated by the DBM and DSWD joint circular.
- Federate self help groups of persons with disabilities at the municipal and city level
- Submit documentation of best practices and progress reports to the Mayor and furnish a copy to the PSWDO.

#### **2. Provincial Social Welfare and Development Office**

- Monitor and provide technical assistance and consultation
- Conduct and manage annual provincial conferences
- Federate the municipal/city federations at the provincial level.
- Ensure that the Provincial Federation President sits and attends the Provincial Committee for the Welfare of Disabled Persons and other decision making bodies.
- Provide augmentation fund to municipalities and cities under their jurisdiction.
- Provide semestral reports to the Governor, copy furnished the DSWD Field Office.
- Compile / document success stories and best practices which can be used for advocacy and other related concerns

#### **3. Self-Help Groups of PWDs**

- Comply with existing rules/laws being implemented by the federation and other concerned agencies.
- Submit monthly accomplishment report to the city/municipal federation copy furnished the provincial and regional federations.
- Perform all duties and responsibilities as stipulated in the implementing procedures.

## **B. DSWD – Field Office**

- Conduct needs assessment of implementors and local government facilitators
- Training of Implementors and Facilitators in proper handling and managing of PWD affairs
- Coordinate with the Central Office and NCDA for TA and resource generation
- Monitor and provide technical assistance to LGUs and self help groups in the operationalization of this Administrative Order
- Submit semestral report to the Central Office on the implementation of this Administrative Order and of self help groups
- Conduct biennial regional conference of self-help groups
- Federate provincial/city federation at the regional level
- Databanking of region - wide SHG organizing efforts and other pertinent information as prescribed in the monitoring and evaluation provisions of this Administrative Order.

## **C. DSWD Central Office**

### **1. Program Management Bureau**

- Monitor and provide technical assistance to DSWD Field Offices
- Facilitate the consolidation and federation of regionally federated SHGs into a National Federation
- Conduct and manage the Biennial Convention
- Provide funding support/augmentation to FOs
- Prepare consolidated report submitted by FOs to OCBG, copy furnished NCDA
- Coordinate and communicate with STB any enhancement required of the existing guidelines based on monitoring conducted

### **2. Standards Bureau**

- Set standards and register organized SHGs at the Regional and National level

### **3. Social Technology Bureau**

- Provide technical assistance in the development and enhancement of program or project concepts / strategies / guidelines / manuals responsive to the emerging needs of the PWDs in coordination with PMB.

### **4. Social Marketing Service**

- Package documented success stories and best practices which will be used for advocacy.
- Prepare advocacy materials and conduct information campaigns all throughout the phases.

**5. Social Welfare Institute Development Bureau**

- Develop training design and modules
- Conduct capability building to FOs in coordination with Program Management Bureau and Social Technology Bureau

**6. Financial Management Service**

- Ensure availability of sub-alloted funds to regions

**7. Policy Development and Planning Bureau**

- Data banking of reports
- External resource accessing to augment funding for program implementation
- Provision of Technical Assistance on Sectoral Planning and Policy Development

**D. National Council on Disability Affairs (NCDA)**

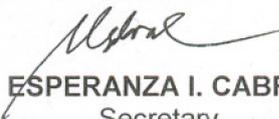
- Provide policy support, technical assistance and resource augmentation to GOs, and POs in coordination with the DSWD
- Monitors and reviews policy and program implementation of government, non-government and people's organizations for the sector.

**X. FUNDING SOURCE**

The funding for this administrative order shall come from the Annual General Appropriations Act of DSWD and other Government Agencies as well as the Annual Allocation of Local Government as provided for by Proclamation 240 and other issuance related to the 2003 – 2012 Philippine Decade for Disabled Persons and RA 7160. The SHGs' work and financial plan shall be integrated in the Local Investment Planning

**XI. EFFECTIVITY**

This Administrative Order shall take effect immediately and revokes other guidelines inconsistent to wit.

  
**ESPERANZA I. CABRAL**  
Secretary *6/18/08*

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